

# Student Programs and Services

## Academic Advising and Counseling

All students at LaGuardia Community College benefit from a comprehensive college-wide system of developmental academic advising and counseling. Through academic advisement, students connect their educational and career goals. Students work with academic advisors to discuss their current academic progress, review their degree requirements, and plan for their academic and career goals. While the ultimate responsibility for decision-making rests with the student, academic advisors are a valuable part of the College's support network dedicated to helping students to achieve their educational and career goals.

Students with fewer than 30 earned credits are required to meet with an advisor prior to registration and obtain approval for courses selected (via a signed advisement form). Students who have completed 30 credits or more also may receive advisement, and are encouraged to meet with a faculty member in their chosen major. Students in special programs and selected majors must always obtain advisement within their program, regardless of the number of credits earned.

These special programs include ASAP, College Discovery, and COPE, as well as the Office for Students with Disabilities. Students majoring in the following select majors—Dietetic Technician, International Studies, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, School Foodservice Management, and Veterinary Technology – should be advised each semester by program staff, after admission to the clinical phase of the program. Students are encouraged to meet with an advisor prior to the beginning of the registration period. Students should check their DegreeWorks audit to find their assigned advisors.

### LAGUARDIA'S ADVISEMENT PHASES

Developmental advisement is provided at LaGuardia in three broad phases. Phase I: Getting Ready for College (Pre-enrollment Advisement) occurs from students' first contact with the College through their initial orientation and registration as incoming students. Phase II: Becoming a Student (First Year Academy Advisement) is defined as the first two semesters at the College, when students are enrolled in the First Year Academies. Phase III: Staying the Course (Second Year Advisement) begins in the third

semester, when students are engaged in their majors and developmental advisement is offered by faculty members in the academic departments.

### Getting ready for college – Pre-enrollment advisement

All entering students are advised at New Student Advisement and Registration events by Educational Planners, who provide students with pre-enrollment programs and services designed to assist in the transition into the College, as well as Academy Coordinators. As part of the orientation process, incoming students receive an overview of the College and the advisement and registration process, and information describing the enhanced semester, choice of major and career, developmental skills, tuition, full-time status, documents needed for registration, financial aid, and technology resources and tools. Students have private meetings with advisors at the event and receive hands-on assistance with registering for the first time.

Educational Planning Services focuses on increasing student success by helping students develop meaningful educational plans that are compatible with their educational, career, and life goals. Educational Planners serve as a major campus resource for students, offering informed advice about a student's program and the LaGuardia community and referring students to appropriate campus support services and programs. Educational Planners also help students develop decision-making skills by encouraging them to formulate academic plans consistent with their evolving career goals.

### Becoming a student – First Year Academy advisement

First semester students are advised into their next semester's courses as part of the curriculum of New Student Seminar. Students are encouraged to meet with counselors throughout the academic year regarding issues of academic advisement and educational planning. The Counseling Department also offers advisement for students on probation during designated periods throughout the academic year.

Every student is a member of a First Year Academy, based on her/his choice of major—Allied Health/Science; Liberal Arts; or Business/ Technology. Each Academy has a Coordinator dedicated to that Academy who provides academic advising and facilitates co-curricular activities and events. The Coordinator also assists the student in her or his transition to advising by the faculty in the

major field. In addition, students have access to a series of developmental advising workshops and services offered by the Academy Coordinators.

### **Staying the course: Second Year advising in the major**

Developmental advisement in the second year is centered in the academic departments and builds upon and strengthens the students' experiences in the First Year Academy. Department-based faculty help students to clarify objectives and refine their career and educational decisions that lead to the realization of their life and career goals. The departments collaborate with College services areas, such as the Center for Counseling, Advising and Academic Support, Student Development, Transfer Services and the Career Placement Office to offer workshops, co-curricular activities, and developmental advising events. Students meet with academic advisors for a comprehensive academic progress review and assistance with course selection. Each academic department has an established mechanism to refer students requiring further assistance, such as personal counseling, to the relevant department or other college service area.

## **ADVISEMENT TOOLS**

Continuing students' advisement materials consist of the next semester's schedule of classes (on the LaGuardia website: [www.laguardia.edu](http://www.laguardia.edu)), an advisement schedule for their major (see department office), an advisement form, and their DegreeWorks degree audit, <https://degreeworks.laguardia.edu/prod/>. Students should also refer to this college catalog to understand their degree requirements. DegreeWorks is a web-based academic progress reporting system that displays, in checklist format, the student's graduation requirements based on the College Catalog of the year the student entered LaGuardia. The academic history of the student, including coursework, placement tests and activities (e.g., co-operative education internships), is listed next to the requirement it satisfies. For each student this mapping of fulfilled and remaining requirements along with other key information such as grades, GPA, and credits is called a "degree audit." This online degree audit provides an easy-to-read, comprehensive snapshot for students to review throughout their academic career at LaGuardia. With DegreeWorks, students and their advisors can assure that courses being taken satisfy degree requirements and that students meet their goals without any unnecessary delay. The Office of Educational Planning (C-740) offers workshops on using DegreeWorks.

## **COUNSELING DEPARTMENT**

The Counseling Department, in B-100, offers an array of services designed to enhance students' personal, academic and career development. Among the services offered are academic advisement (please see above), career counseling, and personal counseling.

### **Career counseling**

When working with a counselor, students explore their career

interests, choose a major, and learn about the major and its relationship to their career goals. Counselors administer career assessment inventories and work with students to utilize the results as a tool in decision making. Additionally, counselors work with students in preparing for the transfer process to a four-year college.

### **Personal counseling**

The counseling relationship is completely confidential and private. Students who are experiencing personal problems which are affecting their academic success can meet with a counselor to assist them in developing the skills needed to meet the challenges they are facing. Some of the personal issues for which students seek counseling are family issues/conflicts, drug- and alcohol-related problems, sexual concerns, self-confidence, anxiety, depression, interpersonal difficulties, developing a sense of identity, and loss and bereavement. Individual personal counseling is offered on a short-term basis, and students requiring more extensive counseling services are provided with referrals to outside agencies.

### **Student outreach and advocacy**

Counselors provide outreach services through the offering of theme-based workshops such as Transfer Workshops, Time Management Workshops, Coping Skills Workshops (e.g., Parent Support Group), Probation Workshops, Alcohol Awareness, Depression Screenings, Anxiety Screenings, and various types of support groups. Counselors are also available to work with students on issues such as study skills, managing test anxiety and test taking.

## **Student Services**

### **Diversity Program: M-166**

The Diversity Program is housed within the Office of International Student Services. The Program engages students, staff, faculty, the College and broader communities in cultural exploration with the aim of enhanced recognition, awareness and appreciation of the strengths that diversity brings. The Program offers workshops that help to improve communication, expand and gain insight into self, others and the world. Students who successfully complete the program receive a certificate of completion.

### **Early Alert Program: M-149G, Shenker Hall**

The Early Alert Program, part of the Office for Student Services, is designed to identify and help engage students at risk of failing their course(s). As part of the Early Alert Program, faculty are asked to submit information regarding students' performance in their course(s). Students, who are at risk for failing a course, will be contacted and asked to come in and meet with an advisor. The advisor will identify strategies and options to address and improve student course performance.

### **Early Childhood Learning Center Programs: MB-09**

The Early Childhood Learning Center Programs Inc., part of Student Development in the Division of Student Affairs, is located

in room MB 09. The Early Childhood Learning Center programs provide child care for children ages 12 months to 12 years. The ECLC is located on campus and is a licensed child care facility, which provides a variety of quality educational programs to meet the needs of both the child and student parent. We offer infant, toddler, early childhood, universal pre-K, extended day, weekend programs and summer camp for the children of LaGuardia students. Our team of professional educators provides a warm and nurturing environment to help parents and children feel that they are part of the ECLC family.

For more specific information, contact the Early Childhood Learning Center Programs, located in Room MB-09, or call (718) 482-5295.

### **Educational Planning: C740**

Educational Planning provides students with pre-enrollment advisement and programs to make for a smooth transition into the College and to ensure that the first semester is a successful one for new students. Educational Planning recognizes the individualized needs of LaGuardia students and empowers them with the tools and resources required to create a meaningful academic plan of action in order to achieve success in college and accomplish their educational, personal, and professional goals. Through the planning and implementation of New Student Advisement and Registration, Educational Planning is able to engage students during their first academic experience at the college and advise students regarding their first semester of classes, financial planning, career goals, and support services available to them. This holistic approach to advisement focuses on increasing student success by giving students the guidance and tools they need to achieve their educational, career and life goals.

In addition to facilitating NSAR, Educational Planning provides continuous academic advisement to students through the Early Alert program, EP student advisement, the College Access and Success Program and other ongoing college-wide advisement initiatives. Although students are ultimately responsible for making decisions about their educational goals and for ensuring that all degree requirements are met, an Educational Planner plays a significant role by offering informed advice about students' classes, by serving as a major campus resource for students, and by referring students to appropriate campus support services and programs. The integration of these resources fosters student engagement and gives students a sense of purpose, independence, integrity and community. The staff is committed to teaching students to forge their own academic and professional paths from their entry into the College through their completion of a college degree.

### **ENROLLMENT SERVICES CENTER: C-107**

The Enrollment Services Center (ESC) allows LaGuardia students to manage their college responsibilities without having to visit several offices. The dedicated, skilled staff of the ESC answer questions and give students the information they need from the time they are admitted to the college until the day they graduate to ensure their stay at LaGuardia is a successful one. Inside the ESC,

students will find Student Financial Services, the Office of the Registrar, and Educational Planning Services. Generalists who have been trained in each of these areas are available at the Generalists Desk to assist students in the following areas:

**Student Financial Services** Assistance is given to students to secure federal, state, and institutional financial aid to help finance their educational costs. Once students have applied for financial aid, a Student Financial Services representative assists students in obtaining book advances for educational expenses and on-campus employment through the Federal Work Study Program. The Veterans Coordinator is also available to assist student veterans in obtaining their educational benefits.

**Educational Planning** Students are provided with pre-enrollment programs and services, which are designed to give them a smooth transition into the College. Students are assisted in developing meaningful educational plans that are compatible with their educational, career, and life goals. Students also receive information about college and program requirements as well as those requirements needed for transfer to four-year colleges. Services offered in this area include informational workshops, academic advisement & registration for new students, Early Alert advisement, and advisement for students with EP stops.

**The Office of the Registrar** Support is given to students as they navigate through the following processes: class registration and change of program, pre-requisite adjustments, degree and attendance verification, readmission, reinstatement (dismissal) review, degree (graduation) audit, academic appeals, change of grade, medical leave of absence, independent study request, city and state residency updates and transcript requests.

Staff at the ESC's Process and Pick Up Station assist students with a variety of services including the following: self-help terminal assistance, transcript requests, student data changes, enrollment verification letters, readmission/reinstatement to the college, diploma pick up and residency applications

### **Enrollment Services Resource Center: C-109**

The Enrollment Services Resource Center was established to encourage students to file their FAFSA electronically and also to help them access other financial aid information. Staff is available to answer their questions. Filing FAFSA online is immediate and prevents careless errors. Students may walk in and log on at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for financial aid or schedule an appointment for a "FAFSA on the Web Workshop" by calling (718) 482-7218 during office hours.

New York State residents can also link to the online TAP application form after completing their FAFSA. Students' FAFSA data will already be pre-filled on their TAP application. Students must be sure to request a PIN# at [www.pin.ed.gov](http://www.pin.ed.gov). With their PIN number, they will also be able to check the status of their federal financial aid application; renew their FAFSA; complete Pre-Loan Entrance Counseling for Direct Loan; complete Pre-Loan and Exit Counseling for Perkins Loans; check their loan account information; and access Financial Aid history (transcript) via the National

Student Loan Database System (NSLDS).

**Health Services: MB-40, (718) 482-5280**

**Hours: Monday - Friday 8:00 am - 9:00 pm**

The Health Services Center, part of the Office for Student Services in the Division of Student Affairs, exists for the purpose of assisting students in matters pertaining to health prevention and the early recognition of illnesses and diseases. The Center also able to provides emergency care for accidents and makes appropriate referrals, when necessary, for follow-up care.

The Health Services Center is staffed by a Registered Nurse, one Family Nurse Practitioner (FNP), an Administrative Coordinator, two Emergency Medical Technicians, a Health Care Assistant and a part time College Assistant. In addition, college interns, work-study students and volunteers assist with the delivery of services to the College community.

The Center's services are available free of charge to the entire College community. The Health Education Learning Project Services (HELPS) Program provides educational outreach activities, free counseling and testing for HIV, Chlamydia and Gonorrhea (sexually transmitted infections). The medical team responds to all medical emergencies on campus. The Family Nurse Practitioner can diagnose and treat acute and/or chronic health care problems, order and interpret diagnostic lab tests as well as prescribe both pharmacologic agents and non-pharmacologic therapies. The Health Services Center also facilitates medical leaves of absence for students, provides over-the-counter medication, as well as provides blood pressure, glucose and cholesterol monitoring, and record keeping for students, faculty and staff.

The Health Services Center coordinates immunization compliance according to Public Health Law 2165 and 2167. The center provides clinics to administer the necessary measles, mumps and rubella vaccines to ensure compliance and also provides information for students to obtain the vaccination free of charge at Department of Health Clinics around the five boroughs. Information about the NYS Public Health Law 2167 regarding meningococcal disease is available. It is mandatory for all students enrolled in class to complete and sign the Meningitis Response Form. The Center also provides Hepatitis B, Human Papilloma Virus and Influenza vaccines.

The Health Services Center coordinates a Wellness Festival annually, along with commemorating World Aids Day and providing continuous health education outreach for the College community. Currently, we are collaborating with Child Health Plus and Family Health Plus health insurance enrollers to ensure that all eligible students have the opportunity to enroll for free or low cost health care insurance.

At the center, educational pamphlets, brochures and videos on health-related issues are available for the College population.

**International Student Services: M-166**

International Student Services, part of Student Development in the Division of Student Affairs, is located in room M-166. The office provides cross-cultural and immigration counseling to more than

1000 F-1 Visa students. The office is required by federal law to keep extensive records on F-1 students and to adhere to federally mandated regulations in assisting and advising students. All F-1 students are required to report to the International Student Services Office in order to maintain such records. The office has general responsibility for the adjustment to college life of students from outside the U.S. Services include news of special social and educational opportunities, orientation to the U.S., F-1 visa advisement, foreign exchange clearance, foreign military draft deferments, full-time student status verifications, and housing and health insurance information. Please call (718) 482-5145 or visit room M-166.

**Laboratory facilities**

**The Accounting and Managerial Studies Resource Center** serves as an accounting tutorial lab, and also a center for the completion of the computerized components of accounting and managerial courses.

**Adult Learning Center Lab** helps students to improve their basic literacy and computer skills, or to prepare for GED exams.

**Human Services Laboratory** is used for supplemental activities for classes of the Human Services Program.

**The Computer Information Systems Department** has three labs: the Microcomputer Lab, providing the laboratory component for several introductory courses, the Computer Lab, focusing on computer use and programming beyond the introductory courses, and the New Media lab.

**The English as a Second Language Lab** provides large and small group tutoring for matriculated students taking ESL classes in the credit program. Large group tutoring is conducted on the assigned schedule. Individual or small group tutoring is conducted based on teachers' referral or by special appointment.

**The Humanities Department** contains the following labs: Modern Language, Music, Piano, Music Center, Speech Center, Photography, Art, Painting and Drawing, Sculpture and Design.

**The Mathematics Department** houses a Mathematics Tutorial Lab and a Microcomputer Center. Basic skills students are scheduled to attend a lab tutorial for one hour per week. In addition, any student may drop in for tutorial assistance in the Microcomputer Center. Waiver exams, make-up exams and retests of the CUNY mathematics assessment test are administered by staff in the Mathematics Tutorial Lab.

**Instructional Services** (formerly Academic Computing) oversees the administration of microcomputing laboratories located throughout the College. Twenty-four computer laboratories are available to students during the College's normal operating hours on weekdays and Saturdays.

**The Natural and Applied Sciences Department** administers fourteen laboratory facilities located throughout the College.

**The Reading Lab** of the Communication Skills Department is required for all developmental reading courses; in addition, the lab is a resource center to help students in reading and study skills on their request.

**The Veterans Center Lab** is required for the program's non-credit courses in reading, writing and mathematics. This lab assists veterans to prepare for the GED exams and exemption from basic skills courses upon entry into college.

**The Writing Center** provides personalized tutoring for all post-ESL students in the College to work on grammar, paper revision, paper development and research papers for any course they are taking.

**Library Media Resources Center: E-101, (718) 482-5426**

In the complex world of ever-increasing information and new technology, every student at LaGuardia needs access to a dynamic, up-to-date collection of information resources and materials. LaGuardia's library provides quick, easy and efficient access to books, media, and periodicals via an online catalog, CUNY+Web, a web-based library system. In addition, the library offers access to electronic databases, which include encyclopedias, full text articles from magazines, journals, newspapers, documents and primary source materials in areas of education, humanities, literature, law, allied health, business and careers. All of these electronic resources can be accessed off campus but will require a login procedure, using student and faculty email account information.

The library offers a book collection of over 120,000 volumes, 10 percent of which constitute a rich core collection of reference works on a variety of subjects. The library also maintains a large collection of magazines and newspapers with information on current events, new social issues, and people in the news. Currently, the library subscribes to almost 800 magazines, journals and newspapers.

The non-print media collection of 5,400 items includes audiovisual programs in a variety of formats. Viewing and listening stations in the Media Lab are available for group or individual access to audiovisual programs in the collection. Special workstations are available for students with disabilities.

The library's holdings also include textbooks, assigned course readings, career information, study aids, research material, pamphlet files and government documents. LaGuardia is a partial Federal Depository Library for selected documents published by various Federal agencies and departments. The Library's College Archives houses important documents related to the governance of the College and its history, for example, Board of Trustee materials, union agreements, the College budget, the student newspaper and yearbooks.

To encourage the widest possible use by students, the library uses the open-stack system, which permits users direct access to the collection.

A team of fourteen faculty, four college laboratory technicians, and several support staff members link the user with the library's vast resources for research and educational development.

Library faculty provide one-on-one instruction at the Reference Desk and teach information-gathering skills through the library's various user-education programs. These include tours, small group

orientation, course-related/course-integrated library instruction, and two liberal arts courses on methods of research. The Library's three credit course (LRC 102) is an in-depth exploration of research methods and information sources enabling students not only to find information, but more importantly, to critically evaluate and select what they need from the vast array of materials at their disposal. The Library's one credit course (LRC103) addresses web searching and the critical evaluation of web resources.

All members of the LaGuardia community are encouraged to use the Library's services. The validated, bar-coded LaGuardia ID serves as a library card for LaGuardia's Library and other CUNY libraries. The library is open each day of the week except designated holidays during the academic year. Library hours are posted each month at the entrance door and on its website. For additional information, please call the circulation desk at (718) 482-5426 or visit the Library's website: [www.lagcc.cuny.edu/library](http://www.lagcc.cuny.edu/library).

**The Office for Disabled Students Programs: M-102, Shenker Hall**

The Office For Disabled Student Programs provides specialized services for disabled students. Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. OSD provides advocacy to ensure access to all college programs and facilities and facilitates the transition to college life for student with disabilities. Students can be assessed for learning disabilities without charge. All students are required to register with supporting documentation.

Appropriate accommodations and services are determined and may include academic, career and personal counseling, academic advisement and registration and other support services such as readers, note takers, tutors and proctoring of exams for students. Students with a disability should self-identify subsequently with our office in order to take advantage of these services.

If you are a student with a disability requiring an accommodation to gain access to a program or service or feel that your rights as a student with a disability are being denied, please call (718) 482-5279. Counselors are available to assist all students with their needs. All information is treated confidentially.

*Evening Services*

The Office for Disabled Student Programs (*see above*) and The Office for Student Services (*see below*) are open Mondays-Thursdays until 8:00 pm, and Fridays until 5:00 pm. Both Offices are integral parts of the students' college experience. The offices want to ensure that evening students receive the highest level of service. These services include personal counseling, mentoring, advising and tutoring.

**Office for Student Services: M-102 & M-103D, Shenker Hall**

Student Services offers an array of services that help students balance the demands of their academic and personal lives. The

services for this office include peer mentoring, peer leader study groups, guided conversations, personal counseling, mental health assessments and screenings, time management, coping skills, learning styles workshops as well as internal and community-based referral services for students College-wide. Support for special populations may include advisement and registration, tutoring and counseling.

*Personal Guidance and Counseling Services* provide avenues of support that are central to the overall mission: to help students achieve educational and career goals, learn the process of complex problem solving, and enhance their capacity to develop satisfying interpersonal relationships. The personal wellness virtual model seeks to create balance in a student's emotional, physical, social, academic, environmental and spiritual life. Wellness is about how all these areas work together. Because it is virtual, it allows students to receive services throughout the college in a timely and efficient manner. The aim of the Personal Wellness Virtual Model is to integrate all of these areas of guidance for students from the point of entry to the point of graduation. This model also effectively connects students to available campus and community resources.

*Peer Mentoring* is critical to the students' total wellness and in-college experience. The Peer Mentor Initiative's mission is to help students create and attain academic, career, personal, and psychosocial goals related to a "Culture of Caring." Peer Mentors act as ambassadors of the College by collaborating with college staff, faculty and each other. The Peer Mentors' goals are to help students adjust to college life, teach students about college opportunities and motivate them to use conventional and creative methods towards student success.

*The Peer-Leaders Initiative* matches faculty with high performing students to provide academic review sessions to support students in high risk courses.

*The Black Male Empowerment Cooperative* (BMEC) Program assists students in navigating the College experience. The program focuses on, but is not limited to, men of color and offers opportunities for leadership, career and personal growth through guided conversations, interactive workshops, as well as group and one-on-one mentoring. It is a comprehensive retention program with a strong emphasis on academic success and student engagement.

#### **The Office for Student Guidance: M-102, Shenker Hall**

The Office for Student Guidance provides assessments, referrals or consultations to the college when concerns arise about students' well-being or when there is behavior that seems potentially harmful to self and/or others or may require mental health intervention. Students may be referred to OSG through the Student Behavioral Intervention Team (SBIT), Office of Student Rights and Responsibilities, or by faculty and staff. Our team will assess the student to determine if they would benefit from short term counseling, referral to a community based program, or interventions to help them manage their behavior. Staff is available to assist faculty and staff who may have concerns about their students. Workshops on strategies for classroom management and consul-

tations about approaching students about your concerns are also available. The Office for Student Guidance is open Mondays-Thursdays until 8:00 pm and Fridays until 5:00 pm. Please call (718) 482-5279 for further information.

#### **Office for Transfer Services: C-261**

The Office for Transfer Services is a one-stop career center designed to offer assessment services, guide students through the career planning process, and provide students with the resources on occupational information, transfer opportunities and scholarship information. Counselors from the clusters that provide career counseling use the resources of the center, which houses computerized career guidance programs, transfer resources, including four-year college catalogs and guide books, videos, and transfer applications for CUNY and SUNY institutions. Computerized scholarship databases are available to students interested in financing their education at LaGuardia and upon transfer to senior colleges. Occupational information is available through printed and computerized software.

All students are welcome to use the office's resources by appointment or on a walk-in basis. For additional information, call (718) 482-5185.

#### **Office of Veterans Affairs: C-107**

The Office of Veterans Affairs 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 Program for Deaf Adults (PDA): C-203**

Under the Program for Deaf Adults, students who are deaf or hard of hearing are provided with support services. These services include academic advisement, registration assistance, interpreters, testing, accommodation, tutoring and notetaking. Please contact the Program for Deaf Adults, C-203, or call (718) 482-5325 (TTY) or (718) 482-5324 (voice).

#### **Student Email, LIVE@LaGuardia**

All students are given a LaGuardia email account upon their first registration. Student email is the preferred method to contact students to share College-related news and information about advisement, registration, academic calendar, payment options and weekly updates about campus events.

#### **Student Government Study Hall: M-159**

The Student Government Study Hall is located in Shenker Hall (M-159) and is operated and supervised by the Office for Student Services and Disabled Students' staff. Students have the opportunity to receive tutoring services from tutors during day and evening hours. Please stop by to receive a schedule of tutor hours. Students can receive tutoring in selected subject areas via an appointment or walk-in requests.

#### **The Student Information Center: (718) 482-5935**

The Student Information Center provides important college news

to support the educational goals of prospective, new and current students. We remain in touch with students throughout the academic year via telephone, email, Plasma TV, Student News and personally at our Welcome Center in the M-Building Lobby. We offer critical information about admissions, testing, registration, financial aid, change of program, tuition payment as well as other academic enrichment programs. We are available to answer student questions, Monday-Thursday, 9:00 am - 7:00 pm; Friday, 9:00 am - 4:00 pm. Email: [callcenter@lagcc.cuny.edu](mailto:callcenter@lagcc.cuny.edu).

### **Student Ombuds Office: C-317, (718) 482-5180**

The Students Ombuds Officer is charged with the responsibility of helping students with issues that the usual process and procedures seem unable to solve. The Student Advocate/Ombuds Officer gives advice and guidance, and investigates issues as needed by those who request assistance.

The Student Advocate/Ombuds Officer has the responsibility to document students' issues for appropriate referral and recommendation. Not all issues may be resolved to the satisfaction of the student, but where it is justified, the College will respond.

All issues are discussed in confidence. If at all possible, a student's name will be revealed only with permission in order to gain information in the efforts to assist. The Officer can be reached via email at [MARIARIG@lagcc.cuny.edu](mailto:MARIARIG@lagcc.cuny.edu).

## **Office of Student Life**

### **M-115, (718) 482-5190**

The Office of Student Life, part of the Division of Student Affairs, is located in room M115. Almost every College-wide event that occurs at LaGuardia has the involvement of the Student Life Office. From Orientation to LaGuardia, to Honors Night and the Commencement ceremony, Student Life is your partner throughout your college experience. From entertaining social activities to engaging intellectual, social, and emotional development, Student Life can offer you opportunities that will improve your skills, increase your enjoyment of college life, and help you discover the joy in your most important asset—you. Information concerning activities can be obtained at the Student Life Office, Monday-Friday in M-115. Here are a just a few of the programs and services offered:

### **Programs in Leadership**

The Programs in Leadership is a Student Development initiative. The programs offer interactive skill-based co-curricular sessions for students and sponsors an annual on-campus student leadership conference. The programs also engage students through academic coursework and co-curricular learning sessions. Students have the opportunity to acquire skills to help them succeed in life, determine their professional strengths, meet and work with faculty and professional staff and to become part of a new community. Students who successfully complete the programs receive a certificate of completion.

### **Multi-cultural and Social Events**

LaGuardia prides itself on being a pluralistic family. The LaGuardia community comes from over 150 countries and regions of the world and speaks over 100 languages. We not only respect each other's differences, but we learn from our diversity. Student Life celebrates this vision of rich international diversity through various social gatherings such as concerts, theatrical productions, cultural seminars, dances, and talent and fashion shows, to name just a few. Students experience the wide diversity of cultures and customs that enrich LaGuardia and make it unique.

### **Clubs and Organizations**

The formation of clubs depends upon the interests of students involved. Club members plan and implement social, cultural, educational and creative ventures outside the classroom. New clubs are organized through the Student Advisory Council. An average of 27 clubs and organizations are chartered within the College. The organizations stem from the social, academic and cultural interests of our students. In addition, if you want to start your own club, you will be provided with the necessary assistance for its development. Here is a listing of some of the clubs that have been active in the past: Actors' Guild, The Bridge, Bangladesh, Black Student Union, Breaking Through the Barriers, Chinese Christian Fellowship, Circle K, College Discovery, Desi, Engineering, Exposure, Japanese, Math, Muslim Student Association, Nursing, Occupational Therapy Assistant, Phi Theta Kappa, Philosophy, Physical Therapy Assistants, Practical Nursing, Psychology, SGA, Straight and Gay Alliance, Urban Truth, Vet Tech, Web Radio.

For more information on how to become involved in any of the organizations, contact the Office of Student Life at (718) 482-5190.

### **The LaGuardia DVD Yearbook**

The Yearbook, published annually by the Office of Student Life, contains pictures and chronicles services, achievements and events involving the entire college community.

### **Student Government Association: M-160 (718) 482-5297**

Student Government is an organization elected by students to represent the student body to the administration of the College, faculty, student organizations and the general college community. Elections are held annually. Student Government consists of 12 elected student members (Governors) selected through a democratic voting process open to the entire student body, which is coordinated by the Office of Student Life. Student Government also sponsors a variety of institutional functions and activities in order to create services that will benefit the student body and enhance the entire College community.

### **Phi Theta Kappa International Honor Society Honors House: MB-46, (718) 482-5225**

**E-103V (718) 482-5658; [www.ptk.org](http://www.ptk.org);  
[www.laguardia.edu/honors](http://www.laguardia.edu/honors)  
email: [ptk@lagcc.cuny.edu](mailto:ptk@lagcc.cuny.edu); [kkoh@lagcc.cuny.edu](mailto:kkoh@lagcc.cuny.edu)**

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to recognize academically high-achiev-

ing and motivated community college students, Phi Theta Kappa offers members the opportunity to develop in areas that its founders designated as the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship. Members are also eligible for special Phi Theta Kappa transfer scholarships offered by four-year colleges across the country. The Phi Theta Kappa Chapter at LaGuardia Community College is named Alpha Theta Phi and it was chartered in 1983. The Chapter, which converted from "club" to "organization" status in 2000, has been a dynamic presence on the College campus, and has been involved in a range of service and scholarly activities. Students who have earned 12 credits with a GPA of 3.50 or higher are eligible to become Phi Theta Kappa members. There is a one-time membership fee of \$55.

### **The Student Center for Women: MB-10A, (718) 482-5188**

The Women's Center enhances and encourages the intellectual, social, and emotional development of women and embraces all of the holistic personal wellness attributes of the Physical, Social/Environmental, Emotional, Spiritual, Intellectual and Academic aspects of the student's life.

Email: [womencenter@lagcc.cuny.edu](mailto:womencenter@lagcc.cuny.edu)

## **Department of Recreation**

### **MB-31, (718) 482-5044**

The Department provides a wide variety of leisure-time experiences for the entire college population. The programs are designed to include many kinds of activities throughout the day, evening, and on weekends. A validated, degree-student ID card or a Recreation Pass is the "membership" card to the facility. Recreation Passes are available to LaGuardia faculty and staff, Continuing Education students, alumni, and community guests. Passes may be obtained at the Bursar's Office or gym control desk when the Bursar's Office is closed.

The facility, located in the basement level of the Main Building, includes a multi-purpose sports gymnasium that is equipped to accommodate at different times: two regulation basketball courts, an indoor soccer field, two volleyball courts, and three handball courts. A six-lane, NCAA regulation size swimming pool and adjacent movement studio are located in the E Building.

The sports gymnasium is complemented by a game area for backgammon, chess, checkers and table tennis, located in the lobby outside the main gym entrance. Equipment for these games may be obtained at the gym control desk. The locker complex consists of large daily lockers and separate men's and women's showers and bathrooms. The equipment check-out is located immediately inside the entrance to the sports gymnasium facility.

The Recreation Department is divided into multiple categories:

**The Fitness Center** The Fitness Center is equipped with Cybex and Universal machines, free weights, treadmills, elliptical cross trainers, stair climbers and stationary bikes. The Fitness Center is accessible to people in wheelchairs, and is also open to busi-

ness and community members. Our trained staff will help you to set and achieve your goals.

**Group Fitness Classes** The Movement Studio, located next to the pool, offers a variety of cardiovascular conditioning, strength/toning, flexibility, and mind/body classes. Group fitness classes are offered five days a week and they include Middle Eastern Dance, Salsa Dance, Step Aerobics, Cardio Kickboxing, Pilates, Express Fitness, Body Sculpt, Tai Chi Ch'uan and Hatha Yoga. For a complete schedule or to register, see the gym control desk or pool.

**Sport and Fitness Workshops** The workshop series provides professional instruction in such activities as basketball for kids, in-line skating, tennis instruction and soccer for kids, as well as Personal Fitness Strategy.

Instruction provides a range of skill levels from beginner to advanced. Registration for all workshops takes place at the gym control desk, pool or Fitness Center.

**Intramural Sports Activities and Special Events** The Intramural Program provides competitive recreational experiences in a variety of individual and team sports. Tournaments and special events include handball, table tennis, basketball and indoor soccer. Students may compete in these activities or participate as coaches, officials, statisticians or timekeepers. Awards are presented to intramural champions at the conclusion of the event. Check the intramural display case near the gym control desk for game schedules.

**Open Recreation** A portion of the Sports Gymnasium and Fitness Center is regularly scheduled for walk-in recreation for students and members. Some of the activities available are basketball, volleyball, soccer, handball, weight training and table tennis. A validated student ID card or Recreation Pass allows the equipment to be checked out for use in the Sports Gymnasium or Fitness Center.

**Swimming Pool** Our indoor, 25-yard, six-lane swimming pool is available seven days per week year round, staffed by certified aquatic specialists. Qualified instructors teach all levels of ability, ranging from beginner to advanced certification courses.

Swim on your own during lap swim and open swim times, or take advantage of one of our classes to improve your swimming stroke, and increase your stamina. Whatever your goal, you'll leave us relaxed and refreshed.

**Announcement and Publicity** Information governing hours of operation, scheduling, programs and activities is available at the gym/pool control desk, and the Recreation Office, room MB-31, and on various bulletin boards posted throughout the College. Recreation Office (718) 482-5044; Sports Gymnasium (718) 482-5043; Fitness Center (718) 482-5963; Pool (718) 482-5038.

## LaGuardia Performing Arts Center

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### Room E-241 (718) 482-5151

The LaGuardia Performing Arts Center (LPAC), located on the main campus of LaGuardia Community College, presents vital high-quality programming intended to give a booming voice to the most diverse community in the world.

Already a destination for internationally acclaimed music, dance, and theater acts; LPAC is quickly developing into a scene for hot area talent. The innovative *LPAC Lab Program* supports artists and companies from all five boroughs of NYC by providing them with space, technical assistance and administrative support. With multiple performance spaces and technical features that rival those of many theaters in Manhattan, The LaGuardia Performing Arts Center in Long Island City has found its niche within the city's rich array of cultural resources.

Blocks from the 7 train, LPAC contains one 740-seat state-of-the-art proscenium theatre (Main Stage) and one 220-seat multipurpose theatre (Little Theatre).

### Each season LPAC presents a wide array of event series:

**Performance Planet Series:** Recent International performers include: Cuban songstress Albita Rodriquez, Argentinian dance troupe Salman Ahmad, sitar virtuoso Anoushka Shankar and Italian rock goddess Carmen Consoli.

**Jazz Jam Series:** Part open-mic, part speak-easy, "Jazz Jam" is the unique event where up-and-coming local musicians are invited to share the stage with professional musicians.

**Dans, Danza, Dance:** Featuring top choreographers from Latin America, Asia, Europe, and the United States, the "Dans, Danza, Dance" series reflects the glory and challenges of living in a multi-ethnic city.

**Teen Pointe Series:** Youth oriented events, supported by high school and college teachers in the LaGuardia Community College family. Classical Theatre of Harlem's "Romeo and Juliet" is a recent guest of the Teen Pointe Series.

**Schoolltime Series:** Designed to provide the community with access to high quality, value-priced programming, the School Time Series invites children to participate in interactive workshops that stimulate creativity and encourage continued learning.

**Our Town Series:** This series is a showcase for the talented faculty, staff, and students of LAGCC. The Open-Mic Poetry Slam is an annual event in the Our Town Series.

**Family Series:** National and local companies present theatre, dance, and music in one-hour matinees for audiences of all ages and affordable prices.

For more information about programs, performances, and rentals and to be included on LPAC's mailing list, please call (718) 482-5151. Be sure to ask about our discounts.

## Public Safety

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### Emergency Awareness Card

The college has prepared a pocket-size Emergency Awareness Card to help you deal with emergency situations on campus. The information on the card will tell you what to do and who to call in the event of a fire, medical emergency or crime on campus. The Emergency Awareness Cards are distributed upon entering the College, and can also be obtained at the Public Safety Office in E-100.

Please become familiar with the card and keep it handy as a quick reference in the event of an emergency. Safety and security on our campus is everyone's responsibility. We ask your help in keeping LaGuardia Community College a safe place to learn and work.

### CUNY Alert System

A new CUNY college-wide emergency notification system enables LaGuardia Community College to immediately advise students, faculty and staff of an emergency via text message, email and more.

CUNY Alert is an opt-in system which means you choose to participate. You select the way you want to be notified. Messages can be received via cell phone (text and/or voice), land line telephone and email.

To sign up, visit: [www.cuny.edu/alert](http://www.cuny.edu/alert) and follow the simple, step-by-step instructions.

# Campus and Community Programs

## **Division of Adult and Continuing Education**

The Division of Adult and Continuing Education offers a wide variety of non-credit educational, business and professional programs for adults, families and the community in New York City. Individuals can choose from literacy and GED services; academic courses; English as a Second Language classes; college preparation; programs for deaf adults and more. Our programs are free or reasonably priced, providing educational and professional opportunities for everyone.

In addition, the Division's comprehensive business and financial services are boosting the local economy by strengthening existing businesses and helping new entrepreneurs to successfully launch their companies.

The Division also fosters career and workforce development in the area by providing extensive employment services, vocational training and career and professional programs to all residents.

Visit us at <http://ace.laguardia.edu>.

### **Adult Learning Center (ALC)**

The Adult Learning Center offers classes for adults that range from beginning reading and basic education through High School Equivalency (GED) preparation. In addition, beginning to advanced levels of ESL and one low level Spanish Literacy class are available. Most classes are free. All classes require placement testing before candidates are accepted into the program. For more information visit <http://ace.laguardia.edu/alc> or call (718) 482-5380.

### **Career and Professional Programs (CAPP)**

Career and Professional Programs offer practical and technical training as well as preparation for licenses and certificates in a wide range of courses and programs, including computer networking and repair, software applications, import/export, construction management and much more. Online courses are also available. Instructors are experienced professionals working in their fields. For more information call (718) 482-5125, or visit <http://www.laguardia.edu/capp/>.

### **Career Development Center (CDC)**

The Career Development Center (CDC) is a comprehensive career

counseling center that offers career assessment, counseling and planning; vocational training or education referrals; and job search skills for adults changing careers, the underemployed and others. For more information visit <http://ace.laguardia.edu/cdcweb> or call (718) 482-5355.

### **Career Ladders in Allied Health (CLAH)**

Career Ladders in Allied Health creates and strengthens opportunities and systems through which community members and incumbent workers can enter or advance in the allied health professions. Career Ladders in Allied Health currently houses the following programs: Bridge to Allied Health Careers, a pre-college training program; Bridge to Patient Care Technician (BPCT), which furthers training and responsibility for Certified Nurse Aides, and helps prepare them for the national certification exam; Disability Studies Certificate, which provides direct care workers serving developmentally and physically disabled adults and children with a deeper understanding of the challenges and issues affecting the clients with whom they work, and a set of skills for responding effectively to improve the quality of their care; New York State LPN to RN Articulation Model/Transition Course, which facilitates the transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse; and CNA to LPN Programs, for eligible, working Certified Nurse Aides or Nurse Technician to enter and successfully complete LaGuardia's Practical Nursing certificate program and become a Licensed Practical Nurse in their respective hospital. Other healthcare-related courses are also offered through CLAH. For more information visit <http://www.lagcc.cuny.edu/ace/clah.aspx> or call (718) 482-5097.

### **Center for Community Education/CUNY Catch**

CUNY Catch is a transitional program, serving adolescents who are incarcerated and preparing for release to their home communities, as well as those who have already been released. This program, which is an alliance between LaGuardia Community College, Bronx Community College and Medgar Evers College, provides outreach and career counseling at Rikers Island, and post-release aftercare at three CUNY campuses. Along with the integration of learning and work, family participation, and general health issues and referrals, the program's emphasis is on academic and vocational training, career development, and preparation for entry into the labor market. For more information visit <http://ace.laguardia.edu/catch> or call (718) 482-5128.

### **Center for Corporate Education (CCE)**

The Center for Corporate Education develops customized educational programs and delivers training and consultative services to corporations, government agencies and not-for-profit organizations. Programs are designed to increase staff productivity and improve communication and management skills among executives, entry-level employees and entrepreneurs alike. For more information visit <http://ace.laguardia.edu/cce> or call (718) 482-5330.

### **Center for Immigrant Education and Training (CIET)**

The Center for Immigrant Education and Training offers free and low-cost English classes in the context of specific careers and job training programs, along with career counseling and case management services to low-income immigrant adults. Its goal is to support students in becoming lifelong learners and independent, contributing citizens of New York. For more information visit <http://ace.laguardia.edu/ciet> or call (718) 482-5460.

### **College for Children**

College for Children offers academic, cultural and creative expression classes for children in kindergarten through elementary school grades. Courses focus on early literacy and math development, as well as phonics, reading, writing, English as a Second Language (ESL), math, social studies and science classes, and help students prepare for the New York State tests in these areas. Children can also study art, martial arts, cooking, foreign languages, architecture, music or theater. For more information call (718) 482-5334 or visit <http://ace.laguardia.edu/c4c>.

### **College Prep**

College Prep workshops provide information and advice to prospective students on how a college education can help them meet their personal and professional goals. Topics include choosing the appropriate educational path that leads to a chosen career; admissions procedures and requirements; financial aid and scholarship information; and improving academic skills for college-level coursework. For more information visit <http://ace.laguardia.edu/collegeprep> or call (718) 482-5966.

### **CUNY English Language Immersion Program at LaGuardia (CLIP)**

The CUNY English Language Immersion Program provides intensive English as a Second Language (ESL) studies—25 hours per week for up to one year—to students who have been accepted to LaGuardia or other CUNY colleges and have chosen to defer their enrollment in order to concentrate on improving their English language skills. The instructional format includes classwork, research projects, a range of computer applications, orientation to college, and out-of-class assignments. The curriculum reflects a holistic approach to language development that integrates listening, speaking, reading and writing, in the context of academic preparation. For more information visit <http://ace.laguardia.edu/clip> or call (718) 482-5966.

### **CUNY On Wheels**

The City University of New York's "CUNY On Wheels" project is a state-of-the art mobile classroom and information center. It

brings college admissions and financial aid information as well as higher education and training services to the residents and community based organizations of the Rockaway Peninsula in Queens and other areas of New York City. It has also expanded its services to include the Rockaway Youth Legal Education Program (RYLEP), The CUNY Young Adult Program (CYAP), and outreach to workers in the Willets Point section of Queens. The 40-foot-long bus is equipped with high-tech telecommunications, high-speed Internet access, computer workstations, plasma screen monitors, and seating for up to 12 people for information sessions, workshops and seminars. For more information call (718) 482-5975.

### **CUNY Start**

CUNY Start is an intensive 18-week, daytime program that provides remedial instruction in academic reading, writing and math for college-bound GED and high school graduates. The program allows students to save financial aid for credit courses and offers advisement on college and career planning, including financial aid. For more information visit <http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx>, call (718) 482-5137 or email [cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu).

### **Emergency Medical Technician (EMT)/Paramedic Programs**

The Emergency Medical Technician and Paramedic Programs train individuals in Basic Pre-Hospital Emergency Care. New York State certification depends upon satisfactory attendance, successful completion of course exams, and passing of a final exam administered by the New York State Department of Health, Bureau of Emergency Medical Services. For the new Medical Office Clinical Technician (MOCT) program, students take Electrocardiogram (EKG), Phlebotomy and Medical Terminology courses and sit for the National Healthcareer Association's EKG and Phlebotomy certification exams. Upon successful completion of the program and passing of the national exams, students become certified Medical Office Clinical Technicians. For more information visit <http://ace.laguardia.edu/nas/NAS2f.htm> or call (718) 482-5327.

### **Employment Services Center (ESC)**

The Employment Services Center assists and prepares students and alumni of LaGuardia Community College in becoming competitive and successful job seekers and helps provide graduates with employment in the fields in which they have been trained. The Center offers a variety of career related services, such as assistance with resumes, employment readiness workshops, on-campus recruitment efforts and targeted job fairs. For more information visit <http://www.lagcc.cuny.edu/careerinfo> or call (718) 482-5235.

### **The English Language Center (TELC)**

The English Language Center offers non-credit English as a Second Language (ESL) programs on a full-time or part-time basis, as well as specialized workshops for skill development and test preparation. Beginning, intermediate and advanced level courses are available to recent immigrants, international students or visitors and others in need of ESL instruction. Students can also practice their English skills using the latest technology in the TELC Media Center. TELC issues I-20s to qualified students. Students who

complete the intensive programs are eligible to enter CUNY without taking the TOEFL. For more information call (718) 482-5360 or visit <http://ace.laguardia.edu/esl>.

### **Interpreter Education Projects**

Interpreter Education Projects provide a rigorous academic program that will prepare students to become ASL-English interpreters (BA degree or Professional Certificate), with special preparation for interpreting in educational settings. For more information visit <http://ace.laguardia.edu/iep> or call (718) 482-5313.

### **New York City Welcome Back Center**

The New York City Welcome Back Center provides comprehensive services to help internationally trained healthcare professionals rebuild their healthcare careers through guidance in the process of becoming licensed in New York in their specialty or another healthcare area as they work towards licensure in their field. The center also provides career counseling; referrals to support services, such as healthcare-specific ESL classes and training programs in alternative healthcare careers; volunteer opportunities, and job readiness/search and placement services through the Workforce1 Healthcare Career Center. For more information visit [www.laguardia.edu/nycwbc](http://www.laguardia.edu/nycwbc) or email [nycwbc@lagcc.cuny.edu](mailto:nycwbc@lagcc.cuny.edu).

### **NYDesigns**

NYDesigns helps emerging and established designers grow their firms by offering vibrant studio space, business and sustainability training, business counseling, a green materials library and a cutting-edge prototype lab—all under one roof. For more information visit <http://ace.laguardia.edu/lgincubator> or call (718) 663-8403.

### **Pre-College Academic Programming**

The Pre-College Academic Programming department offers courses that prepare students to enter college, earn a GED or start a career. For more information call (718) 482-5385 or visit <http://www.laguardia.edu/pcap>.

### **Procurement Technical Assistance Center (PTAC)**

The Procurement Technical Assistance Center helps New York City businesses—in particular, small, minority and women business owners—market their goods and services to government agencies. For more information call (718) 482-5315 or visit <http://www.laguardia-ptac.org>.

### **Program for Deaf Adults (PDA)**

Program for Deaf Adults is the largest, most comprehensive post-secondary program for Deaf and Hard-of-Hearing students in the New York City area. Students pursuing an Associate's Degree are supported by academic, personal and job development counseling; registration assistance, classroom interpreters, tutors and note takers; testing accommodation; and special sections of Basic Skills Reading and Writing taught in ASL. Courses offered under Continuing Education include GED, Adult Basic Education, Driver's Education, Computer Skills, American Sign Language and more. For more information visit <http://ace.laguardia.edu/pda> or call (718) 482-5324 Voice, (718) 482-5325 TTY, or (718) 482-5353 TTY.

### **Small Business Development Center (SBDC)**

The LaGuardia Small Business Development Center provides entrepreneurs with free, one-on-one professional counseling for existing and start-up businesses in English, Spanish and Chinese. Areas of advising include how to start a business; legal requirements; business and financial planning; marketing; business expansion; assistance with franchises; international trade and more. For more information visit <http://laguardiasbdc.org> or call (718) 482-5303.

### **Small Business Transportation Resource Center (SBTRC)**

The Small Business Transportation Resource Center works with the Procurement Technical Assistance Center to help clients secure government contracts and expand their client base. For more information call (718) 482-5315.

### **Taxi and FHV Driver Institute**

The Taxi and FHV Driver Institute's mission is to increase the professionalism of drivers of Taxicabs and For Hire Vehicles licensed by the New York City Taxi and Limousine Commission (TLC). The Institute does this by offering programs that include driver-applicant initial training, continuing education, courses for those who violate Commission regulations, and Department of Motor Vehicle point reduction classes. It also provides information concerning all aspects of professional driving, from acquiring to maintaining a license. The Institute works closely with the TLC in the conception, design and implementation of these programs. For more information visit <http://ace.laguardia.edu/taxi> or call (718) 482-5335.

### **Teen Academy**

Teen Academy offers courses for middle, junior and high school students to help strengthen their reading, writing and math skills, and prepare them for the New York State area exams, Regents tests and SAT. It also offers career exploration and college prep workshops. Art, music and other creative expression classes are available as well. For more information call (718) 482-5334 or visit <http://ace.laguardia.edu/TNA>.

### **Veteran Services Office**

The Veteran Services Office offers veterans free evening GED and college prep courses; computer classes; tutoring; assistance in applying for the Post 9/11 GI Bill and with the financial aid application; and other support services. For more information visit <http://www.laguardia.edu/veterans> or call (718) 482-5386.

### **Willets Point Workforce Assistance Program**

The Willets Point Workforce Assistance Program offers free vocational training, job placement assistance, and education and immigration counseling services to workers in the Willets Point area of Queens. For more information call (718) 482-5337.

### **Workforce Education Center (WEC)**

The Workforce Education Center provides free or low cost, short and long-term occupational skills training; high school equivalency preparation for teens, and youth internships; and academic enhancement services to low-income youth and adults. Emphasis is placed on empowering clients to develop computer literacy and

transferable job skills in order to compete in an increasingly technological society. For more information visit <http://ace.laguardia.edu/wec> or call (718) 482-5340.

### **Workforce1 Healthcare Career Center**

The Workforce1 Healthcare Career Center provides a full range of career advisement, vocational training and job placement services for the healthcare industry to new jobseekers and incumbent workers. For more information call (718) 609-2144.

### **10,000 Small Businesses**

10,000 Small Businesses is a five-year initiative, developed by Goldman Sachs, to help 10,000 small businesses across the U.S. grow and create jobs through greater access to business education, business support services and financial capital. LaGuardia Community College is the initiative's first community college partner.

## **Division of Academic Affairs**

### **Accelerated Study in Associate Programs B-235**

The LaGuardia Community College Accelerated Study in Associate Programs (ASAP) began fall 2007 and is sponsored by the Mayor's Office of New York City.

All ASAP students enroll in a full-time (12 credits minimum) day or evening block learning community offered in the following majors: Business Administration, Business Management, EMT/Paramedic, Liberal Arts, and Paralegal Studies.

ASAP students meet in one-to-one appointments with their personal Academic Advisor to receive academic and programmatic advisement, as well as referrals to resources on campus. The ASAP Job Developer assists students by providing career counseling, job placement, career related field trips and workshops such as resume development and interview preparation. The ASAP Job Developer works in close collaboration with the LaGuardia Career Services Office.

ASAP sponsors co-curricular, social enrichment activities, tutoring and academic enrichment workshops, such as Biology/Math Prep, Time Management, and Reading/Writing Skills, throughout the year to promote the academic development and success of its students.

### **The Center for Teaching and Learning**

The LaGuardia Center for Teaching and Learning offers faculty-led programs designed to advance innovative teaching and to enrich student learning. Founded in Fall 2001 as a center for professional collaboration, reflection, and exchange, the Center draws upon the expertise of the entire College to help better serve students. The principles of effective practice developed by the Center

guide its work with faculty. From issues of interdisciplinary literacy to strategies for addressing the rich and growing diversity of our student community to the questions raised by new educational technologies, the Center helps the College face exciting educational challenges and opportunities.

### **LaGuardia and Wagner Archives, E-238**

The LaGuardia and Wagner Archives was established in 1982 to collect, preserve, and make available materials on the social and political history of twentieth-century New York City, with an emphasis on New York City government and the borough of Queens. This growing repository houses the personal papers of Mayors Fiorello H. LaGuardia, Robert F. Wagner, Abraham D. Beame, and Edward I. Koch; the records of the Council of the City of New York, the New York City Housing Authority, and the piano company Steinway & Sons, as well as a Queens History Collection. The Archives also maintains exhibitions on the history of New York City, mounted throughout the College.

The mission of the Archives is to serve as a research center for LaGuardia faculty and students in addition to scholars, journalists, and policy makers interested in the history of the city. The staff produces exhibitions and publications designed to reach people who rarely visit museums, libraries or archives. In these ways, the Archives reflects Fiorello H. LaGuardia's own commitment to serving all the people of New York and his vision of a government responsive and accessible to the citizenry.

## **HIGH SCHOOLS**

### **The International High School**

The International High School, a multicultural alternative educational environment for recent arrivals, serves students with varying degrees of limited English proficiency. A collaborative project between the New York City Department of Education and LaGuardia Community College, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English.

The school's instructional focus is on language development in the content areas, which reflects our belief that language skills are most effectively learned in context. High school courses are theme- and inquiry-based and instruction is project-driven and experiential.

Teams of interdisciplinary teachers create curricula, schedule students and teachers, determine assessment procedures, and provide guidance and counseling service for students. These interdisciplinary teams have been a major factor contributing to our record of high student attendance and achievement.

The high school is officially recognized as an Early College Program by New York State Education Department. Our students have the option to earn both a high school diploma as well as an Associate's Degree from LaGuardia as part of this five-year program. Our students take college courses with matriculated college

students for both high school and college credit, thus increasing their access to curricular offerings.

The opportunity to attend high school on a college campus allows our students to see themselves as college students, which provides them with a level of maturity and a sense of purpose beyond what is typical of their peers.

### **Middle College High School**

Middle College High School at LaGuardia Community College each year accepts 125 ninth and tenth graders from middle schools. The majority of students are from Districts 24 and 30 in the western section of Queens. Our high school program provides intensive guidance, small classes, career exploration, and an interdisciplinary school setting. The resources and positive role models provided by the College complement the skills of the teachers, all of whom have New York City High School Licenses.

Middle College students may choose from hundreds of college courses that can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College.

All Middle College students are expected to graduate with a minimum of 24 college credits with some on the degree track. The degree track is a 5 year program which allows students to attend LaGuardia Community College another year in order to earn an Associate degree.

Students at Middle College are members of the College community, and can use the full facilities of the College including the library, membership in college clubs, participation in intramural sports, and open recreation programs. Middle College has a special program for hearing impaired students in Western Queens.

### **Robert F. Wagner Jr. Institute for the Arts and Technology**

The Robert F. Wagner Jr. Institute for the Arts and Technology is the third high school program on the LaGuardia campus. Located one block from the College, students in grades 7 through 12 experience an interdisciplinary curriculum, small classes, and intensive guidance programs with a focus on the arts and technology.

The high school's facilities include a complete video studio, editing facility, screening room, theatre space, an art gallery, three computer labs (IBM/Mac), photo darkrooms and complete science labs. The school has ongoing partnerships with The New Museum, P.S. 1, and Socrates Sculpture Park.

Students at the Institute for the Arts and Technology, as members of the College community, are eligible for college I.D. cards, may take College classes, and can use the full facilities of the College including the library and gymnasium.

### **School-College Collaboration**

In addition to its on-campus high schools, the College works

closely with the New York City Board of Education, high schools and community school districts in Queens and across New York City to prepare students for college admission and retention.

Toward this end, the College provides a number of programs, which currently include:

- ▶ College Now! a CUNY initiative, enables juniors and seniors in 15 high schools to take college credit and non-credit-bearing courses, and ninth and tenth graders to participate in a range of activities, including specially designed high school elective courses co-taught by school and college faculty, at their home high schools. Special programs include linked writing and subject-area courses, and Saturday theatre seminars and performances. Students at Franklin K. Lane and Aviation high schools can also take pre-engineering courses through College Now! and, upon graduation, enter the new engineering program offered jointly at LaGuardia and CCNY. Students who have excelled in College Now! may be invited to take college Honors courses.
- ▶ College Connection, a LaGuardia-sponsored program, makes it possible for junior and senior high school students to take LaGuardia Community College courses on-campus.
- ▶ The Liberty Partnership Program is a high school retention and college preparation program operating within Grover Cleveland, Franklin K. Lane, and Newtown High Schools.
- ▶ Project Upward Bound, a U.S. Department of Education funded program, serves low-income students from Aviation, W.C. Bryant, International, Middle College, Newtown, and Robert F. Wagner high schools in Queens. The program prepares low income and first generation students for post-secondary education. In partnership with Vassar College, the Upward Bound program sends 40 students to Vassar each summer for a 6-week, academically challenging program of classes and extracurricular activities.

In addition to its efforts to facilitate the transition of students to post-secondary education and the workplace, LaGuardia is deeply concerned as well with promoting the professional development of teachers and counselors, increasing their knowledge of learning communities, and active, project-driven and interdisciplinary learning. Since 1992, the College has hosted high school faculties on Professional Development Days and worked intensively and continuously with K-12 teachers through the Queens School-to-Work Program, the Goals 2000 Cross-Queens Collaborative, and the Queens Urban Partnership. Also, in keeping with the College's commitment to improving literacy skills, faculty from College Now! high schools receive training in Writing in the Disciplines.