Computer Technology
Associate in Applied Science Degree

2014-15 Student Advising Guide
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Click on the link below to learn about the Innovative Pedagogy at LaGuardia Community College

[www.youtube.com/watch?v=tcRqBXFOI4k&feature=youtu.be](http://www.youtube.com/watch?v=tcRqBXFOI4k&feature=youtu.be)
Welcome!

Dear Student,

Welcome to the Computer Science Program at LaGuardia Community College!

Housed within the Department of Mathematics, Engineering, and Computer Science, our program offers an Associate in Science (AS) degree in Computer Science and three Associate in Applied Science (AAS) degrees—in Programming and Systems, Computer Technology, and Network Administration and Security. Students majoring in Programming and Systems may choose a concentration in either Unix or Web Programming. After completing the AS degree at LaGuardia, students transfer to four-year schools within CUNY or outside to pursue Bachelor in Science degrees in Computer Science. Graduates of our AAS programs are recruited by metropolitan area companies to work on designing software, developing effective solutions to computing and technological problems, and devising new and better ways of using computers to address problems in the arts, sciences, industry, and society.

Our program has been serving students from the five boroughs and beyond from the moment of its inception in 1980. Since that time thousands of LaGuardia computer science graduates have helped fill the needs of the Information Technology workforce in New York City and surrounding areas. We are dedicated to offering you a quality education that will help you achieve your academic and career goals; all of our classes are taught by highly qualified faculty in well-equipped computer labs.

We welcome you to our program and hope that you will find it exciting and challenging; we recommend that you use this guide as a resource and reference throughout your time at LaGuardia.

Dr. Dmitriy Chebanov
Program Director
LaGuardia Community College Mission Statement

Description
LaGuardia Community College of the CUNY is named for Fiorello H. LaGuardia, New York City’s New Deal mayor, who inspired a city of immigrants. Located at a transit hub that links Queens, the city’s most ethnically diverse borough, with the world center of finance, commerce and the arts, the college provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

Mission
LaGuardia Community College’s mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.

*These are the foundational elements that sustain our commitment:*

Our Students
Our students are the energizing force behind the college. They seek knowledge, skills, and credentials to transform their own lives as well as impact their families and communities. Their dedication to the journey of lifelong learning and the richness they bring to the classroom and campus life are what define LaGuardia. Our alumni take an active role in the college community by sharing their stories and resources with current students and developing lasting relationships with the college.

Our Faculty & Staff
Our faculty and staff are passionate professionals constantly reflecting upon their training, experience, practice, and goals to create challenging and engaging learning environments. They cherish their connections with students and enjoy learning with them and from them. Our faculty and staff are engaged in scholarly and artistic activities which evidence their intellectual excitement and rigor, their commitment to disciplinary knowledge and discovery, and their deep respect for all the communities of our city.

Our Programs
We offer a broad range of rigorous academic programs that promote inquiry, openness, and a willingness to take on challenges. Areas include urban studies, liberal arts, business, the sciences, health, technology, developmental education, college and transfer preparation, experiential education, continuing education classes, workforce training and Honors programs. Our leadership in technology-based learning has achieved national and international recognition.

Our Community
We cultivate partnerships with businesses, civic and community groups, government, and public schools to enhance the economic, cultural, and educational development of Queens and New York City and State. We aspire to set an example as advocates of sustainable practices that contribute to a healthy urban environment.
Advising Team Contact Info

Advising Teams

The advising team is comprised of the major’s program director, faculty members from the major, Student Affairs academic advisors, and peer advisors. The advising teams work to meet the needs of all students in the major. Our goal is to guide each and every student successfully to graduation.

Our Advising team will:

- Help students develop an educational plan that clarifies educational and career aspirations. This includes providing guidance on career pathways, occupational information, transfer, and employment opportunities.

- Develop college “know-how” among students, empowering them to make smart choices, navigate systems, locate accurate information, and access resources. This includes making appropriate referrals, such as to financial aid, tutoring, transfer services, career planning and employment services, and health services.

- Guide students efficiently through their degree programs. This includes familiarizing students with curricular and program requirements (such as candidacy/program admission) and assisting students with course selection.

  - Provide one-on-one and group advising.

  - Ensure that students in the major can receive course selection advisement during in-demand times, in particular, in the weeks preceding the commencement of registration periods.

  - Explain the use of tools (e.g., the advising website, Degree Audit, SEMS, ePortfolio and eCareer Plan, Ask LaGuardia,) to guide students to use the appropriate tools to access resources.
<table>
<thead>
<tr>
<th>Advisement Support</th>
<th>Email</th>
<th>Phone Extension/ Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Jones (Student Advising Services)</td>
<td><a href="mailto:vjones@lagcc.cuny.edu">vjones@lagcc.cuny.edu</a></td>
<td>5348/B100D</td>
</tr>
<tr>
<td>Ana Mora (Student Advising &amp; Counseling Services)</td>
<td><a href="mailto:ANAM@lagcc.cuny.edu">ANAM@lagcc.cuny.edu</a></td>
<td>5263/B100E</td>
</tr>
<tr>
<td>Darryl Sorrentino</td>
<td><a href="mailto:dsorrentino@lagcc.cuny.edu">dsorrentino@lagcc.cuny.edu</a></td>
<td>5690/B100</td>
</tr>
<tr>
<td>Dmitry Chebanov (Computer Science Program Director)</td>
<td><a href="mailto:dchebanov@lagcc.cuny.edu">dchebanov@lagcc.cuny.edu</a></td>
<td>5716 / E235G</td>
</tr>
<tr>
<td>Gene Yao (Computer Science)</td>
<td><a href="mailto:geney@lagcc.cuny.edu">geney@lagcc.cuny.edu</a></td>
<td>4057/ E223E</td>
</tr>
<tr>
<td>Omar Ait Hellal (Computer Science)</td>
<td><a href="mailto:oainthellal@lagcc.cuny.edu">oainthellal@lagcc.cuny.edu</a></td>
<td>6174 / E218V</td>
</tr>
<tr>
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<td><a href="mailto:lrizo@lagcc.cuny.edu">lrizo@lagcc.cuny.edu</a></td>
<td>4048 / E235F</td>
</tr>
<tr>
<td>Lawrence Muller</td>
<td><a href="mailto:lmuller@lagcc.cuny.edu">lmuller@lagcc.cuny.edu</a></td>
<td>4045 / E223M</td>
</tr>
<tr>
<td>Muath Obaidat</td>
<td><a href="mailto:mobaidat@lagcc.cuny.edu">mobaidat@lagcc.cuny.edu</a></td>
<td>5626 / E115A</td>
</tr>
<tr>
<td>Praveen Kumar Khethavah</td>
<td><a href="mailto:pkethavath@lagcc.cuny.edu">pkethavath@lagcc.cuny.edu</a></td>
<td>5725 / E223L</td>
</tr>
<tr>
<td>Mercedes Acosta</td>
<td><a href="mailto:acostaa@lagcc.cuny.edu">acostaa@lagcc.cuny.edu</a></td>
<td>4044 / E235S</td>
</tr>
<tr>
<td>Walter DeLaTorre</td>
<td><a href="mailto:walterde@lagcc.cuny.edu">walterde@lagcc.cuny.edu</a></td>
<td>4054 / B305</td>
</tr>
<tr>
<td>David Peled</td>
<td><a href="mailto:davidp@lagcc.cuny.edu">davidp@lagcc.cuny.edu</a></td>
<td>4058 / E235L</td>
</tr>
<tr>
<td>Andi Toce</td>
<td><a href="mailto:atoce@lagcc.cuny.edu">atoce@lagcc.cuny.edu</a></td>
<td>5631 / E115E</td>
</tr>
<tr>
<td>Yun Ye</td>
<td><a href="mailto:yye@lagcc.cuny.edu">yye@lagcc.cuny.edu</a></td>
<td>5702 / E218H</td>
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</table>
The Pathways Common Core is the new general education requirement in all CUNY Colleges beginning in Fall 2013. The Common Core includes 30 credits of liberal arts courses for Associate in Arts (AA) or Associate in Science (AS) degree programs. All 30 credits of the Common Core will satisfy the general education requirements at any college in CUNY.

Students enrolled in an Associate in Applied Science (AAS) degree program, will complete only a portion of the common core requirements as described above, according to the specific requirements of the program.

To ensure you fully understand how the requirements of your degree program work with Pathways, please visit Student Advising Services in room B-102, or email adviseme@lagcc.cuny.edu or call (718) 482-6070 to schedule an appointment with an academic adviser.

To learn more about Pathways, please visit the CUNY Pathways website: www.laguardia.edu/pathways/

The AAS degree in Computer Technology is comprised of two main cores:

(1) The Common core, comprised of the required and Flexible cores
(2) The Program core

COMMON CORE (21 credits)

**Required Core: 12 credits**
This category includes two English courses, one math class, and one science class.

**English: 6 credits**
ENG101 English Composition I (3 credits)
(ENA101 or ENC101 depending on placement scores)
ENG102 Writing through Literature (3 credits)

**Mathematical and Quantitative Reasoning: 3 credits**
MAT115 College Algebra and Trigonometry (STEM) (3 credits)

**Life and Physical Sciences: 3 credits**
Select one of the following courses:
SCB101 Topics in Biological Sciences (3 credits)
SCC101 Topics in Chemistry (3 credits)
SCP101 Topics in Physics (3 credits)
SCP140 Topics in Astronomy (3 credits)
Flexible Core*

To complete the degree requirements from the Flexible Core, students are advised to select three courses from the five Flexible Core categories:

Note: Only one course can be selected from any one category and select courses from three different disciplines. Students are recommended to select courses listed in the program handbook.

World Cultures and Global Issues
US Experience in its Diversity
Creative Expression
Individual and Society
Scientific World

*Additional Common Core courses will be required when transferring to a CUNY College. Students are advised to select one Urban Study course to complete college requirement.

PROGRAM CORE (39 credits)

Counseling
New Student Seminar

Business and Technology: 3 credits
BTM101 Introduction to Business (3 credits)

MEC: 8 credits
MAT241 Technical Mathematics I (4 credits)
MAT242 Technical Mathematics II (4 credits)

Computer Science: 28 credits
MAC241 Computer Electronics I (4 credits)
MAC242 Computer Electronics II (3 credits)
MAC265 Computer Hardware Interfacing and Programming (3 credits)
MAC289 Computer Technology Project Lab (2 credits)
MAC291 Computer Logic, Design and Implementation I (4 credits)
MAC292 Computer Logic, Design and Implementation II (4 credits)
MAC293 Computer Repair and Network Maintenance (4 credits)
MAC295 Computer Architecture (4 credits)

TOTAL: 60 credits

For a complete list of LaGuardia’s Flexible Core courses: www.laguardia.edu/Pathways/Flexible-Common-Core/

Click on the link below to learn more about the Flexible Core:
www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/AA/Pathways/Docs/Additional_Information_About_the_Flexible_Common_Core_rev.pdf
**For students who did NOT opt-in to the Pathways curriculum, please refer to the appropriate catalog and speak to your advisor(s).**

**Suggested Computer Technology Program Schedule**

**Two-Year Course Plan**

<table>
<thead>
<tr>
<th>Fall I</th>
<th>MAT241</th>
<th>MAC241</th>
<th>FSM001</th>
<th>ENG101</th>
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<tbody>
<tr>
<td></td>
<td>4 cr.</td>
<td>4 cr.</td>
<td>0 cr.</td>
<td>3 cr.</td>
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<table>
<thead>
<tr>
<th>Fall II</th>
<th>ENG102</th>
<th>SCB101 or SCC101 or SCP101 or SCP140</th>
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<tbody>
<tr>
<td></td>
<td>Writing Through Literature</td>
<td>3 cr.</td>
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<tr>
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<th>MAT242</th>
<th>MAC291</th>
<th>MAT115</th>
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<tbody>
<tr>
<td></td>
<td>Technical Mathematics II</td>
<td>Computer Logic I</td>
<td>College Algebra and Trigonometry</td>
</tr>
<tr>
<td></td>
<td>4 cr.</td>
<td>4 cr.</td>
<td>3 cr.</td>
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<table>
<thead>
<tr>
<th>Spring II</th>
<th>MAC242</th>
<th>MAC265</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Computer Electronics II</td>
<td>Computer Hardware Interfacing and Programming</td>
</tr>
<tr>
<td></td>
<td>3 cr.</td>
<td>3 cr.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th>MAC292</th>
<th>Flexible Core</th>
<th>MAC293</th>
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<tbody>
<tr>
<td></td>
<td>Computer Logic II</td>
<td>One course</td>
<td>Computer Repair &amp; Network Maintenance</td>
</tr>
<tr>
<td></td>
<td>4 cr.</td>
<td>3 cr.</td>
<td>4 cr.</td>
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<thead>
<tr>
<th>Fall II</th>
<th>MAC289</th>
<th>Flexible Core</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Computer Technology Project Lab</td>
<td>One course</td>
<td></td>
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<td></td>
<td>2 cr.</td>
<td>3 cr.</td>
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<tr>
<th>Spring I</th>
<th>BTM101</th>
<th>MAC295</th>
<th>Flexible Core</th>
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<tbody>
<tr>
<td></td>
<td>Introduction to Business:</td>
<td>Computer Architecture</td>
<td>One course</td>
</tr>
<tr>
<td></td>
<td>3 cr.</td>
<td>4 cr.</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

| Flexible Core | One course | 3 cr. | 3 cr. |
Additional Advisement & Career Info

Academic Advisement at LaGuardia

Advising at LaGuardia is a team effort designed to support you in your major from orientation through graduation.

Your advisement team, made up of faculty and professional advisors, will guide you at every step during your college career. They are ready to help you:

- Explore your major
- Select introductory and advanced courses
- Connect you with campus support services
- Prepare an educational and career plan

Preparing for Advisement

Each semester you will take part in advising in several different ways. There will be times when you meet with an advisor individually or in a group with other students in your major. To make the most of your advising appointment prepare in advance; take the following steps.

1. **Log into your Student Advisement Degree Audit** (access through the CUNY Portal, [https://cunyportal.cuny.edu](https://cunyportal.cuny.edu)) and look it over.
   a. Review the courses you have completed and how they fit into your curriculum.
   b. Make a list of the courses you are ready to take in the upcoming semester.

2. **Review your unofficial transcript** on CUNYFirst ([http://laguardia.edu/CUNYFirst/CUNY-First-Students/](http://laguardia.edu/CUNYFirst/CUNY-First-Students/))

   - If your GPA is 3.0 or higher you’re doing very well. You can ask your advisor about taking an Honor’s class (GPA of 3.2 needed), joining LaGuardia’s Honor Society; applying for scholarships to help fund your studies at LaGuardia and upon transfer to a senior college.
   - If your GPA is 2.9 or lower discuss ways to improve your grades with your advisor.

3. **Fewer than 30 credits?** Discuss your career plan with your advisor. If you’re not sure what career you want to pursue you can start your eCareer Plan at [www.lagcc.cuny.edu/ecareer](http://www.lagcc.cuny.edu/ecareer) and complete Tabs 3 and 4 before seeing your advisor. You can also attend a career planning group.

4. **More than 30 credits?** Discuss your transfer plans with an advisor.
   You can also visit Transfer Services in B-215.

5. **Preparing for graduation?** If you have 45 credits ask your advisor for a “graduation check” to be sure you are on track for graduation.

6. **Are you concerned about financing your education?** You can talk to staff in the Single Stop in C-107. If you are looking for employment you can go to Career Planning and Employment Services.

7. **What else is on your mind?** Make a list of questions you want to ask your advisor. You advisor may refer you to other resources on campus, so ask anything you’d like!
LaGuardia’s eCareer Plan offers you two great tools to help you find your way. You can build your own personalized career path through the eCareer Plan. At eCareer Central you will find valuable websites and guidance on three important questions.

1. What career is right for me?
2. How do I prepare for my career?
3. How do I get a job?

Click on www.lagcc.cuny.edu/ecareer
Students who want to work with an advisor can come to room C-239W

Career Opportunities

The Programming and Systems curriculum provides training for entry-level jobs as well as for transfer to a senior college as a business of information sciences major. Graduates of this program may qualify for positions as programmers or programmer trainees.
Tutoring

LaGuardia Community College offers many resources to meet your academic needs. Whether you are seeking academic help from a professor or fellow student, you have options to choose from:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>If you need help in a course, <strong>speak to your professor</strong>.</td>
<td>Professors keep weekly office hours to answer student questions and can direct you to course specific tutoring services or study groups.</td>
</tr>
<tr>
<td>Form a <strong>study group</strong> with classmates – make new friends and get a new perspective on course material.</td>
<td>Many academic departments have <strong>Tutoring Labs</strong> where you can receive one-on-one or group help. In addition, <strong>Information Technology Open Lab Hours</strong> are available for PC and MAC users.</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td>The <strong>Writing Center</strong> (B-200) will help you improve your writing for any class, except ESL and Reading department courses, which have their own tutoring labs. Writing Center tutors can help you get started on a research paper, teach you how to proofread, or help you correct a graded essay. No advance appointments are necessary. M-F, 9:15am-9pm. <a href="http://www.lagcc.cuny.edu/english/writingcenter/">www.lagcc.cuny.edu/english/writingcenter/</a></td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>The <strong>Mathematics Tutoring Center (Math Lab, MB-44)</strong> will help you with any level of math, including help with homework, courses, &amp; projects. You can work alone or in small groups, asking tutors for assistance. M-Th, 9:15am-9:30pm. <a href="http://www.laguardia.cuny.edu/MEC/Student_Resources/Lab_215_Math_Tutoring/">www.laguardia.cuny.edu/MEC/Student_Resources/Lab_215_Math_Tutoring/</a></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>The <strong>Collegiate Science and Technology Entry Program’s</strong> (E-342) Science Study Center provides free tutoring in Biological Chemistry and Chemistry. <a href="http://www.laguardia.cuny.edu/Academics/Collegiate-Science---Technology-Entry-Program-%28CSTEP%29/">www.laguardia.cuny.edu/Academics/Collegiate-Science---Technology-Entry-Program-%28CSTEP%29/</a></td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>The <strong>Modern Language Lab</strong> (B206) provides lab sessions to reinforce classwork and language tutoring for day, evening, and weekend students. Students can see the MLL tutoring schedule and make an appointment for language tutoring at <a href="http://bit.ly/lagcc_tutoring">http://bit.ly/lagcc_tutoring</a> or in B206.</td>
</tr>
<tr>
<td>Various:</td>
<td>The <strong>Student Government Association (SGA) Study Hall</strong> (C-447) helps students with English, Accounting, Math, Reading and Science courses through one-on-one tutoring, group tutoring sessions and study skill workshops. M-Th, 9am-7:45pm, F, 9-4:30pm <a href="http://www.laguardia.cuny.edu/Student-Services/Tutoring-Programs/">www.laguardia.cuny.edu/Student-Services/Tutoring-Programs/</a></td>
</tr>
</tbody>
</table>

Check the LAGCC website for more current updates and changes to the tutoring schedule: [www.laguardia.cuny.edu/current-students/academic-help-tutoring/](http://www.laguardia.cuny.edu/current-students/academic-help-tutoring/)
Student Success Survival list

Top 5 recommendations!

1. **Just ask** – Ask questions & get answers.

2. **Study** – You should study a lot if you want to achieve your goals & do something really well. If you can obtain & maintain a great GPA, then you may be eligible for scholarships when you complete your degree.

3. **Go to all of your classes & pay attention** – communicate with your professor & classmates to catch up on work, & avoid the domino effect of falling behind.

4. **Speak with your professors & advisors** – In regards to your grades & academic standing before mid-semester exams & assignments! (PS, know your professors’ names).

5. **Use Institutional resources** – LaGuardia has many, see page 12.

...developed by the LaGuardia ASAP team! [Modified for this handbook]

Key official forms

**Dropping /Course Withdrawal**

There are two mechanisms for students to drop courses: Drop and Official Withdrawal. During the change of program period, students must log in to CUNYfirst to drop a course or courses. The course will not appear on the student’s transcript. You may be responsible for part of the tuition cost, depending on how long you attended and were registered for class. If you need to withdraw from a course or the college after change of program (that is, your major), you must go to CUNYfirst, [https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html) If you withdraw during the official withdrawal period, you will receive a “W” as a grade and will be responsible for all tuition charges. Instructions and student guides are available on: [www.lagcc.cuny.edu/CUNYfirst/Student-Guides/](http://www.lagcc.cuny.edu/CUNYfirst/Student-Guides/)

**Change of Curriculum**

Students who wish to change their plan/major must file the appropriate form. Changing your plan/major is an important decision and should be discussed with your advisor(s) prior to making any changes. The procedure to change your plan/major is as follows:

2. Complete the form and get appropriate signatures, if necessary
3. After you have obtained the proper signatures, return this form to the Enrollment Service Center, C-107
4. Make sure you submit the form by the deadline, Census Day, as indicated on the Academic calendar [www.lagcc.cuny.edu/Academics/Academic-Calendar/](http://www.lagcc.cuny.edu/Academics/Academic-Calendar/)

**Consultation with your advisor(s) is strongly recommended prior to completing and submitting the forms listed above**
Financial Aid

Student Financial Services is committed to removing financial barriers by ensuring that all eligible students receive aid in a timely manner, in accordance with federal, state, and CUNY policies and regulations. Professional Financial Aid Advisors are available to assist students in successfully financing the cost of their education. Over fifty percent of LaGuardia students are awarded approximately $50 million in Federal, State and institutional grants annually.

To view the Paying for College/Financial Aid Brochure:
www.lagcc.cuny.edu/uploadedFiles/Main_Site/Content/Financial_Services/Docs/financialaidbrochure20132014.pdf

Student Inquiries (C107)
(718) 482-7218
www.lagcc.cuny.edu/financial-aid/contact-us/

Satisfactory Academic Progress and Eligibility for Financial Aid

In order to remain eligible for federal and NY State financial aid, you must earn it by making satisfactory academic progress (SAP) towards the completion of your degree. SAP is measured by the number and the type of classes you take as well as your grade point average. SAP varies with each financial aid program that you may be receiving.

www.lagcc.cuny.edu/uploadedFiles/Main_Site/Content/Financial_Services/Docs/SAP%20BROCHURE.pdf

Federal Financial Aid

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

A student's earned credits are equal to or greater than two-thirds of the credits the student has attempted at the institution. The credits a student has attempted are not more than 150% of the credits normally required for completion of the degree. If the above standards are not met, eligibility may be retained by meeting the following conditional standard: the credits the student has earned are equal to or greater than .875 of the total amount of credits attempted minus 21.

Students who fail to meet the conditional status will lose Title IV eligibility. They may file a Financial Aid Waiver Appeal through the Academic Standing Committee. The decision of the committee is final.

New York State Aid (TAP)

In order to be eligible for TAP, the following major requirements must be met:

»Students must be registered as full-time. Students should check each semester at registration to be sure they are registering for a full-time program. A major must be declared the first semester when the student registers.

» Students must be making satisfactory academic progress toward their degree. In each semester that they wish to receive an award, they must successfully pass a specified number of credits and achieve a grade point average at a specified minimum level.
» Students must pursue their courses at a specified level of completion. Completion means receiving any LaGuardia grade except WA, W or WU (grades of R and F are acceptable).

*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 Financial Aid Office.*

**Single Stop USA** has partnered with the LaGuardia Community College to provide students and their families with access to benefits and services needed to help students stay in school and graduate.

- Free Benefits Screening
- Free Tax Preparation **ON CAMPUS**
- Free Financial Services
- Free Legal Services

The Single Stop USA program is located in the Enrollment Services Center, Room C-107 in the C-building. Our hours of operation are Monday and Thursday, 9 a.m. to 7 p.m., Tuesday and Wednesday, 9 a.m. to 5 p.m., and Friday, 10 a.m. to 3 p.m. For assistance, contact the Single Stop team at (718) 482-5135 or (718) 482-5129. Our services are free to students and their families. [http://laguardia.edu/singlestop/](http://laguardia.edu/singlestop/)

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**Office For Students With Disabilities**

The Office for Students with Disabilities (OSD) provides services for students with disabilities to ensure access to College programs. We offer personal, academic, career, and accommodations counseling, evaluation referrals, testing for learning disabilities, and adaptive/assistive technology.

M102  M-Th, 9am-8pm; F, 9am-5pm
OSD@lagcc.cuny.edu
718-482-5279
www.lagcc.cuny.edu/osd/
College Resources

My LaGuardia Homepage
My LaGuardia is the “one-stop-shop” online tool just for YOU! It is a secured site that introduces single sign-on access to all your LaGuardia applications. It also offers a variety of customized information and resources to help you manage and get the most out of your college experience. Access the following e-tools and resources: Student email, ePortfolio, eCareer, CUNYfirst, CUNY Portal, Degree Audit, Black Board, Library, and LaGuardia VIP using the following link: https://mail.lagcc.cuny.edu/viplogin/Default.aspx

Academic Calendar
LaGuardia’s academic calendar consists of two enhanced 18-week semesters. Each semester is split into a 12-week session (Fall I and Spring I) and a 6-week session (Fall II and Spring II). Classes are longer and/or meet more frequently in Fall II and Spring II, since students have to complete Session I coursework in half the time. This structure provides students with the option of earning more credits per semester than a traditional academic calendar. It also allows greater flexibility and choice in designing a program of study. http://laguardia.edu/Academics/Academic-Calendar/

LaGuardia Course Catalog
The College catalog is your source for academic programs and course descriptions; admission, tuition and financial aid information; rules and regulations and more. A new version of the College catalog comes out each year: http://laguardia.edu/Academics/Catalog/

Scholarships
Don’t let finances get in the way of your education. LaGuardia Community College is proud to offer a wide-range of scholarships to assist you with the rising cost of tuition, textbooks and fees associated with attending college. Scholarships are an excellent option to help pay for college because they do not require repayment. Many of the scholarships available are based on your financial need, academic performance, community involvement, and extracurricular activities: http://laguardia.edu/Financial-Aid/Scholarships/

Registrar's Office
The Office of the Registrar coordinates registration for all LaGuardia Community College students. http://laguardia.edu/registrar/home/
E-mail (for registration inquiries): onlinereg@lagcc.cuny.edu
E-mail (for all other inquiries): callcenter@lagcc.cuny.edu

Bursar's Office
Here you will find clear, concise information about your charges, bill and payment information. Hours of Operation: Mon., 9 am - 7 pm, Tue. & Wed., 9 am - 5 pm, Thur. 9 am - 7 pm, Fri. 9 am – 4:30 pm www.lagcc.cuny.edu/Bursars/Home/ E-mail: bursar@lagcc.cuny.edu

Computer Labs
All Students currently taking classes at LaGuardia Community College have access to these Open Labs. To access them, you must login using your Live@LaGuardia username (FirstName.LastName) and password. Your password is your CUNYfirst ID (EMPLID) and the last two digits of the year you were born. For example, if your CUNYfirst ID is 01234567 and you were born in 1993, then your Campus Password is: 0123456793. If you are having trouble logging on please speak to a technician in the area: www.laguardia.edu/ISMD/Technology/Computer_Labs/
-To obtain a list of all Smart Classrooms: www.laguardia.edu/ISMD/Technology/Smart_Classrooms/
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**GRAD PATH (45+ Credits)**
Congratulations! You’ve earned 45 credits or more at LaGuardia and graduation is close. *GradPath* provides you with the milestones you need to make sure you’re on the right path to graduation, or to your chosen career. It will help you understand what you need to do and when you need to do it:  
[http://laguardia.edu/GradPath/](http://laguardia.edu/GradPath/)

**Transfer Services Office**
The Office of Transfer Services is a one-stop source of information on transfer within CUNY or to other public and private four-year colleges and programs. This office sponsors many transfer events and information sessions with many area colleges and universities throughout the year.  
Website: [http://www.lagcc.cuny.edu/transfercenter/](http://www.lagcc.cuny.edu/transfercenter/)
Room B-215  718-482-5185  E-mail: transfer@lagcc.cuny.edu

**Office of Student Development (STUDENT LIFE)**
Student Life works with students in both a formal and informal setting. We offer formal leadership development opportunities that help prepare students for academic and professional success; familiarizing students with current communication skills & technology; and assisting students in appreciating and promoting an environment of pluralism through engaging, out of class activities:  
[www.laguardia.edu/studentlife/default.aspx](http://www.laguardia.edu/studentlife/default.aspx)

**Health & Wellness**
At LaGuardia Community College, your well-being is important to us. Personal wellness is a balance of your physical, emotional, social, academic, environmental and spiritual lives. All of these work together to help you achieve success as a student. The following resources will help you develop your personal wellness:  
[www.laguardia.edu/Student-Services/Health-Services/](http://www.laguardia.edu/Student-Services/Health-Services/)
[www.laguardia.edu/Student-Services/Personal-Wellness/](http://www.laguardia.edu/Student-Services/Personal-Wellness/)

**Student Services**
The Office of Student Services offers a variety of programs and services to help you set and achieve academic and personal goals. Because we want you to have the best college experience possible, we work to connect you with campus resources:  
[www.laguardia.edu/student-services/home/](http://www.laguardia.edu/student-services/home/)

**Ombuds Office**
The Ombuds Office offers a confidential, neutral resource for students to receive assistance and voice concerns and complaints. The Student Advocate/Ombuds Officer serves as a mediator who strives to address issues and facilitates communication and resolution in a fair and equitable manner.  
Website: [www.lagcc.cuny.edu/Student-Services/Ombuds/](http://www.lagcc.cuny.edu/Student-Services/Ombuds/)
Room C-317  718-482-5180  E-mail: mariarig@lagcc.cuny.edu

**Public Safety Office**
Our main concern is to help our College community and visitors in any way that we can. Feel free to stop by or contact us at (718)482-5558 or (718)482-5555  
[www.laguardia.edu/publicsafety/](http://www.laguardia.edu/publicsafety/)