

Admission, Tuition and Financial Aid

Admissions – Find Out More About the College

The Admissions Office encourages prospective students to attend an Information Session or one of the many admissions events scheduled throughout the year to learn more about LaGuardia Community College. An Admissions Counselor will help students examine their objectives, review requirements for programs of interest and discuss career opportunities. We also provide assistance in the application process. Students can sign up for admissions events at www.laguardia.edu/events or by calling 718-482-5000. If you would like to schedule an appointment to meet with an Admissions Counselor please call 718-482-5107.

Office Hours:

Monday – Thursday 9:00 am – 7:00 pm
(closed Fridays and weekends)

Location:

Main Building, room M-147
31-10 Thomson Avenue
Long Island City, New York 11101
Phone: 718-482-5000
Email: Admissions@lagcc.cuny.edu

TYPES OF APPLICATIONS

Students should only complete one of the three applications listed below. Students are responsible for filing the correct application.

1. Freshman Applicant

A freshman applicant is defined as a student who has never attended a college, university or postsecondary institution since graduating from high school or receiving a General Equivalency Diploma (GED). Neither a high school certificate nor an Individualized Education Program (IEP) diploma is acceptable. We do not accept wallet-sized diplomas. Applicants who earned a United States Armed Forces Institute Diploma must submit proof

of having earned a minimum score of 225 or 2250 on the GED examinations. Application fee is \$65.

*Requirements to Apply (Submit one of the following:)

- ▶ original high school diploma and sealed high school transcript
- ▶ original GED certificate and scores
- ▶ international secondary education credentials equivalent to a U.S. high school diploma and English translation (if applicable)

2. Transfer Applicant

A transfer applicant is defined as a student who has attended a college, university or postsecondary institution (either in or outside the U.S.), since graduating from high school or receiving its equivalent GED. Students who file a transfer application may qualify for advanced standing credit for completed coursework. To be eligible for admissions students must be in good standing at their home college. In addition, they must meet CUNY's standards of retention as a condition for admissions. Application fee is \$70.

Internationally-educated transfer students must submit their applications directly to the University Applications Processing Center (UAPC).

Requirements to Apply:

- ▶ one item listed above* to prove the completion of high school or equivalent
- ▶ sealed official college transcripts from all colleges attended, regardless if you are seeking transfer credit or not
- ▶ sealed official international transcript from non-U.S. college and English translation (if applicable)

3. Visiting/Non-degree Student

A visiting/ non-degree student is defined as a non-matriculated student who enrolls for individual courses, but is not enrolled in a specific curriculum or major. Therefore, the student is not

working toward a degree. Visiting/ non-degree registration is on a space available basis each semester, and students are not eligible for financial aid. Students can apply four times a year; Fall and Spring sessions I and II (see enhanced semester calendar—inside front cover.) The application fee of \$65 will only be charged if you have successfully registered for a class.

Apply online and learn what documents are required to process the application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: www.laguardia.edu/admissions/applynondegree/

This option is available up to 2 weeks before the first day of classes.

Visit LaGuardia's Admissions Office and apply in-person.

Applications and information about immigration status, residency status and restrictions on registering for certain courses are available in the Admissions Office.

* Effective Fall 2009, all non-matriculated students are required to provide CUNY Assessment Test results or to prove exemption from placement in Basic Skills courses. They are also required to meet all pre- and co-requisites for all courses for which they register unless they receive a waiver from the appropriate academic chairperson.

How to Apply

There are two ways to file an application as a **Freshman or Transfer applicant**:

1. Apply online: www.laguardia.edu/applynow
To guide you through the application process and to view additional information you can go to www.cuny.edu and click on **Apply to CUNY**
2. Visit and apply in-person during Direct Admission. Please refer to www.311learn.com or call 718-482-7206.

There are two ways to file an application as a **visiting/non-degree student**:

1. Apply online and learn what documents are required to process the application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: www.laguardia.edu/admissions/applynondegree/

This option is available up to 2 weeks before the first day of classes.

2. Visit LaGuardia and apply in-person
Applications and information about immigration status, residency status and restrictions on registering for certain courses is available in the Admissions Office.

Along with declaring your college major you need to indicate if you will be taking classes in Day or Extended Day (Evening/Weekend) status. Most majors offer both options.

Day students may enroll in evening and weekend classes and Extended Day students may enroll in daytime classes. *Day*

students must complete the college's internship requirement. For most Extended Day students, internships are optional. Internships benefit our students by helping them gain real life work experience in the industry of their choice for college credit. Once you are registered, you cannot change your Day/Extended Day status. Every student, regardless of status, benefits from the same basic college services.

CUNY's Policy on the Submission of Fraudulent Documents in Support of an Application for Admissions.

An applicant for admission to any college of CUNY who submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled shall be barred from enrolling in any college of CUNY for a period of five years. Please be sure to complete a transfer application if you have attended ANY institution after high school and be sure to list all institutions attended after high school (including those completed outside of the country) regardless if the education is related or not to your college major at LaGuardia. For more information on this CUNY policy refer to http://www1.cuny.edu/admissions/index/policy_application.pdf

Students Who May Pose a Risk to the College

LaGuardia reserves the right to deny admission to any student if, in its judgement, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgement will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

Immunization

The State of New York requires all students born on or after January 1, 1957 to present proof of immunity against measles, mumps, and rubella (MMR). Acceptable proof of immunization must include two doses of measles vaccine and one dose of mumps and rubella vaccine. All students, both degree and non-degree, who register for six or more tuition units must comply with this law. Additionally, all colleges are required to distribute information about meningococcal meningitis and vaccination to all students enrolled regardless of age. Students are required to submit a signed response form (Meningitis Response Form) to demonstrate receipt of meningococcal disease and vaccine information or a record of the immunization within the past 10 years.

Students who are not in compliance with all the immunization requirements will be excluded from classes and given an administrative withdrawal grade for all classes. Free measles, mumps and rubella immunization clinics through the Health Services Office are offered periodically throughout the year to accommodate the students' obligations. Further information is available from the Health Services Office, MB-40, or contact the New York City Department of Health.



University Testing Policies and Procedures

As part of the admissions process at LaGuardia, students are required to demonstrate their competence in Reading, Writing and Mathematics.

In Reading and Writing, students can do this four ways:

1. Have earned a bachelor's degree from an accredited institution.
2. National tests: students who score above 480 on the SAT Verbal portion or 20 or above on the ACT Verbal portion demonstrate competence in reading and writing.
3. New York State Regents examination in English: students who achieve a grade of 75 or better demonstrate competence in reading and writing.
4. CUNY Basic Skills Test in Reading and Writing: students who do not achieve appropriate scores on the SAT, ACT or New York State Regents in English are scheduled to take the CUNY Assessment Tests.

The CUNY Assessment Tests in Reading and Writing include:

1. An untimed computer-based Reading Skills test;
2. A 60-minute writing sample, an essay.

In Mathematics, students can meet the competency in four ways:

1. Have earned a valid bachelor's degree from an accredited institution.
2. National tests: students who score above 480 on the SAT or 20 or above on the Mathematics portion of the ACT demonstrate competence.

3. Earn a grade of 75 or more on the New York State Regents examination in Sequential Math 2 or 3 or Math A or B.
4. Take the untimed CUNY Assessment Math Test and score 27 or better prior to Oct. 1, 2007, or 30 or better after Oct. 1, 2007, on the first two parts.

Students who do not demonstrate competence in these areas are placed in appropriate Reading, Writing, ESL or Math classes based on the results of the CUNY Assessment Tests. At the end of the sequence of remedial courses in Reading, Writing and Mathematics, students are given an opportunity to take the tests again to demonstrate their competence. Students must pass all three tests or demonstrate competence in all three areas in any of the above ways in order to be able to transfer to any of the CUNY senior colleges.

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. Placement in remedial or development courses as a result of these tests will be considered part of the student's graduation requirements.

Effective October 1, 2008, transfer students with a 3 credit college-level English course with a grade of 'C' or better from an accredited college or university are considered proficient in reading and writing. Transfer students with a 3 credit college-level math course with a grade of 'C' or better from an accredited college or university are considered proficient in math.

The college and the university will communicate to all students what, if any, tests are required for placement. All students must test, or provide appropriate documentation for exemption. Failure to do so will delay admission and registration for classes. Students may only test once prior to the semester in which they are accepted.

CUNY PROFICIENCY EXAMINATION (THE CPE)

The CUNY Proficiency Exam requires students to demonstrate their competence in aspects of academic literacy that the CUNY faculty considers important for success in upper-division studies. All LaGuardia students are required to take and pass it before they can graduate. Students with a previously earned bachelor's degree from an accredited institution are exempt.

Students are allowed three attempts to pass the CPE. Students are required to take the test for the first time in the semester in which they have registered for their 45th credit.

The CPE tests skills you will develop through your coursework: reading and interpreting texts; organizing and presenting your ideas and connecting them to other ideas and concepts; writing clearly and effectively; interpreting and evaluating materials in graphs and charts.

The exam consists of two tasks:

TASK 1: Analytical Reading and Writing (2 hours). You will be asked to write a focused comprehensive analysis essay drawing on a long reading you have been given prior to the test and a shorter reading you will be given the day of the test.

TASK 2: Analyzing and Integrating Material from Graphs and Text (1 hour). You will be given a set of materials that includes two graphs or charts and a short reading text. You will then be asked to state the main claims of the reading and discuss how the charts or graphs do or do not support that text.

Detailed information about the test, previous versions for review and information about how to prepare for it are available in the college's Testing Office, C-428.

Advanced Standing through Prior Learning Assessment

LaGuardia offers many opportunities for students to obtain academic credit for courses, credentials, and life experience. Students may earn up to 30 credits toward their LaGuardia degree.

TRANSFER CREDITS AND TRANSCRIPT EVALUATION

Transfer students admitted to degree or certificate programs may transfer to LaGuardia credits earned at other accredited colleges or universities either in the U.S. or the equivalent earned outside

the U.S. for courses that are comparable to those offered at LaGuardia. Transfer credits are evaluated by the Transfer Credit Office, M-147, prior to or during the first semester of attendance in a degree program at LaGuardia. The maximum number of credits to be granted toward the degree is 30 and 10 toward a certificate. Transfer or freshmen status is determined by the student at the time of application and cannot be changed after a student registers at LaGuardia.

In general, for courses to be transferred, a grade of C or better must have been earned or, if the course was taken at another unit of CUNY, a grade of D or better must have been earned.

Selective Transfer Credit Policy: LaGuardia Community College currently offers selective transfer course credits to students who transfer to LaGuardia. The selective transfer policy allows for up to 30 transfer credits that apply to the student's major.

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

Students are cautioned that they must make satisfactory academic progress as a condition of financial aid. Repeated courses do not count in cumulative totals of credits completed to meet financial aid requirements. Students admitted into Nursing, Veterinary Technology, Physical Therapist 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. All courses on the approved course list for each of these majors from their program handbooks will transfer unless a student specifically requests in writing that a course not be transferred so it may be repeated here. Requests can be filed with the Transfer Credit Office in room M-147.

Transfer credits for "clinical" courses: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Veterinary Technology clinical phase courses will not be awarded. These departments follow the general transfer policies in all other ways.

Transfer credits in cooperative education: Transfer credit may be granted for cooperative education courses completed at another college. The number of credits transferred may not exceed three. The chairperson of Cooperative Education makes the determination of equivalency.

Transfer credits in English: Transfer credits may be awarded for college-level English courses taken at post-secondary institutions in the U.S. and English-speaking countries. Results of the City University of New York's ACT placement exam affect the transferability of English courses. English credits are not awarded for a college-level English course taken at post-secondary institutions in countries where English is not the primary language.

Transfer credits in foreign languages: Students who have taken an elementary-level foreign language course at another institution and wish to receive transfer credits must complete an intermediate-level course before transfer credit will be awarded.

Transfer credits in health education: Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education.

Transfer credits in mathematics: 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 skills assessment test. Those students with a math skills assessment test score below our minimum standard will be required to take remedial courses in order to receive transfer credit for their prior math courses, unless a waiver of the remedial course is granted by the Mathematics Department.

Transfer and the New Student Seminar: The New Student Seminar provides an orientation to LaGuardia, a forum for academic planning and advisement, and teaches skills imperative to academic success. 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 religious studies: Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. The chairperson of the Humanities Department shall make this decision.

Transfer credits in remediation: Transfer credit will not be granted for any remedial, developmental-level, or ESL courses previously taken at another college. Based on test results, LaGuardia may require students to retake basic skills courses passed elsewhere. Missing or failing skills assessment test scores could delay or prevent you from receiving a complete evaluation. This is why it is imperative for all students, including transfer students, to take the CUNY Assessment Tests— or, if the student is transferring from another unit of CUNY, to submit passing placement test scores or re-test at the time of admission to LaGuardia. See the Test Policy section to determine if you meet any of the requirements for exemption.

If you have any questions about your transfer credit evaluation, please visit room M-147 or call (718) 482-6103.

STANDARDIZED EXAMINATIONS

The College offers a variety of ways to obtain credits through standardized examinations.

The College Board: LaGuardia is a member institution of the College Entrance Examination Board, participating in both the Advanced Placement and CLEP programs.

Advanced Placement: Students presenting scores of 3 or above will receive appropriate credit. To be awarded credit, you must

send an official score report to LaGuardia Community College, Office of Admissions.

College Level Examination Program: Credit is granted at the discretion of individual academic departments in conjunction with the Transfer Credit Office. Check with the Transfer Credit Office, M-147, or call (718) 482-6103 prior to registering for an exam for more information or to obtain a brochure. To be awarded credit, you must be matriculated, earn a score deemed passing by the American Council on Education, and have an official score report sent to LaGuardia Community College (code 2246).

Evaluation of Noncollegiate Educational Programs (pre-evaluated training, credentials, certificates, and licenses): Credit may be granted for formal courses and educational programs sponsored by non-collegiate organizations such as work related courses and formal military training recognized by the National Program on Noncollegiate Sponsored Instruction (PONSI). For details on what is available, you can visit www.nationalponsi.org

EXEMPTION CREDIT

Exemption credit from any credit course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate department and must be approved by the chairperson. To receive credit by exemption, the student should apply to the appropriate chairperson or designee.

The maximum number of exemption credits that can be counted towards a LaGuardia degree is 10. These 10 exemption credits may be applied toward LaGuardia's 30-credit residency requirement for a degree; a maximum of 6 credits may be applied toward a certificate.

Note: Exemption credits are awarded to degree students only.

VETERAN'S CREDIT FOR MILITARY SERVICE

Veterans enrolled in degree programs (matriculated) who have been honorably discharged from the United States military may qualify for unrestricted elective credit. The veteran must have been in active service for more than 90 days and must have completed at least one semester at LaGuardia Community College with a cumulative GPA of 2.00 or higher. Unrestricted elective credits will be awarded based on length of active service according to the following scale:

- less than 3 months = none
- 3 months through 12 months = 2
- 12 months through 24 months = 4
- 25 months or more = 6

Veterans who qualify under the above mentioned guidelines should present Form DD214 to the Enrollment Services Center, C-107, for review.

Special Learning Opportunities

LaGuardia offers a number of special learning opportunities to students prior to starting college, during their college careers as well as during the summer.

PRIOR TO COLLEGE

Opening Sessions for New Students

All incoming students are expected to be part of the Opening Sessions learning experience. During this day-long event, students are engaged in presentations, a variety of workshops, and a tour of the college. Each Opening Sessions has a theme with common readings from articles and a required book used in the first semester. Students will have a chance to meet with faculty and fellow students through group discussions.

First-Year Institute (see Express Courses, page 177)

These immersion programs are designed for newly admitted students prior to their first semester. They provide an opportunity for students to get a headstart on their college experience by taking, at no cost, a basic skills course, receiving tutoring, and meeting with counselors. The program offers courses in the areas of English, ESL, reading, and math. In addition there are also prep, critical thinking, and learning strategies classes.

The immersion programs are coordinated by the Office of Academic Support Services and Special Programs. For further information call (718) 482-5408 or stop by room C-740.

DURING COLLEGE

Learning Communities

The college offers several types of Learning Communities throughout the academic year: Academy Clusters, New House, and Liberal Arts.

These communities are thematically linked by faculty who have created the courses. The learner is engaged to make connections across disciplines. Learning communities provide learners with an enriched experience as well as a supportive and friendly environment. The Academy Clusters and New House communities are reserved for new students during their first semester. The Liberal Arts Clusters are for students who have reached the ENC/G101 level and who will major in the Liberal Arts AA program.

Students must register for all courses in the Learning Community and cannot drop or withdraw from individual courses in the community.

For further information contact the Office of Academic Support Services and Special Programs: (718) 482-5408, in room C-239.

Bridges to the Future Program

The Bridges to the Future Program provides opportunities for minority students to gain research experience in science, mathe-

tics, or computer science areas. Working closely with faculty mentors, students execute challenging research projects, attend unique student research seminars, and receive specialized counseling and other support services. In addition to research, the program facilitates transfer of community college students to further study in biomedicine and the sciences.

College Discovery Program

Room C-410 (718) 482-5254

The College Discovery Program, available at CUNY's community colleges, provides eligible students with concentrated and specialized counseling, remedial instruction, tutorial services and financial aid stipends for educational expenses.

In accordance with the state education law and CUNY policies, students are eligible for admission to the College Discovery Program if they meet the following criteria: They

- are economically disadvantaged,
- graduated from an approved high school or attained a New York State high school equivalency diploma (GED) or its equivalent,
- did not previously attend a college or university, and
- resided in New York City for at least one year prior to the first day of classes.

Program services include a special new student orientation session, a New Student Seminar section devoted specifically to CD students, individualized counseling as well as specialized CD counseling groups, workshops and tutorials.

Note: Applicants for the College Discovery Program will only be considered if they complete the College Discovery portion of the City University Undergraduate Freshman Application at the time they make initial application to the University.

College Discovery certification is determined by completing financial aid forms: the Free Application for Federal Student Aid (FAFSA) and the Financial Aid Supplemental Information Request (FASIR).

CUNY COPE Program

The College Opportunity to Prepare for Employment (CUNY-COPE) is a collaboration between The City University of New York (CUNY) and the City of New York Human Resource Administration (HRA) that provides career/education and support services to CUNY students receiving public assistance.

The goals of CUNY-COPE are to see that public assistance recipients graduate from CUNY schools more quickly, that their retention is improved, and that, ultimately, they find employment.

The COPE Program offers a variety of services that help students meet college degree goals and HRA requirements so that they can graduate and get jobs that will lead to long-term economic self-sufficiency.

COPE services include: academic and personal counseling; assistance with registration, career planning and course scheduling; assistance with accessing appropriate child care and transportation needs, preparing for HRA appointments and meeting work-

fare requirements; tutoring; job preparation and job placement; information mailings and seminars.

HRA provides training related expenses (TREs) to COPE Program participants to assist with transportation and child care expenses. In order to remain eligible for TREs, participants must be full-time students, and make satisfactory progress towards their degree.

COPE Program job placement services include: assistance with resume preparation; full- or part-time job openings in a wide variety of fields (focused and related to career path); interview and career preparation; meeting employers, seminars, workshops, job fairs; individual and group counseling.

A new component of the program is a provision for job assistance and placement services to students who are not on public assistance, but have dependent children, and attend LaGuardia or other CUNY degree programs. For more information, students may visit the COPE office, MB-13, or call (718) 482-5479.

The Honors Program

E 103-V (718) 482-5658 www.lagcc.cuny.edu/honors
e-mail: honorsprog@lagcc.cuny.edu; kkoh@lagcc.cuny.edu

LaGuardia Community College's growing Honors Program is designed to promote a rigorous and rich academic experience for talented, intellectually curious, motivated, and ambitious students. One of the fundamental goals of the Honors Program is to promote transfer, with scholarship when possible, to leading public and private 4-year colleges.

Honors courses are smaller in size, and emphasize critical thinking, intensive analytical writing, speaking, research skills, including the use of primary source material, and information literacy. Honors students receive individualized mentoring and advisement from Honors faculty.

The Program also coordinates the College's nomination of candidates for major national scholarship programs, such as the Jack Kent Cooke Scholarship Program, the All-USA Academic Team Competition, and the Goldwater Scholarship Program.

Students with at least 12 completed credits, and a minimum GPA of 3.2 are eligible to register for Honors courses. There are two ways to participate in the Program:

Enroll in an Honors course and get an "Honors course designation" on your transcript after completing the course and a "Certificate of Completion" at the annual Honors Ceremony.

Participate in the Honors Program Concentration. If you are a Liberal Arts (AA or AS) or Business (AS or AAS) student, you may take fuller advantage of the Program by completing 7 Honors courses (20-22 credits) to graduate from the Honors Program.

LaGuardia AMP

LaGuardia AMP (Alliance for Minority Participation) is a participating institution of the New York City Alliance (NYC-AMP) program that is sponsored by a grant from the National Science Foundation. The LaGuardia AMP's goal is to ensure long-term

capacity to produce significantly greater numbers of underrepresented students in science, mathematics, and engineering.

Full-time students who are citizens or permanent residents and members of underrepresented groups are eligible for AMP research assistantships. Students are invited to apply based on academic performance and will be required to take part in an interview as part of the application process.

Financial support is provided for participation in this program. Stipends for students who transfer to a participating CUNY senior college will be continued.

For more information or to request an application, contact the LaGuardia activity coordinator in M-412 or call (718) 482-5648.

Study Abroad Program

The Study Abroad Program provides LaGuardia students with an opportunity to earn up to six academic credits while gaining invaluable experience living in a country and culture different from their own.

Eligible students are invited to apply for study abroad where the City University of New York has programs. Most programs offer humanities and social science courses. Countries of destination include, but are not limited to, Denmark, Dominican Republic, Ecuador, England, Germany, Greece, Ireland, Puerto Rico, Senegal, and Spain. It is possible to do internships or clinical fieldwork abroad, depending on the student's major and upon approval of the internship/clinical fieldwork advisor. Applications for study abroad are due by December 1st. The selection process takes place in January.

In order to apply for participation in the Study Abroad Program, students must:

1. have an overall G.P.A of 3.0 or higher;
2. have completed at least 24 credits;
3. have finished all basic skills requirements;
4. have completed all prerequisites for course/internship/clinical fieldwork to be done overseas;
5. be recommended by a faculty member;
6. go through the selection process.

For further information, students may contact the director of the Study Abroad Program at (718) 482-5218.

Supplemental Instruction

Supplemental Instruction, a non-remedial peer tutoring program available at the college since 1993, provides free tutoring in high-risk or difficult courses. Courses in biology, human biology, microbiology, calculus, statistics, and accounting have been targeted as Supplemental Instruction courses. These courses have a tutor or student leader assigned to them. This student, who has already successfully completed the course, attends all classes and arranges a minimum of three weekly group tutoring sessions. The sessions are designed to help students improve their grades. To date, the average grade of students who have participated in Supplemental Instruction is one half to one full letter grade higher than students who do not participate.

When registering for a course or receiving advisement, ask if there is a Supplemental Instruction session being offered. For additional information, please call (718) 482-5637.

ADDITIONAL OPPORTUNITIES

Enriched Off-Campus Summer Programs

The Barnard-LaGuardia Intercollegiate Partnership Program is a component of the Hughes Science Pipeline Project at Barnard College aimed at identifying students to study science at Barnard or other senior colleges. Qualified LaGuardia students take part in a five-week coeducational residential program at Barnard. Students take two science courses, which are team-taught by Barnard and LaGuardia faculty. Students who successfully complete the summer program are invited to take one science course at Barnard during the academic year.

The Vassar College "Exploring Transfer" Program is a five-week summer program designed to give qualified LaGuardia students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by LaGuardia and Vassar faculty, earning 6 academic credits. In addition, special transfer counseling is provided, as well as social and recreational activities. All expenses are paid for students. Since 1985 over 225 LaGuardia students have benefited from this award-winning program, going on to continue their education at outstanding colleges such as Vassar, Columbia, Yale, Middlebury, New York University, Clark, and Smith.

CUNY BA/BS Program

Established in 1971, the CUNY Baccalaureate Program (CUNY BA/BS) is the only University-wide alternate degree program that allows students, working with faculty mentors, to design a program of study tailored to their unique individual academic interests and goals. Students may take courses at any of CUNY's 17 colleges and at The Graduate School. The program is administered by The City University of New York Graduate Center.

The CUNY BA/BS Program accepts up to 60 transfer credits earned at a community college toward the 120 credits needed for the degree. Qualified LaGuardia students can be in the CUNY BA/BS Program at the same time that they are taking courses at LaGuardia toward their associate's degree. To be eligible for admission to the program students need 15 college credits and a GPA of at least 2.50. For further information contact the CUNY BA/BS campus coordinator at (718) 482-5442.

Tuition and Fees

THE COST OF EDUCATION

Cost is an important consideration for most students when they are deciding which educational program is best suited to their goals and aspirations.

The following information will help students calculate the cost of attending LaGuardia Community College. By performing some basic calculations, students can develop their own "student budget."

Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs incurred by virtue of attendance, such as for transportation and lunch. In addition, all students have costs related to recreation and personal expenses.

DEVELOPING A BUDGET

Students who depend on some other person to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs, defined below, represent the total out-of-pocket costs that result from college attendance.

For self-supporting students, who do not depend upon some other person for support, the out-of-pocket costs must be considered in addition to the regular cost of living, which students incur as a result of being dependent upon their own resources. A general description of these living costs is described below.

TYPICAL EXPENSES

The following is an estimated cost of education-related expenses students are likely to incur for a 12-month period. It is possible that during students' internship semester, their salary may cover some expenses. Most students receive some form of financial assistance to help meet these expenses.

Dependent and certain independent students

Dependent students, those who receive assistance from family or other sources, can expect to pay \$3,092 in annual tuition and fees. In addition, the following costs are estimated for the 2008-09 academic year: books and supplies \$1,016, transportation \$850, personal and lunch items \$1,686, and room and board \$2,520.

Independent students

Independent students and dependent students living away from home for 12 months during the 2008-09 academic year can expect the following expenses in addition to \$3,092 tuition and fees: books and supplies \$1,016, transportation \$850, personal and lunch items \$3,676 and room and board \$10,201.



Tuition

All fees and tuition charges listed in the college catalog and in any registration material issued by the college are subject to change by action of the university's Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the college will be treated as partial payments and notification will be given of the additional amount due and the time and method of payment. Tuition is the sum of monies per term or semester which is required to be paid or satisfied prior to the first day of classes in order for a student to be considered enrolled. Students who do not settle their tuition bill by the established college due date may have their registration canceled the day after the due date. If you register during Late Registration, you must pay any amount due upon receipt of your registration bill, including a \$25 late registration fee. If payment is not made immediately, a \$15 late payment fee will be assessed.

In the event of an overpayment, the appropriate amount will be refunded. However, all students seeking refunds must complete a refund application before the refund process can begin. Tuition refund applications are available at the Bursar window located in room MB55.

TUITION PER SEMESTER

Students must pay their tuition and fees or clear their accounts on the day they register. Students' financial aid may be used to cover all or part of the total amount due.

QUALIFICATION FOR IN-STATE TUITION

Undocumented students may benefit from a 2001 New York State law that expanded the definition of who can qualify for resident tuition while attending a CUNY college. The law allows

students, including undocumented students, to pay resident tuition if they:

- were enrolled in CUNY for the Fall 2001 semester, and qualified for in-state tuition at that time; or
- attended a New York State high school for two or more years, graduated, and applied to attend a CUNY institution within five years of receiving a New York State diploma; or
- attended an approved New York State program for the GED exam preparation, received a Graduate Equivalency Diploma (GED) from New York State, and applied to attend a CUNY institution within five years of receiving the New York State GED.

Individuals qualifying based on the 2001 state law are eligible for in-state tuition even if they have not resided in New York State for one year. To take advantage of the resident tuition rate, undocumented immigrants must file a notarized affidavit (Affidavit of Intent) stating that they have applied to legalize their status, OR that they will apply to do so as soon as they are eligible. A copy of this form can be obtained through the Office of Admissions Services.

New students should submit the affidavit to the Office of Admissions Services located in M-147. Students who choose to file the form after enrolling can obtain and submit the affidavit to the Registrar in the Enrollment Services Center located in C107.

All documents, including Affidavits must be filed prior to the last day of the semester. Petitions filed after this date will be considered for the following semester.

New York City resident and New York State residents with a valid certificate of residence from the county that you reside in:

Full-time matriculated students (12-18 units)	\$1,575.00/semester
Part-time matriculated students (fewer than 12 units)	\$135.00/unit
Non-degree students	\$180.00/unit

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	\$210.00/unit
Non-degree students	\$280.00/unit

Subject to change by the action of the CUNY Board of Trustees

CUNY BA/BS Program students

Tuition and student activities fees for all students in the CUNY Baccalaureate Program are billed for and collected by the Bursar at their home college. Students are billed according to the fee schedule in effect at their home college.

Permit students

All tuition and student activities fees are payable to the “home” college in accordance with its fee schedule. No additional payment of tuition or fees is required at the host college where the course is taken.

Tuition waivers

Staff members of City University, including professional staff, instructional staff, and Gittleson employees (with six months of employment prior to the first day of classes), are permitted to enroll in undergraduate courses on a space-available basis, tuition-free.

TUITION REFUNDS

Tuition refunds are computed according to the date that the student drops a course or courses. Refund applications are available in the Bursar’s office, MB55. In cases of medical leaves of absence, the refund is computed according to the last day of attendance. Non-instructional fees are non-refundable, except when courses are cancelled by the college, a student’s registration is cancelled by the college, or the student enters military, Peace Corps or VISTA service.

Students who drop courses from their record during the change of program period are entitled to a refund according to the following schedule:

Fall and Spring 12-week Session

100%	On or before the first day of classes.
75%	Within 6 calendar days after the scheduled opening date.
50%	Between the 7th & 12th calendar days after the scheduled opening date.
25%	Between the 13th and 17th calendar days after the scheduled opening date.
None	Beyond the 17th calendar day after the scheduled opening date.

Fall and Spring 6-week Session

100%	On or before the first day of classes.
50%	Within 6 calendar days after the scheduled opening date.
25%	Between the 7th and 12th calendar days after the scheduled opening date.
None	Beyond the 12th calendar day after the scheduled opening date.

Note: If the 6th, 8th, 12th or 17th day falls on a weekend, the refund period is extended to the next business day.

Military, Peace Corps and VISTA refunds

The following guidelines govern all applications for refunds for students withdrawing from the college for service in the military, Peace Corps or VISTA. Refund applications are available at the Bursar’s window, MB55.

Military service must be documented with a copy of induction orders or military orders. Service in the Peace Corps or VISTA must be documented with appropriate letters or other evidence.

No refund will be made for any course in which a student has been assigned a grade, regardless of whether the grade is passing or failing.

If a student has enlisted in the armed services, the Peace Corps or VISTA, does not attend classes for a sufficient time to qualify for a grade, but continues in attendance within two weeks of induction, refund of tuition and fees, except for the application fee, will be made as follows:

Withdrawals before the fifth calendar week after scheduled opening of session, 100% refund; withdrawals thereafter, 50% refund.

TAP refunds

Students who have paid their full tuition prior to receiving award notification in the mail from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the college, to a refund in the amount of the TAP award notification.

TAP refunds will be issued within 45 days after the college receives a certified TAP roster from the State of New York. The college will mail your refund check to the address on file. Please make sure your records are up-to-date.

Other refunds

The regulations concerning TAP also apply to all other refunds to which a student may be entitled. As a general rule, however, the college will process non-TAP and non-tuition refunds within six weeks of the submission of the request at the Bursar’s window.

Withdrawals and the Return of Title IV funds

During the first 60% of the term, students earn Title IV funds in proportion to the time they are enrolled. If a student receives more aid than he/she earned, the unearned portion must be returned to the Department of Education. If a student receives less aid than the amount earned, he/she may be eligible for a late disbursement.

The portion of aid the student is entitled to receive is based on a percentage obtained by comparing the total number of days in the semester to the number of days completed before the withdrawal. For example, if you complete 20% of the semester, you have earned 20% of your Title IV aid. If you received 100% of your Title IV aid, you would have to return the unearned portion. The regulation stipulates that the amount to be returned is to be shared by the college and the student in proportion to the aid that each possess. The college’s share of the excess funds is the total amount of unearned aid, or the institutional charges multiplied by the percentage of aid that was unearned, whichever is less.

The college’s share is allocated to the Title IV programs as determined by statute. The student’s share is the difference between the total unearned amount and the college’s share. This is also allocated to the Title IV programs as determined by statute. The law provides that any amount that the student returns to a grant program be reduced by half. The amount to be returned is also considered an overpayment and must be returned within 30 days

to the Department of Education. If the student does not repay the overpayment in full or make a satisfactory payment arrangement within 45 days from the date of notification, the student will become ineligible for future Title IV funds.

Students who remain enrolled beyond the 60% point of the term are considered to have earned all their aid and do not have to return any Title IV funds.

Fees

STUDENT FEES

Each student must pay student fees according to the schedule outlined below. Student fees are paid each semester and are not refundable.

Full-time students (12 or more equated credits)

Student Activity Fee: \$55
Consolidated Services Fee: \$15
University Senate Fee: \$.85
Technology Fee: \$100

Part-time students (less than 12 equated credits)

Student Activity Fee: \$20
Consolidated Services Fee: \$15
University Senate Fee: \$.85
Technology Fee: \$50

Senior citizens (60 or older)

Consolidated Fee: \$80

Non-instructional fees

Freshman Application: \$65
Transfer Application: \$70
New non-degree application: \$65
Late Registration: \$25
Late Payment Fee: \$15
Program Change: \$18
Transcript: \$7 (*transcript sent free to CUNY; cash or money order for all others.*)
Readmission: \$10
Reinstatement: \$10
Penalty Fee for issuance of bad check: \$15
Duplicate Diploma: \$15
Duplicate ID: \$10
Duplicate Bursar's Receipt: Copy of Schedule: \$5
Locker per year: \$1

Special examination

First examination: \$15
Each additional examination: \$5
Maximum each session: \$25

Reserve materials

First hour overdue: 50¢
For the rest of the day: 50¢
For each succeeding day: 50¢ (to maximum of \$10)

Lost or damaged materials

Overdue fines, accumulated to the date reported, and replacement costs of the materials, plus a \$5 processing charge.

CHANGE OF PROGRAM AND WITHDRAWAL REGULATIONS

A fee of \$18.00 will be charged each time a program change is made after registration is completed. The \$18.00 charge will cover one or more changes made at the same time as follows:

1. Addition of a course or courses;
2. Changing from one course to another;
3. Changing from one section of a course to another section of the same course; or
4. Dropping a course and adding a course.

Waiver of Change of Program Fee

No Change of Program Fee will be charged if any one of the following conditions is met:

1. The college cancels or withdraws a course, whether or not the student substitutes another course;
2. The college changes the hours of the course or makes other substantive changes that provide the student with justification for a change;
3. The college requests that the student transfer from one section to another section of the same course; or
4. The college cancels the registration of the student for academic, disciplinary or other reasons.

Financial Aid

We make every effort to help students finance their LaGuardia education. Student Financial Services in the Enrollment Services Center (C-107) is staffed by professional counselors who assist students in securing financial aid. What follows are descriptions of state and federal programs that are available to eligible students. All students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA), available on-line at www.fafsa.ed.gov. If there is a question about eligibility for one of these programs, the student or prospective student should see a financial aid counselor. The Enrollment Services Resource Center (C-109) is available to students who wish to file their FAFSAs online and/or receive important online information related to their financial aid. Students can also go to our website www.lagcc.cuny.edu/sfs email us at FinancialAid@lagcc.cuny.edu or contact us by telephone: 718 482-LAGC (5242).

Federal Financial Aid Programs

Federal Pell Grants

Application Procedures: The completed FAFSA application takes at least six weeks to process. A processed Student Aid Report (SAR) will be sent to the applicant. The amount of the applicant's award is determined from the SAR by Student Financial Services. Upon enrollment, funds are paid directly to the applicant or applied to the student's tuition bill. All forms can be obtained online at our website at www.lagcc.cuny.edu/sfs.

Selection of Recipients and Allocation of Awards: The Federal Pell Grant is an entitlement program. Eligibility and award amounts are based on need rather than academic achievement. The applicants must demonstrate need and must attend their classes.

Financial need is determined by a formula applied to all applicants annually by Congress. The Expected Family Contribution (EFC) is calculated by this formula.

Award Schedule: 2008-09 awards range from \$261.00 to \$2,365.00 per semester. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The Federal Pell award does not duplicate state awards.

Rights and Responsibilities of Recipients: Students must continue to make satisfactory academic progress in the degree program in which they are enrolled. Students must not owe any refunds on Federal Pell grants or other awards paid, or be in default on repayment of any student loan.

The schedule of award payments is available at www.lagcc.edu/sfs, and also in the Enrollment Services Center (C-107).

Students must attempt 24 credits during the academic year in order to earn the full Federal Pell award. Therefore, enrollment status for Federal Pell will be as follows: full-time, 12 credits (or equivalent); 3/4 time, 9 through 11.5 credits (or equivalent); 1/2 time, 6 through 8.5 credits (or equivalent); and less than half time, 1.0 through 5.5 credits (or equivalent). Please see Registration Handbook for more information.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Selection of Recipients and Allocation of Awards

The applicants must:

- 1) have exceptional financial need and
- 2) be enrolled at least half-time.

Award Schedule: The awards can range from \$400.00 to \$800.00 in 2008-09.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress, and meet all the requirements for the Pell Grant.

Academic Competitiveness Grant (ACG)

Selection of Recipients and Allocation of Awards:

The applicant must:

- 1) Be a U.S. citizen
- 2) Be a Federal Pell Grant recipient
- 3) Be enrolled full-time in a degree program
- 4) Be enrolled in the first or second year of a program of study
- 5) Have completed a rigorous secondary school program of study and graduated after January 1, 2005
- 6) If a first-year student, not have been previously enrolled in an undergraduate program
- 7) If a second-year student, have at least a cumulative 3.0 Grade Point Average on a 4.0 scale for the first academic year

Award Schedule: The awards can range up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress, and meet all the requirements for the Academic Competitiveness Grant.

Federal Perkins Loan (FPL)

Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in a degree program. Online pre-loan entrance and exit counseling is required. Log on to www.lagcc.cuny.edu/sfs.

Award Schedule: Awards can range up to \$3,000.00 for each year of undergraduate study. The total debt cannot exceed \$20,000 as an undergraduate.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate of 5% is payable during the repayment process and begins nine months after graduation or leaving school and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service or service in the Peace Corps, VISTA, or similar national program.

Federal Work-Study Program (FWS)

Selection for Recipients and Allocation of Awards: The applicant must be enrolled at least half-time.

Employment is available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have greater financial need and who must earn a part of their educational expenses.

Award Schedule: Student Financial Services assists students in finding jobs on campus or off campus, with public or private nonprofit agencies, such as hospitals, for up to 20 hours a week, based on the availability of funds.

Factors considered by the Office of Student Financial Services in determining whether, and for how many hours, the recipient may work under this program are: financial need, class schedule, and academic progress.

Salaries in 2008-09 range from \$8.00 to \$8.50 per hour, depending on the position.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained, and all the requirements for the Pell Grant must be met.

Federal Direct Loan Program

Application Procedures: Application is made through the Office of Student Financial Services by completing a Loan Origination Request Form. The applicant is required to first file and receive a response from a FAFSA. An online entrance counseling for borrower's quiz and the completion of a Direct Loan application are required. Log on to www.ed.gov/directloan/students.html to complete the online entrance counseling.

When the loan is approved, the student is required to e-sign the Master Promissory Note (MPN) with his/her Federal PIN. Students can request a PIN at www.pin.ed.gov.

Selection of Recipients and Allocation of Awards: To be eligible for a Federal Direct Loan, a student must be: 1) a U.S. citizen or permanent resident alien; and 2) enrolled in or admitted as a matriculated (at least half-time) student.

Loan Schedule: The loan amounts vary and are based on class year: for example (loans disbursed after July 1, 2007), \$3,500.00 during the student's freshman year, \$4,500.00 during the sophomore year, etc. All students are eligible to receive interest benefits on their loans unless they choose to waive them. Some students are eligible for a full interest subsidy on a subsidized loan during the time he/she is in school at least half-time, and for a following six-month grace period before repayment must begin. An "origination fee" of 2.5% of the loan amount is subtracted. However, a 1.5% rebate is added back. This rebate is given on condition that the students make 12 consecutive, on-time payments.

Rights and Responsibilities for Recipients: Students may borrow at a relatively low interest rate (currently 6.8%) with no repayment as long as they remain enrolled at least half-time, and for six months after they cease to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer.

Six months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the loan servicer to begin repayment. The following regulations apply:

1) Depending on the amount of the loan, the minimum monthly payment may be at least \$50.00 plus interest. Under unusual and extenuating circumstances the loan servicer, on request, may permit reduced payments.

2) The repayment period varies and is dependent upon the repayment plan chosen. For example, the Standard Repayment Plan has a maximum period of 10 years, and the Income Contingent Payment Plan has a maximum period of 25 years.

3) Repayment in whole or part may be made at any time without penalty.

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

FDPLUS enables either natural or adoptive parents of dependent undergraduate students to borrow per child up to the cost of education, for each academic year at federally approved schools. The amount borrowed in any year cannot be greater than the cost of going to school during that year, minus all other financial aid received for the period of the loan. Costs that may be covered include: tuition and fees, room and board, books, transportation, and an allowance for personal expenses. FDPLUS loans for which the first disbursement was made on or after July 1, 1993, have no aggregate loan limit. Interest rates are variable and change every July 1st.

Repayment of the loan must begin within 60 days after the date funds are distributed. Borrowers have 10 years to repay. The loan servicer may charge an insurance premium of up to 4% on the loan principal. This premium is deducted from each loan disbursement. Application is made through the Office of Student Financial Services by completing a Loan Origination Request Form. Parents will be eligible for the same authorized deferments described in the Federal Direct Loan Program. The PLUS loan application may be obtained online at our website www.lagcc.cuny.edu/sfs.

Academic Requirements for Federal Aid (Title IV)

Federal regulations stipulate that a student at LaGuardia Community College may remain eligible to receive Title IV assistance upon achieving at least a "C" average, or its equivalent according to the college's retention policy, and by accumulating credits toward the degree according to the following standards:

1. A student's earned credits are equal to or greater than two-thirds of the credits the student has attempted at the institution;
2. The credits a student has attempted are not more than 150% of the credits normally required for completion of the degree.

They may file a Financial Aid Waiver Appeal through the Academic Standing Committee. The decision of the committee is final.

Special Value Courses: To be eligible to receive Title IV, you must, according to federal guidelines, be "making significant progress toward your degree," meaning that you must be earning credits at a sufficient rate. The federal guidelines for achieving full-time status in a semester do allow you to include, along with credits, the tuition units of the "special value" courses, but there is a limit: after you have registered (and received Title IV money) for 30 or more "special value" tuition units, Title IV programs will not pay

for any additional “special value” courses. For example, if you register for Basic Writing 099 and Math 095, those two courses count for a total of 10.0 “special value” tuition units. If those units are used in calculating your Title IV award for the semester, you will have 20.0 “special value” tuition units remaining in your account.

If, however, you register for other, “non-special value” courses, which make you full-time without using the “special value” tuition units, you would still have 30 “special value” tuition units in your account.

Once you have used up your 30 “special value” tuition units, you can only receive Title IV money for “non-special value” courses. Any future awards will be based on the credit values of regular courses only. It is therefore to your advantage to try to take “special value” courses along with regular courses, if you have met the prerequisites.

Note: Although ESL courses are listed as “special value” courses, those courses do not count toward the Title IV maximum.

Probation: Students who do not meet the college’s minimum grade point average (GPA) will be placed on academic probation. They will be given one semester to achieve the minimum grade point average that was required before they were placed on probation. During this probationary period students who make satisfactory academic progress will continue to maintain their academic standing with the college and their concurrent eligibility for financial aid.

Additional Regulations: For Federal Pell awards, students not yet 24 years old by January 1st must prove their independence if they claim to be independent of their parents. They must also have unusual circumstances, which must be documented.

Students are reminded that attendance is a requirement for receiving financial aid. Failure to attend classes may result in a reduction or loss of financial aid. If students charge tuition and/or books and do not attend classes, they are still liable for the costs and will be billed accordingly.

Permanent residents who have not had their status confirmed by INS must also submit a copy of their permanent resident card. Students who have an I-94, with the following endorsements, are no longer eligible for Federal Pell, Federal Work-Study, FSEOG or Federal Perkins: a) Adjusted Applicant, b) 245, c) 245 Applicant, d) Applicant for Permanent Residence, e) Voluntary Departure, and f) Deferred Action.

VETERANS BENEFITS

The Office of Veterans Affairs, C-107, provides a full range of counseling services for the veteran population. The veterans coordinator provides information regarding all of the benefits available to students and assists with any other problems encountered while attending the college. The programs available to veterans are:

Veterans Tutorial Benefits: To be eligible for tutorial benefits, veterans must be receiving monthly benefits on at least a half-time basis. A veteran is entitled to 12 months of tutorial benefits to a maximum of \$100.00 per month.

Veterans Work Study: Veterans must be receiving full-time benefits to be eligible to work up to 750 hours per year. The hourly rate is \$7.15. Placements are in areas, which directly affect the student veteran population.

Vocational Rehabilitation: This is available to veterans who have at least a 20% disability rating from the Veterans Administration and includes payment for tuition, fees, and a monthly stipend. Full-time and part-time veteran students are eligible.

Benefits for Dependents of Veterans: There are numerous programs available to dependents of disabled veterans. For more information about these programs, please visit the Office of Veterans Affairs.

Important Notice Regarding Monthly Verifications:

You can now submit your monthly verification forms by touch-tone telephone at (877) 823-2378 (toll free) OR connect to Internet site www.gibill.va.gov and follow the link to the Web Automated Verification of Enrollment (WAVE) program. If your enrollment has changed during the month, you must verify your enrollment through the WAVE program.

If you want to use one of the methods above and do not want to receive verifications in the mail each month, call (888) GI-BILL1 and the counselor will change your record to stop the mailing of paper verifications. You do, however, have to verify your enrollment each month in order to receive payment.

Veterans Administration Educational Benefits

Montgomery G.I. Bill—Active Duty (Chapter 30)

Application Procedure: Application forms are available at all VA offices, the Office of Veterans Affairs on campus, room C-107, active duty stations and American embassies.

Eligibility Requirements: Individuals entering military service on or after July 1, 1985, have their basic military pay reduced by \$100.00 a month for the first 12 months of their service, in order to be eligible for this educational assistance program. Individuals eligible for the old G.I. Bill (Chapter 34) as of December 31, 1989, who meet certain eligibility criteria may also be eligible but do not have their basic pay reduced. Persons who, after December 31, 1976, received commissions as officers from service academies (e.g. West Point, the Naval Academy, etc.) or ROTC

scholarship programs are not eligible for this program: Montgomery G.I. Bill– Selected Reserve (Chapter 1606, Title 10, U.S. Code).

Chapter 1606 of Title 10, U.S.C., Educational Assistance for Members of the Selected Reserve, is also referred to as the Montgomery G.I. Bill–Selected Reserve. Since July 1, 1985, DVA has held benefit payment responsibility, although the funding of educational assistance payments under this program is provided by the Department of Defense.

Monthly Rates: The rates of educational assistance allowance payable under Chapter 106 for pursuit of a program of education are:

- \$317.00 per month for full-time pursuit;
- \$237.30 per month for three-quarter time pursuit;
- \$157.00 per month for half-time pursuit.

Entitlement/Monthly Rates: Active duty for 3 years or 2 years active duty plus 4 years in the Selected Reserve or National Guard entitles an individual to \$1101.00 a month basic benefits for 36 months or the equivalent in part-time training. If an individual's initial obligated period of active duty is less than 3 years, which is not followed by service in the Selected Reserve, the basic educational assistance benefit is \$753.00 monthly for 36 months (or the equivalent in part-time training). There is also a targeted, discretionary kicker of up to an additional \$600.00 available to persons whose skills are critical to the military (e.g. Army College Fund and Navy Sea College Fund programs).

The Reserve Education Assistance Program (REAP) Chapter 1607 provides education assistance to Guard and Reservists who have served 90 days or more in a contingency operation after September 11, 2001.

Application Procedure: Applications are available on-line through the VA website at <http://vabenefits.vba.gov/vonapp>.

Eligibility requirements: 1. Must have been called to active duty under federal authority for a contingency operation as determined by Congress or the President; 2. Must have served on active duty in a contingency operation for at least 90 continuous days after September 11, 2001; and 3. Must remain within your component to use benefits. The 35 months of full time entitlement begin after the 90-day minimum service is completed. There is no time limit for using benefits provided the individual remains within their component. Once the individual leaves their component or is discharged (except for disability), eligibility for REAP benefits ends.

State Financial Aid Programs

CUNY students applying for the following programs must complete the TAP/APTS application as well. Applicants will be directed to the TAP website after they have filed a FAFSA on-line.

Tuition Assistance Program

Application Procedures: Applicants must complete the TAP application.

The Higher Education Services Corporation (NYSHESC) determines the applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant.

Selection of Recipients and Allocation of Awards: The Tuition Assistance Program is an entitlement program based on financial need.

The applicant must:

1. Be a United States citizen or eligible non-citizen.
2. Be a legal resident of New York State.
3. Study full time (at least 12 credits per semester) at an approved postsecondary institution in New York State.
4. Have graduated from a U.S. high school, or have a GED, or have passed a federally-approved exam (ATB).
5. Be matriculated in an approved program of study and be in good academic standing. Have at least a cumulative "C" average after receipt of two annual payments.
6. Be charged at least \$200 tuition per year.
7. Not be in default on a student loan guaranteed by HESC and not be in default on any repayment of state awards.
8. Meet income eligibility limitations.
 - ▶ If dependent, have a NYS net income below \$80,000.
 - ▶ If independent, have a NYS net income below \$10,000.

The current definition of independent status is as follows (independent status under the state definition does not necessarily insure independent status for federal aid programs):

1. Thirty-five years or older on June 30, 2008; or
2. Twenty-two years or older on June 30, 2008 and not
 - a) a resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 2006, 2007 or 2008.
 - b) claimed as a dependent by parents on their federal or state income tax returns for 2006 and 2007.
3. Under 22 years of age on June 30, 2008, and meeting all other requirements of (2) above, and able to meet at least one of the following requirements:
 - a) both parents deceased, disabled or incompetent;
 - b) receiving public assistance other than Aid as a Dependent Child (ADC) or food stamps;

- c) ward of a court;
- d) unable to ascertain parents' whereabouts;
- e) unable, due to an adverse family situation, to submit parents' income;
- f) married on or before December 31, 2007.

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs may receive awards for more than a total of eight years of undergraduate and graduate study.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family's (or independent student's) New York State net taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in post-secondary study.

Part-Time TAP Program (PTAP)

Many students in the past, because of family and/or employment obligations, could not attend college full-time. Part-time students may be eligible for assistance from New York State.

A student is eligible for participation in the (PTAP) program if he/she meets the following criteria:

- ▶ Satisfies all program requirements for Tuition Assistance Program awards except the full-time attendance requirement;
- ▶ Enrolled as a first-time freshman during the 2006-07 academic year or thereafter;
- ▶ Earned 12 credits or more in each of the two consecutive semesters;
- ▶ Has a cumulative grade-point average of at least 2.00; and
- ▶ Is enrolled for at least 6 but less than 12 semester hours, or the equivalent, in an approved undergraduate degree program.

Contact Student Financial Services to see if you qualify.

Aid for Part-Time Study (APTS)

Application Procedures: Application is made through the CUNY Financial Aid Supplement form. This program is open to eligible students who meet income requirements and who are taking 6.0 to 11.5 credits. Students must make academic progress toward a degree in accordance to the NYS TAP/APTS program pursuit and academic progress requirements and must not have exhausted TAP eligibility. Since funds are restricted, applicants are advised to apply early.

College Discovery (CD)

Application Procedures: Application is made by completing the appropriate section of the admission form available from the Admissions Office, M-147, and returning the form to the University Application Processing Center of The City University of New York. The free application for Federal Student Aid (FAFSA), the NYS TAP application and CUNY Financial Aid Supplement form must also be completed. Students must be registered as full-time students.

Award Schedule: The amount of financial assistance and other support provided to CD participants is dependent on need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State guidelines.

Other Grants, Scholarships and Awards (New York State Residents)

- ▶ AmeriCorps Education Award
- ▶ Child of Veteran Award
- ▶ Flight 587 Memorial Scholarship
- ▶ Memorial Scholarships (for children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers and emergency medical service workers)
- ▶ Military Service Recognition Scholarship (MSRS)
- ▶ NYS Scholarship for Academic Excellence
- ▶ New York Lottery Leaders of Tomorrow Scholarship
- ▶ NYS Volunteer Recruitment Service Scholarship
- ▶ Regents Professional Opportunity Scholarship
- ▶ State Aid to Native Americans
- ▶ Veterans Tuition Award (veterans of Vietnam, the Persian Gulf and Afghanistan)
- ▶ World Trade Center Memorial

Information about grants, scholarships and awards available to New York State residents can be found at www.hesc.org.

Academic Requirements for State Aid

When you receive your TAP award letter, this is an estimate that will be applied to your tuition at registration. Each semester the TAP Certifying Officer reviews your academic record to determine if you are eligible to receive the TAP award based on academic progress and pursuant to rules and regulations established by the State Education Department.

In order to maintain eligibility for state aid, there are three major requirements that you must meet. They are outlined below.

1. Students must be registered as full-time students. In the Schedule of Classes, there is a chart called, "Am I a Full Time Student?" Students should check each semester at registration to be sure they are registering for a full-time program.
2. Students must be registered for courses required for their major.
3. Students must be making satisfactory academic progress and program pursuit. In each semester that they wish to receive an award, they must meet the following standards in the semester prior to the current payment:
 - a) successfully pass a specified number of credits (see chart below), and

b) achieve a grade point average at a specified minimum level (see chart below).

TO BE ELIGIBLE FOR TAP PAYMENT NUMBER	YOUR TOTAL EARNED CREDITS MUST EQUAL	YOUR AVERAGE (GPA) MUST BE AT LEAST
1	0	0.00
2	3	0.50
3	9	0.75
4	18	1.30
5	30	2.00
6	45	2.00
7	60	2.00
8	75	2.00

4. Students must have completed courses in the prior semester at the rate shown below:

TO BE ELIGIBLE FOR TAP PAYMENT NUMBER	YOU MUST COMPLETE THE FOLLOWING NUMBER OF CREDITS FOR THE PRIOR SEMESTER
1	0
2-3	6
4-5	9
6-8	12

In addition to the academic requirements described, students must also meet certain residency requirements, citizenship requirements, and financial program criteria. For a full explanation of these regulations, students should contact the Office of Student Financial Services.

Every semester, all students' records are reviewed in the Office of Student Financial Services to see if they are meeting all of the academic TAP regulations. If they have met all of the conditions outlined above, they will be eligible to receive the next payment. Students who do not meet the criteria will be decertified for the following semester. Students may, however, file an appeal through the Academic Standing Committee. The decision of the committee is final.

Peter Vallone Scholarship

Selection of recipients and allocation of awards:

New York City high school students who graduated with at least a "B" average and enroll in the City University of New York system within a year of their high school graduation are eligible for consideration for a Peter Vallone Scholarship. Students must file a FAFSA, enroll full-time and maintain a "B" average for continued eligibility in the program. Students enrolled at LaGuardia Community College must be registered in an Associate's degree program and are limited to six semesters of eligibility. Students must also have accumulated 39 credits by the end of their fourth semester in order to receive the award for the remaining two semesters.



Award schedule: Each year the amount of the award is dependent on the program appropriation in the annual city budget. Awards vary. The 2007-08 academic year awards are \$625 to \$1090.

LaGuardia Foundation Scholarships

Academic scholarships can supplement the funding or be an alternate source of subsidizing the cost of your education. The LaGuardia Community College/CUNY Foundation has a number of scholarships available to students currently enrolled at LaGuardia Community College who have attained a high degree of academic excellence. Applicants will be asked to write a brief personal statement describing their background education, and career goals. LaGuardia Foundation Scholarship awards range from \$500 to \$3500 per year. For eligibility requirements and deadlines go to www.lagcc.cuny.edu/sfs.

National Science Foundation Computer Science, Engineering and Mathematics Scholarship (NSF-CSEMS)

For eligibility requirements and deadlines go to: www.lagcc.cuny.edu/sfs.

Additional scholarship information is available at the Career & Transfer Center, C-261.