

2010



Accelerated Study in Associate Programs

2010 Student Success Handbook



Make It Happen!

LaGuardia Community College
30-20 Thomson Avenue B-235
Long Island City, NY 11101
(718) 482-5921
ASAP@lagcc.cuny.edu

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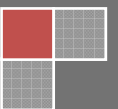


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For additional resources, please see full version of the ASAP Student Success Handbook

Accelerated Study in Associate Programs

ASAP Team

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ASAP office is located in B-235, all staff members can be reached at (718) 482-5921

LaGuardia ASAP Alumni Success'

"I first want to thank all the people that made this happen; all LaGuardia professors and the ASAP staff that helped me to focus and accomplish my goals. ...ASAP has giving me all the tools to work, learn and achieve my goals. But the most important lesson that they have teaching me is the ability to remain focus and to believe in myself."

~ *Paul Cabrera*, 2008 graduate

"Make it happen! Each time I see this phrase, I think to myself, This is not just a cluster of simplistic words, but a philosophical way of life... I am so proud to be a member of ASAP. ..As I get ready to leave LaGuardia, I look ahead and see clearly what ASAP has done for me. The program has provided warmth and a fabric of memories that will remain in my heart forever."

~ *Patrick Saladrigas*, 2009 graduate

"I could not describe by wording how thankful I am for ASAP giving me the opportunity to become part of it, and both of us really did make it happen."

~ *Ching Ling Yeh*, 2009 graduate

"ASAP made that load lighter, by offering free metro cards and books. But most importantly, the support, the family at school that I had during my two years at LaGuardia. Nothing can compare to the advisors and how supportive and loving they are..."

~*Geizel Amador*, 2009 graduate

"I had always considered myself a poor student before college, but because of ASAP, I was able to prove to myself that with the proper support, I too can succeed in school."

~ *Akiko Hamagishi*, 2009 graduate

"...the ASAP community. It has not only been a scholarship program, it has been more like a family to me because over time, you realize the people helping you are the people that want to see you do the best you can in this world ...ASAP is kind of like Cheers, everyone knows your name."

~ *Darnell Auguste*, 2009 graduate

"ASAP is one of the best programs... The personal advisor was such a great attribute to my life as a scholar and as a person... my advisor helped me look at the bigger picture when I saw nothing in the near future. ..overall ASAP has been nothing but a blessing."

~ *Jasmine Hodges*, 2010 graduate

LaGuardia ASAP Success'

-Three LaGuardia ASAP Students Received Top Honors in the 2010 College-wide "Green Identity" Speech Contest: Suchuntra Kawpunna (1st place), Claude Solomon (2nd place), and Laura Hofmann (finalist). Students presented speeches on the theme of "The Green Identify," which asked student speakers to address sustainability as a vital and viable identity for 21st century careers and jobs.

-LaGuardia ASAP Student Wins Top Prize in 2010 College-wide Essay Contest: Andrew Greene (liberal arts: deaf studies) won first place in the "How LaGuardia Community College Changed My Life" Essay Contest.



Accelerated Study in Associate Programs

Make it Happen!

Student Commitment Form

Name: _____ Student ID _____

Major: _____ Advisor: _____

I accept the invitation to be considered for enrollment in CUNY ASAP at LaGuardia Community College.

I understand that my participation and completion of the ASAP Summer Institute is a condition of acceptance into the program. If, for any reason, I am not deemed eligible to enroll in ASAP, I may enroll at LaGuardia as a non-ASAP student.

As an ASAP student, I understand that I will be expected to meet all of the following responsibilities:

- Complete the Summer Institute at LaGuardia Community College
- Register for a Learning Community block schedule in both fall & spring
- Enroll and complete at least 12 total credits per semester (including session I and II).
- Attend all classes in which I am enrolled.
- Maintain a GPA of at least a 2.0 or above
- Attend academic tutoring, as prescribed by my Advisor.
- Complete the requirements for an Associate's Degree in no more than six semesters (3 years).
- Attend ASAP Advisor meetings on a bi-monthly basis, or as prescribed by my Advisor.
- Attend individual meetings with the ASAP Career & Employment Specialist at least twice per semester.
- Attend all mandatory ASAP meetings.
- Attend career events organized by the ASAP Career & Employment Specialist.
- Return textbooks during ASAP Book Return dates at the end of each session per semester.
- Submit payment for all unreturned textbooks upon receipt of bill.
- Apply for financial aid in a timely manner to qualify for the ASAP waiver, if applicable.
- Check my Windows Live e-mail account on a weekly basis, at minimum.
- Reply to e-mail and phone messages in a timely manner when contacted by ASAP staff.
- Provide my current contact information and update ASAP with any changes.

Address: _____

Home phone: _____

Cell phone: _____

Alternate email address: _____

So long as I remain in ASAP at LaGuardia Community College, ASAP will:

- Provide advisement and assist in course selection for my program of study, so that I may obtain my degree in no more than six semesters;
- Supplement my academic studies with academic support services, activities and special learning opportunities designed to complement my program of study;
- Waive the unpaid balance of tuition and fees not covered by a combination of any federal and state financial aid programs for which I am eligible;
- Supply free use of textbooks for all classes at no cost. Books must be returned at the end of each session;
- Assist me with securing a position in my career field and/ or with transfer to a baccalaureate-degree college or university upon completion of my degree.
-

I further agree and understand that:

___ E-mail is LaGuardia's primary communication mode with students. Therefore I will activate my LaGuardia Live email account and ensure that I receive all email communications from the college.

___ If I do not file a full and timely application for financial aid, I may still participate in ASAP but will be responsible for full payment of tuition and fees.

___ If I have personal or academic difficulties, it is my responsibility to communicate with my ASAP advisor or the Director of the program.

___ I will demonstrate appropriate behavior and respect with all ASAP staff members, including director, advisors and college assistants.

My Commitment to ASAP will be _____

Student signature

Date

Academic Advisor signature

Date

Accelerated Study in Associate Programs

Responsibilities of ASAP Students

Each student accepted by the college is required to and accept obligations as a member of the community and as a student. In addition to general rules/policies that apply to all students, ASAP students are expected to adhere to the following requirements:

- Complete the Summer Institute at LaGuardia Community College
- Register for ASAP approved Learning Community block schedule in both fall & spring
- Enroll and complete at least 12 total credits per semester (including session I and II).
- Maintain a GPA of at least a 2.0 or above
- Attend academic tutoring, as prescribed by my Advisor
- Complete the requirements for an Associate's Degree in no more than 6 semesters (3 years)
- Attend all classes in which I am enrolled
- Attend ASAP Advisor meetings on a bi-monthly basis, or as prescribed by my Advisor
- Attend individual meetings with the ASAP Career & Employment Specialist at least twice per semester
- Attend all mandatory ASAP meetings
- Return textbooks during ASAP Book Return dates at the end of each session per semester
- Submit payment for all unreturned textbooks upon receipt of bill
- Apply for financial aid in a timely manner to qualify for the ASAP waiver, if applicable
- Check my Windows Live e-mail account on a weekly basis, at minimum
- Reply to e-mail and phone messages in a timely manner when contacted by ASAP staff
- Provide my current contact information and update ASAP with any changes

FAILURE TO ADHERE TO THE ABOVE RESPONSIBILITIES WILL PUT YOUR ASAP STATUS AT RISK AND MAY ALSO RESULT IN TERMINATION FROM ASAP.



Find us on
Facebook



Student Success Survival list: Top 10!

1. Make it happen! Stay focused on achieving your goals & minimizing any possible distracters from your goal! Distracters may include friends, relationships, & unnecessary work hours.

2. Just ask! Ask questions & get answers. Ask your advisor or the appropriate college administrators questions, not your friends! Get second opinions as well and think for yourself. We are all here to help you – professors, your ASAP advisor, the ASAP social work intern, & ASAP peer tutors. There is more shame in being proud & failing than is asking and passing!

3. Study! Think about how much practice time it really takes to learn something, or do something very well...hundreds if not thousands of hours! You should study a lot if you want to achieve your goals & do something really well. Know that it's okay if you can't do everything at once. It's better to do a little bit of studying every day than all at once. If you can obtain & maintain a great GPA, then you may be eligible for scholarships when you complete your degree.

4. Study in your spot! Find your ideal location on campus to study or do homework. Go there!

5. Go to all of your classes & pay attention! If you fall behind on a paper or assignment in a course, or you are not prepared to take an exam, do not stop attending! If you do not attend, you will miss more exams, papers, & assignments, have more to catch up on when you return, & will ruin your credibility with your professor. Communicate with your professor & classmates to catch up on work, & avoid the domino effect of falling behind.

6. Speak with your professors & ASAP advisor! In regards to your grades & academic standing **before** mid-semester exams & assignments! (PS, know your professors' names)

7. Use Institutional resources! LaGuardia has many, see #2!

8. Follow-up! Always follow-up with any necessary paperwork or actions promptly! For example, change of major forms, incomplete forms to be completed with professors, ASAP advisor, financial aid reps, dropping v. withdrawing from classes if necessary, etc... Make sure you ask for names when leaving documents with any department.

9. Develop relationships! Make connections & network early on with staff members in different offices & faculty around campus so that you will have advocates & will be able to obtain letters of recommendation. Keep in touch with your connections & you may have mentors for life.

10. Believe in yourself!

...developed by the ASAP team!

Accelerated Study in Associate Programs

Academic Advising

The Accelerated Study in Associate Programs at LaGuardia Community College is committed to providing one-on-one and group advisement for our students. Students can discuss their educational goals and any personal concerns that they may have. Our Advisors are student centered and understand the importance of receiving the proper guidance in order to graduate.

All ASAP students are assigned an Advisor and can conveniently schedule an appointment in person; over the phone & e-mail (It's imperative that you identify yourself & the subject matter in the e-mail).

The Accelerated Study in Associate Programs provides assistance in course planning. Our Academic Advisors are well-trained professionals that assist students reaching their full academic potential. The goal of academic advisement is to provide students with basic understanding of the curriculum, course requirements and academic policies.

Your Academic Advisor can assist you with the following:

- Creating an academic plan and establishing goals
- Selecting a curriculum that supports your career goals
- Receiving academic support services, such as tutoring
- Understanding LaGuardia & ASAP policies
- Course selection
- Forming study groups (See page 22)

How to Schedule an Advisement Appointment

Students are mandated to schedule two appointments per month with their Advisor. Students have the ability to schedule their appointments and therefore do not have mandatory times/dates for an appointment. Scheduling an appointment can be done as follows:

- In person (making the appointment in B-235 with a Staff Member)
- Over the phone (Call 718-482-5921) *As Needed*
- **Do Not Schedule an Appoint During a Class!**

Walk-In Hours

Students have the opportunity to meet with advisor's Monday through Thursday, from 3:00 P.M. - 4:00 P.M., this time is allotted to ask your Advisor a quick question/in case of an emergency, but will not count as an **APPOINTMENT**.

An emergency is, but not limited to being dropped from courses, withdraw from a course, and personal issues

Career Development

It can be difficult determining exactly what you want your career to look like. Our Career & Employment Specialist is here to help you develop your goals so that you may create a pathway for career success. Our Career & Employment Specialist provides career counseling and assists students with creating a self-directed job search plan in addition to helping you prepare a resume and cover letter. Students should feel free to raise questions and discuss their future with the Career & Employment Specialist.

- **Employment & Career Counseling:** The Career & Employment Specialist works with ASAP students who need assistance with career guidance and placement. He helps students develop career plans based on their interests, abilities, values, and goals. The Job Developer also provides students with the opportunity to take a Self Directed Search (SDS) Assessment Inventory to help them better understand the factors that influence their career paths and decisions. The Job Developer reviews the results of the SDS with each student.
- **Job Placement:** Career & Employment Specialist helps ASAP students find full-time, part-time, or temporary work, according to each student's needs. Most jobs will be based on the student's major, but in some cases students will find employment in other areas as well.
- **Job Application:** The Career & Employment Specialist provides assistance in drafting and editing resumes and cover letters, as well as preparing for job interviews.
- **Field Trips:** Each semester, the Career & Employment Specialist organizes field trips related to ASAP students' career interests and major course work. For example, in fall 2007, a group of ASAP students visited the world headquarters of Bloomberg, LLC where they received a tour, a presentation about the company, and a head start on potential internship opportunities.
- **Workshops:** The Career & Employment Specialist provides workshops in many career-related areas on a regular basis.
 - **Creating a Self-Directed Job Search**
 - Marketing and Presentation of the Professional You
 - Planning your Job Search
 - Utilizing the internet to your advantage
 - **What Your Cover Letter and Resume Say About You**

-
- Understanding your skills, experiences and achievements
 - How to read a job description, determine if you are qualified and apply
 - Writing an effective resume and cover letter for every job
 - **Conquering the Interview, Defeating your Fears (1st Mock Interview)**
 - What to expect on the interview
 - Interview Preparation Techniques
 - Dressing to impress without stress
 - Telling the employer what they want to hear
 - Mock Interview on tape
 - **Really Tough Interviews; When Things Go Wrong (must have attended the first mock interview workshop)**
 - Styles of interviews
 - On the spot and group interviews
 - Gaining control of the interview: From Interrogation to Professional Conversation
 - Post Interview Follow Up
 - **Networking without a Network: Strategies for Students with Limited Contacts**
 - What is Networking and why is it important?
 - Practical steps to creating your own network
 - How to best utilize your network

Tutoring

ASAP's goal are to see our students succeed and in doing this we offer students personal tutoring or group tutoring if requested. Our tutors are well trained and successful in helping our student's pass, exams, test and the course. The help students get a better understanding of the material and ultimately retain and apply any information learned. It is a fact that students who meet with a tutor at least three times increase their chance of improving their grade by on letter grade (e.g., from a C+ to a B+) **Tutoring is mandated for students with basic skills requirements.**

We offer tutoring in the following areas:

- MAT 095- Introduction to Algebra
- MAT 096- Elementary Algebra
- MAT 115- College Algebra & Trigonometry
- MAT 120- Elementary Statistics I
- MAT 200- Elementary Statistics II
- SSE 103- Introduction to Microeconomics
- SSE 104- Introduction to Macroeconomics
- ENG 099- Basic Writing I
- ENG 101- Composition I: An Introduction to Expository Writing
- All courses that involve writing

ADDITIONAL TUTORING IS AVAILABLE AS NEEDED

Accelerated Study in Associate Programs

Counseling

ASAP has a part-time Hunter College Social Work Intern onsite to assist students with personal matters, counseling may be offered in limited circumstances at the ASAP office from September through May. However, in the event that our social work intern is unavailable, students can receive counseling from our Counseling Department, located in B-100, (718) 482-5250.

Counselors help students develop the skills needed to overcome personal problems that are interfering with their academic progress. Some of the personal issues for which students seek counseling include: family issues/conflicts, drug and alcohol, domestic violence, sexual concerns, issues related to LGBTQ identity (Lesbian, gay, bisexual, transgender, queer), self-confidence, anxiety, depression, interpersonal difficulties, developing a sense of identity, and loss and bereavement. Students receive personal counseling services through individual short-term counseling sessions, and counselors may make referrals to outside agencies when necessary.

The counseling relationship is completely confidential and private!

IN CASE OF AN EMERGENCY PLEASE CALL CAMPUS SECURITY (718) 482-5555

Counseling Resources

Resources for students:

LaGuardia Community College, ASAP Program. Social Work Intern.

Office: B235 Phone: 718-482-5992

LaGuardia Community College Health Services Center

Office: MB40 Phone: 718-482-5280

www.nyc.gov

Official website of New York City offering multiple resources throughout New York.

CRISIS HOTLINES:

LifeNet Hotline Network

800-543-3638, 877-298-3373 (Spanish), 877-990-8585 (Asian languages)
For people in crisis who need help with emotional, drug, or alcohol problems.

National Suicide Prevention Lifeline

Are you feeling desperate, alone or hopeless? Call the National Suicide Prevention Lifeline at **1-800-273-TALK (8255)**, a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress. Your call will be routed to the nearest crisis center to you.

Samaritans

212-673-3000

www.samaritansnyc.org

For those who are feeling suicidal.

Youthline

800-246-4646

Offers free, confidential information, referrals, and crisis prevention. It also offers peer-run workshops and forums on topics including alcohol abuse, anger Management, child abuse, conflict mediation, grief, loss, and bereavement, eating disorders, peer pressure, sexuality, suicide, teen violence, and youth empowerment

RAPE AND DOMESTIC VIOLENCE RESOURCES:

If you or someone you know is a victim of sexual violence call the Rape Abuse and Incest National Network at **1-800-656-HOPE (4673)** Free, confidential, 24 hrs

If you or someone you know is a victim of domestic violence call the National Domestic Violence Hotline **1-800-799-SAFE (7233)** or **1-800-787-3244 (TTY)** for support, shelter, or services. Free, confidential, 24 hrs.

NYC Alliance Against Sexual Assault

<http://www.nycagainstrape.org/survivors.html>

Support Orthodox Victims of Rape and Incest (SOVRI)

Sexual Abuse Helpline in conjunction with The Beth Israel Victim Services Program, the number is: 212-844-1495.

Morning After Pill Resource 888-Not-2-Late

Break the Cycle (New York)

1-888-988-TEEN HELPLINE

Provides legal services and advocacy for young victims, ages 12-22, with dating and relationship abuse.

www.breakthecycle.org

www.thesafespace.org

LGBT RESOURCES:

Youth Enrichment Services (YES Program) at the Lesbian, Gay, Bisexual & Transgender Community Center

208 W. 13th St. Manhattan

212-620-7310

www.gaycenter.org

Offers youth, ages 13-21, creative writing, safer sex kit-making, book-making, support groups, computer lab, digiArts, ArtTIME, and drop-in counseling.

The Ali Forney Center

212-222-3427

www.aliforneycenter.org

Emergency housing and youth leadership training. If you are in need of shelter, call 917-822-5011.

Audrey Lorde Project

85 S. Oxford St., Brooklyn

718-596-0342

www.alp.org

Discussion group, movie nights, free meals, metro cards.

Project Reach

1 Orchard St., 2nd fl.

Manhattan

212-966-4227 or 800-70-REACH

www.compassforchange.net

Groups on sexual orientation, homophobia, sexual/verbal harassment, coming out, relationships, dealing with parents

Queens Pride House

76-11 37th Avenue, Suite 206

Jackson Heights, NY 11372

718-429-5309

www.queenspridehouse.tripod.com

Social events and rap groups.

Triangle Tribe

212-491-5911, ext. 20

Offers a range of services for GLBTQ youth in foster care, including a support group and mentoring program. Call Megan Kelley for info.

FOSTER CARE AND CHILDREN'S SERVICES:

ACS

Report Child Abuse

Mandated Reporters: 800-635-1522

Regular Number: 800-342-3720

Safe Horizons

800-621-HOPE (4673)

www.safehorizon.org

For people dealing with abusive relationships or domestic violence.

Lawyers for Children

110 Lafayette Street

New York City 10013

1-800-244-2540

www.lawyersforchildren.org

Legal Aid Society, Juvenile Rights Division

Manhattan: 212-312-2260

Bronx: 718-579-7900

Brooklyn: 718-237-3100

Queens: 718-298-8900

SI: 718-981-0219

www.legal-aid.org

The Door Legal Services

212-941-9090

For legal questions about foster care.

www.door.org

ACS Children's Rights Hotline

212-676-9421 (Mon-Fri 9am-5pm)

For young people experiencing difficulties in the child welfare system (e.g. placement, SPRs, discharge planning, visiting family, racism, sexism, homophobia, etc.) that they are unable to resolve with agency staff.

Youth Success-NYC

Support for teens aging out of foster care

Child Sexual Abuse

If you or someone you know is a victim of sexual violence call the Rape Abuse and Incest National Network at 1-800-656-HOPE (4673) Free, confidential, 24 hrs.

If you are an adult at risk for sexually abusing a child, or are a friend or family member of a sexual abuser and/or victim, or a parent of a child with sexual behavior problems, call the STOP IT NOW! Helpline, 1-888-PREVENT (773-8368). Free, confidential, Mon.-Fri. 9:00am-5:00pm.

If you are interested in locating a treatment provider for an individual with sexual behavior problems, call the Sexual Abuser Treatment Referral Line: 1-802-247-3132, Mon.-Fri. 9:00am-4:30pm.

HOUSING & SHELTER OPTIONS:

Palladia, 2276 3rd Avenue, New York 10035 (Mon-Fri: 9:00 A.M.-5:00 P.M.), 917-492-1019. Community-based organization that provides casework services, issues short-term financial assistance, and helps individuals and families locate existing community-based resources such as job training, child care, and anti-eviction legal services.

Catholic Charities Queens, 87-80 Merrick Boulevard, Jamaica, 11432 (Mon-Fri: 9:00 A.M.-5:00 P.M.), 718-674-1000. Community-based organization that provides casework services, issues short-term financial assistance, and helps individuals and families locate existing community-based resources such as job training, child care, and anti-eviction legal services.

Catholic Charities Bronx, 2155 Blackrock Avenue, Bronx 10472 (Mon-Fri: 9:00 A.M.-5:00 P.M.), 718-414-1050. Community-based organization that provides casework services, issues short-term financial assistance, and helps individuals and families locate existing community-based resources such as job training, child care, and anti-eviction legal services.

Citizens Advice Bureau, 1130 Grand Concourse, Bronx 10456 (Mon-Fri: 9:00 A.M.-5:00 P.M.), 718-293-0727. Community-based organization that provides casework services, issues short-term financial assistance, and helps individuals and families locate existing community-based resources such as job training, child care, and anti-eviction legal services.

FOOD SERVICES:

AIDS Center of Queens County, 45-57 Hunter Street, Queens 11101 (Tue-Thu: 10:00 A.M.-2:00 P.M.), 718-752-1590. Non-profit food pantry. Call to inquire about intake requirements.

African Women's Dream, Inc., 197-17 Jamaica Avenue, Hollis 11423 (Hunter Street, Queens 11101 (Tue: 8:00 A.M.-9:00 A.M.; Sat: 9:00 A.M.-10:00 A.M.), 347-806-4154. Non-profit food pantry. Call to inquire about intake requirements.

Calvary's Mission, 102-16 89th Avenue, Richmond Hill 11418 (Sat: 9:00 A.M.-10:00 A.M.), 718-849-0311. Non-profit food pantry. Call to inquire about intake requirements.

Center of Hope International, 38-49 12th Street, Long Island City 11101 (718-849-0311). Non-profit food pantry. Call to inquire about intake requirements.

Other LaGuardia Links:

<http://www.lagcc.cuny.edu/womenscenter/links.htm>

<http://www.lagcc.cuny.edu/osd/>

http://www.lagcc.cuny.edu/main/oncampus_childcare/

<http://www.lagcc.cuny.edu/careerinfo/>

<http://www.lagcc.cuny.edu/transfercenter/>

<http://www.lagcc.cuny.edu/asap/>

Financial Aid

All ASAP students are required to file financial aid applications in order to verify whether they qualify for TAP or Pell aid, which ASAP requires to be eligible for the ASAP waiver. The following guidelines and regulations may be helpful in filing for financial aid:

- Students must annually file the FAFSA form in order to be eligible for the ASAP waiver and other forms of financial aid assistance. Failure to file will result in no financial aid and no ASAP waiver. Students are encouraged to complete financial aid forms online at www.fafsa.gov.
- Students may be retained in the program and eligible for the ASAP waiver and program support for a maximum of six (6) semesters.

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- Student must be considered a full-time student (12 credits or 12 equated credits) in order to receive financial aid and program support.
 - Any ASAP student who fails to keep an appointment with their Advisor will be in jeopardy of losing their financial assistance from the ASAP Program. Advisors document attempts to reach students and if considered MIA students are released from the program.

Accelerated Study in Associate Programs

Scholarships

ASAP Students are encouraged to apply for scholarships and awards administered by LaGuardia Community College and outside sources. Students can find more information about scholarships by logging onto the LaGuardia Community College website, www.lagcc.cuny.edu. Your ASAP advisor can assist you in identifying scholarship and award information for continuing, transferring and graduating LaGuardia Community College students.

ASAP TRANSFER SCHOLARSHIP AND ADVISEMENT PROGRAM (Scholarship opportunity is contingent based on available funding)



Scholarship Description: Eligible ASAP students will receive a \$2,000 tuition scholarship (to be disbursed over the course of four semesters in the amount of \$500) to attend a target CUNY senior college. Additionally, students will be assigned to an advisor at their senior college with whom they

will be required to meet with twice a month and attend small group meetings with other ASAP Transfer Scholarship and Advisement Program students. Advisement services will focus on the transition to baccalaureate study, career development, and long-term goal setting. Students may receive the ASAP Transfer Scholarship for up to four semesters with documentation of continued financial need and strong GPA.

Eligibility Requirements: You must be an ASAP graduate continuing your education full time at Baruch, Brooklyn, City, Hunter, Lehman or Queens College. Additionally, you must have a cumulative GPA of 3.25 at the time of graduation as well as financial need, as demonstrated through current and continued receipt of federal and/or state financial aid. (*Note:* Students with a GPA between 3.0 and 3.25 will be considered for the scholarship, but they must submit a brief statement that explains why their current GPA may not reflect their full academic potential.)

How To Apply: Students must obtain an application from their ASAP advisor and submit a 500-word essay, two recommendation forms, a transcript documenting GPA as of spring 2010, and a financial aid award letter documenting financial need for fall 2010 (spring 2010 may be used for application purposes) to the ASAP staff at CUNY Academic Affairs.

Below is a list of available scholarships through the Transfer Services Department:

Belle Zeller Scholarship Trust Fund

ELIGIBILITY:

- Be in active full-time attendance, carrying at least 12 credits, in Fall and in Spring semester.
- Have at least 16 credits with a GPA of 3.75 or higher at the time of application.
- Show evidence of significant service to CUNY, the community, and/or college.

This is a merit scholarship for full undergraduate tuition, renewable while student is a full-time undergraduate at any CUNY college.

APPLICATIONS AVAILABLE IN: Student Financial Services in C107, Transfer Services in C261, Cooperative Education Office in M204, and in the Counseling Dept. in C239.

Foreign students are also eligible to apply.

JACK KENT COOKE FOUNDATION

ELIGIBILITY:

- Must be enrolled at the time of application and intend to transfer to a four-year institution in Fall. Recent Alumni who have graduated since May 1999 and intend to transfer to senior college may qualify.
- Have strong academic record (GPA 3.50 or better) and demonstrated leadership and public service activities.

- Have significant unmet financial need

APPLICATIONS AVAILABLE IN: Student Financial Services in C107, Transfer Services in C261, Cooperative Education Office in M204, and in the Counseling Dept. in C239.

Foreign students are also eligible to apply. This scholarship requires Institutional Nomination.

THE UNIVERSITY STUDENT SENATE SCHOLARSHIP AWARDS

ELIGIBILITY:

- Minimum G.P.A Of 3.5
- Must be a matriculated student during semester they apply and during the semester they receive the award.
- Must be registered for a minimum of six credits.
- Must have a minimum of 24 credits and no more than 96 credits total

ALAN J. BERMAN SCHOLARSHIP AWARD

Sponsored by the Faculty Council

ELIGIBILITY:

All STUDENTS with 20 or MORE CREDITS EARNED AT LAGUARDIA (PREVIOUS RECIPIENTS ARE NOT ELIGIBLE).

AWARD: \$300.00

ALUMNI ASSOCIATION SCHOLARSHIP AWARD

ELIGIBILITY:

- Minimum of 2.75 G.P.A
- Must be a current LaGuardia Community College student.
- Actively participate in extracurricular activities.

THE STUDENT GOVERNMENT ASSOCIATION SCHOLARSHIP

ELIGIBILITY:

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- Be currently enrolled at LaGuardia Community College (part-time or full-time).
 - Have completed 20 credits at LaGuardia Community College.
 - Have a cumulative G.P.A of at least 3.0 for the first category, and a cumulative G.P.A 2.0 for the second category.

Organizations (featuring multiple scholarships)

1) Hispanic Scholarship Fund

<http://www.hsf.net/innercontent.aspx?id=34>

The Hispanic Scholarship Fund's (HSF) mission is to strengthen America by advancing the college education of Hispanic Americans. The organization delivers a range of programs to Hispanic families and students through community outreach and education, affordability via scholarships, college retention and career opportunities. HSF supports a successful path for Latinos to attain a college degree - creating an increasingly valuable asset for a stronger, more competitive America in the 21st century. Celebrating its 35th year, the Hispanic Scholarship Fund has awarded over \$300M, resulting in close to 100,000 scholarships to students in need. For more information, go to: www.HSF.net.

2) Foundation Scholarships

<http://www.laguardia.edu/lagfoundation/scholarships.aspx>

The LaGuardia Community College Foundation (LaGCC) Scholarship Program helps students who are in financial need pay college expenses.

3) New York State Higher Education Service Corporation

[http://www.hesc.com/content.nsf/SFC/Grants Scholarships and Awards](http://www.hesc.com/content.nsf/SFC/Grants_Scholarships_and_Awards)

Grants, scholarships and awards come from several sources, including the college, New York State and the Federal government. Other sources include funding from corporations, unions, trust funds, religious and fraternal organizations, and other associations. Grants, scholarships and awards do not have to be paid back. You should always explore the "free money" opportunities available to you before taking out a student loan. New York State students may be eligible for a variety of State grant, scholarship and award programs to help pay for college. The chart below to learn more about each one, including eligibility requirements and application information.

4) The Sallie Mae Fund

<http://www.thesalliemafund.org/smfnew/sections/search.html>

Addressing financial need through scholarships is a key priority of The Sallie Mae Fund.

5) United Negro College Fund Scholarships

<http://www.uncf.org/forstudents/scholarship.asp>

The Program Services Department administers various scholarship programs. Each program has its own eligibility criteria, open/close dates and required documents. In order to apply for a UNCF Program Services Scholarship, you must apply through the online application process. The below is the list of all programs currently accepting applications.

Specific Listings

Scholarships and links are below. More extensively details follow.

6) Actuarial Scholarship for Minority Students

<http://www.beanactuary.org/diversity/scholarship.cfm>

7) All-Ink Scholarship

<http://www.all-ink.com/scholarship.aspx>

8) Alpha Kappa Alpha Financial Needs Scholars

<http://www.akaef.org/programsandinitiatives/>

9) Barry M. Goldwater Scholarship and Excellence in Education Program

<http://www.act.org/goldwater/>

10) BRICK AWARD

<http://www.dosomething.org/programs/awards>

11) Campus Health and Environmental Management Association Scholarship

http://www.cshema.org/uploadedFiles/PUBLISHED/Scholarship_and_Awards/scholarship_application.pdf

12) Charles Earp Memorial Scholarship

<http://www.nsacct.org/>

13) Charles G. Koch Summer Fellow Program

<http://www.theihs.org/koch-summer-fellow-program>

14) CIA Undergraduate Scholarship Program

<https://www.cia.gov/careers/student-opportunities/undergraduate-scholarship-program.html>

15) Coca-Cola Two Year College Scholarship

<https://www.coca-colascholars.org/cokeWeb/>

16) Congressional Hispanic Caucus Institute Scholarship Award

<http://www.chci.org/scholarships/>

17) CrossLites Scholarship Award

<http://www.crosslites.com/scholarship.aspx/Rules>

18) Davis Putter Scholarship Fund

<http://www.davisputter.org/>

19) Dr. George A. Stevens Founder's Award

<http://www.usaa-academy.com/>

20) Educational Advancement Foundation Merit Scholarship

<http://www.akaef.org/programsandinitiatives/>

21) Electronic Document Systems Foundation Scholarship Awards

http://www.edsf.org/what_we_do/scholarships/index.html

22) Hispanic College Fund Scholarships

<http://www.hispanicfund.org/scholarships/>

23) JANE M. KLAUSMAN WOMEN IN BUSINESS SCHOLARSHIP

<http://www.zonta.org/whatwedo/internationalprograms/janemklausmanwomeninbusinessscholarship.aspx>

24) Jeannette Rankin Foundation Award

<http://www.rankinfoundation.org/>

25) Kaplan Foundation

http://www.kaplanedfoundation.org/NR/rdonlyres/510748F4-DB44-4843-8670-0B68AC3F135C/0/KEF_StudentApp_Custom.pdf

26) LULAC General Awards

http://lnesc.org/index.asp?Type=B_BASIC&SEC={3AEDB506-F425-4E58-B9F6-44867E2FD943}

27) Mensa Education & Research Foundation Scholarship Program

<http://www.mensafoundation.org/AM/Template.cfm?Section=Scholarships1>

28) Minorities and women educational scholarship

<http://www.appraisalinstitute.org/membership/downloads/schlrshp.pdf>

29) National Association of Black Journalists Scholarship Program

<http://www.nabj.org/?page=SEEDScholarships>

30) New York Needs You Fellowship

www.newyorkneedsyou.org/apply

31) Parents without Partners International Scholarship Program

<http://www.parentswithoutpartners.org/>

32) Radio Television Digital News Association

http://www.rtdna.org/pages/media_items/scholarships-for-undergraduate-students524.php?id=524

33) Skadden, Arps Honors Program @ City College
<http://www1.cuny.cuny.edu/prospective/socialsci/skadden/about.cfm>

34) SuperCollege.com Student Scholarship
<http://www.supercollege.com/scholarship/index.cfm>

35) Talbots Women's Scholarship Fund
http://www.talbots.com/online/landing/landingPage.jsp;jsessionid=17979994F809504D54911BE2913C3D2F.node3?landingPage=scholarship&_requestid=647135

36) Textbookx.com Scholarship
<http://www.textbookx.com/scholarship>.

37) USA Funds Access to Education Program
<http://www.usafunds.org/scholarship>

38) USA Today All Academic Teams
http://www.usatoday.com/marketing/academic_teams/index.html

Accelerated Study in Associate Programs

Academic Standing

ACADEMIC STANDING & RETENTION POLICY

ASAP students are subject to the University's minimum retention standard. The following table outlines the **Minimum Retention Standards** for all LaGuardia Community College students.

Credits Attempted	Minimum Cumulative GPA for Good Academic Standing
0.0-12.0	1.50
12.5-24.0	1.75
24.5-or more	2.00

Students who do not meet the minimum grade point average (GPA) are placed on academic probation for the following semester. They are given one semester to achieve the minimum grade point average required as per the college's retention policy. If during this probationary period, students make satisfactory academic progress, they will be returned to good academic standing with the college and may be eligible for financial aid. If the minimum GPA is not achieved, students may be suspended from the college. In order to allow students to file appeals, there is a one semester delay in applying suspensions.

ASAP Probation Policy and Requirements

All ASAP students who have cumulative GPAs below 2.00 are considered in poor academic standing and are placed on LaGuardia Community College Academic Probation, in addition to ASAP Academic Probation.

Students are given one semester to achieve the minimum grade point average required, as per the college's retention policy. If during this probationary period, students make satisfactory academic progress, they will be returned to good academic standing with the college and may be eligible for financial aid. If the minimum GPA is not achieved, students may be suspended from the college. In order to allow students to file appeals, there is a one semester delay in applying suspensions.

To graduate from LaGuardia Community College and to be eligible for financial aid, students must have a minimum cumulative GPA of 2.00. Therefore, students who are on ASAP and LaGuardia

Academic Probation risk suspension from the college, loss of financial aid, and the ability to graduate in a timely manner.

Due to the serious consequences of Academic Probation, students must fulfill the following requirements to improve their academic performance and maintain their eligibility with ASAP:

1. Meet with their ASAP Advisor weekly.
2. Attend tutoring for classes, as prescribed by their ASAP Advisor. Tutoring includes: API tutoring, online math tutoring, and the Writing Center. Students must provide documentation of their tutoring attendance to their ASAP Advisor.
3. Attend the ASAP Probation Workshop and additional academic enrichment workshops, as prescribed by their ASAP Advisor.
4. Meet with the ASAP Social Worker individually and/or in a group, as prescribed by their ASAP advisor.
5. Meet with the ASAP Director.

Students that fail to fulfill the terms of their ASAP Probation each month will not receive their monthly MetroCard. At the end of the semester, all students on ASAP Probation will be reviewed by the ASAP Academic Standards Committee. If a student has failed to comply with ASAP Probation policies and/or failed to make satisfactory progress toward raising their GPA, he/she will be considered for dismissal from ASAP by the Committee.

Missing In Action (MIA) Policy

Missing In Action (MIA) students are defined as those who fail to attend regular meetings with their ASAP Advisor, stop attending their classes, and/or withdraw from all of their classes without consulting with their ASAP Advisor.

Students who do not attend advising meetings for thirty (30) days will receive an email and phone call reminder to schedule and attend a meeting with their ASAP Advisor.

Students who do not schedule and/or do not attend advising meetings for sixty (60) days will receive a hand-delivered letter to their classroom by their ASAP Advisor. This letter will reiterate the membership requirements of ASAP and explain that their ASAP status is at risk. If a student is not found in class, this letter will be mailed to the student's home and emailed to the student's LaGuardia email address.

Students who do not schedule and/or do not attend advising meetings for ninety (90) days will be considered Missing In Action (MIA) by ASAP.

At the end of each semester, MIA students will be reviewed by an ASAP Committee and will be considered for dismissal from the program.

Early Alert Program

The Early Alert Program is an academic intervention program that identifies at-risk students in the educational process. ASAP uses this program as a tool to provide students with early intervention and refer them to the appropriate services, such as tutoring and writing center to receive additional assistance and ensure their success. In our efforts to provide students with additional assistance, ASAP will be offering academic workshops.

The following are a list of workshop topics:

- Time Management
- Reducing Test Anxiety
- How to Take Better Notes
- Study Skills

Remediation and Placement Testing

All entering freshman students are given placement exams in mathematics, reading and writing. Those students whose results indicate a need for additional skill development will be required to take the appropriate course(s). ASAP requires that accepted student have one or two remedial needs.

The following are remedial courses that may be needed:

Department	Courses
Reading	CSE 095, CSE 099
English	ENG 098, ENA 099, ENG 099, ENC 101
Mathematics	MAT 095, MAT 096

Accelerated Study in Associate Programs

Academic Grading

Earned Grade	Numerical Equivalent	Point Index
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	Failure	0.0
R	Repeat (Counts as Failure)	0.0
S	Satisfactory	----
U	Unsatisfactory	0.0

The following symbols are also used on the official transcript:

IN (Incomplete)

The Incomplete grade may be awarded to students who have not completed all of the required course work but for whom there is a reasonable expectation of satisfactory completion. A student who is otherwise in good standing in a course — defined as complying with the college attendance policy and maintaining a passing average — but who has not completed at most two major assignments or examinations by the end of the course may request an Incomplete grade.

FIN (Failure from Incomplete)

(Incomplete) grade which has been converted to a failing grade will appear as a **FIN** grade. This grade is given to a student who does not fulfill course requirements by the deadline.

W (Withdrawal)

This grade is given when a student officially withdraws from a course after the change of program period, but prior to the official withdrawal deadline.

WA (Administrative Withdrawal)

For example, this grade is used for students who have not been cleared for immunization.

WU (Withdrawal Unofficially)

Is assigned to a student who has attended at least one class or for whom there is documented evidence of the student's participation in a course prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of **F** is given. The **WU** grade has a numerical value of 0.0.

WN (Unofficial Withdrawal)

Is assigned to a student who has never attended a class or for whom there is no documented evidence of the student's participation in a course prior to the official withdrawal date. The **WN** grade has a numerical value of 0.0.

****Refer to LAGCC's "Academic Requirements and Policies" for more information on grading****

Official Forms You Should Know About

Course Withdrawal

There are two mechanisms for students to drop courses: Change of Program (Drop) and Official Withdrawal. During the change of program period students must access the Registration system at www.LaGuardia.edu, click on Register 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. If you need to withdraw from the college or from a course after change of program has ended; you must go to the college's website, www.LaGuardia.edu, click on Register, then on Withdraw. If you withdraw during the official withdrawal period, you will receive a "W" as a grade and will be responsible for all tuition charges.

Change of Curriculum

Students who wish to change their major must file the appropriate form. Changing your major is an important decision and should be discussed with your ASAP Advisor prior to making and changes. The procedure to change your major is as follows:

1. Download form from LAGCC website.
2. Complete the form and get appropriate signatures.
3. After you have obtained the proper signatures please return this form to the Enrollment Service Center, C-107.

****Consultation with you ASAP Advisor is strongly recommended prior to completing and submitting the forms listed above****