Transfer Enrollment Guide
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First day of classes, Saturday, March 1, 2014!
If you have questions, email callcenter@lagcc.cuny.edu
or call the Admissions Office at (718) 482-7206.

LaGuardia Community College is committed to providing a safe and secure environment for all college community members. Information regarding campus security and personal safety is available from the Public Safety Department at 31-10 Thomson Avenue, Long Island City, NY 11101, (718) 482-5559, and includes topics such as, crime prevention, public safety authority, crime reporting policies, disciplinary procedures and crime statistics for the most recent three year period.
ENROLLMENT INFORMATION FOR TRANSFER STUDENTS

Now That I’ve Applied, What’s Next?
Read the information carefully and follow all eight steps for successful enrollment!

STEP 1: Understand the Transfer Evaluation Process

The Transfer Evaluation Process determines how many of the credits that you have earned at other accredited institutions either in the U.S. or in another country are eligible for transfer toward your degree or certificate at LaGuardia. The maximum number of credits granted toward a degree is 30 and toward a certificate is 10. The Transfer Credit Office evaluates all credits submitted for transfer. Visit the office in C-102 for more information on the transfer evaluation process.

• Transfer Evaluation Results: Once official transcripts are received, a transfer credit evaluation will be posted on your VIP page. In most cases, the evaluation will also be available at registration. For most courses to be transferred a grade of C or better must have been earned, or if the course was taken at another CUNY college, a grade of D or better must have been earned. Students admitted into Nursing, Practical Nursing, Veterinary Technology, Physical Therapy Assistant or Occupational Therapy Assistant programs will be awarded credit for transferable courses with earned grades of A, B, C, or D from any accredited college, as long as they appear on that major’s approved courses list.

• Transfer and the New Student Seminar: The New Student Seminar provides an orientation to LaGuardia, is a forum for academic planning and advisement and teaches you the skills you need to succeed academically. All students are required to complete the New Student Seminar during their first semester at LaGuardia. Transfer credit will not be awarded for another school’s orientation course.

• Transfer Credits in Cooperative Education: Up to three transfer credits may be granted for cooperative education courses completed at another college. The Cooperative Education Department will determine which credits are eligible for transfer. Transfer students without cooperative education credit must satisfy the cooperative education requirement at LaGuardia.

• Transfer Credits in English: Transfer credits are awarded for college-level English courses taken at post-secondary institutions in the U.S. and English-speaking countries if you earned a grade of C or better, even if you did not pass the writing portion of the CUNY Assessment Test (CAT). These students will not be required to register for developmental writing courses. If the writing CAT has been passed, a grade of D or better will be accepted for a college-level English course taken at another CUNY college.

If the writing CAT has not been passed, a grade of D or better will only be accepted for a college-level English course taken at another CUNY college after the student completes developmental writing courses. English credits are not awarded for college-level English courses taken at postsecondary institutions in non-English speaking countries.

• Transfer Credits in Foreign Languages: You must complete an intermediate level course in a foreign language before transfer credit will be awarded for an elementary level foreign language course from another institution.

• Transfer Credits in Health Education and Science: Transfer credit may be granted for coursework in health education and science taken at other institutions of higher education. The Natural and Applied Sciences Department is responsible for approving transfer credits in health education and science. Transfer credits for clinical phase courses in Nursing, Practical Nursing, Occupational Therapy Assistant and Physical Therapy Assistant courses will not be awarded. Students who transfer science credit for sequential courses must transfer both parts to receive the science credit. This applies to the following science courses:

  SCB201/SCB202 – Fundamentals of Biology I & II
  SCB203/SCB204 – Human Anatomy & Physiology I & II
  SCC201/SCC202 – Fundamentals of Chemistry I & II
  SCC251/SCC252 – Organic Chemistry I & II
  SCP201/SCP202 – Fundamentals of Physics I & II
  SCP231/SCP232 – General Physics I & II

• Transfer Credits in Math: Transfer credit will be awarded for the equivalent of statistics, pre-calculus or better provided the student has met LaGuardia’s passing standard on the math course placement exam. Minimum passing score for the math placement test is 35 on part one and 40 on part two. Transfer credit will not be granted for any developmental level or ESL courses previously taken at another college.

• Transfer Credits in Non-Collegiate Education: For information on transfer credit for the College Board, Advanced Placement and College Level Examination Program please refer to the College’s online catalog: http://www.laguardia.edu/catalog.
**STEP 2: Make Your Commitment Deposit**

CUNY requires new undergraduate students to pay a non-refundable commitment deposit of $100. This commitment deposit will be applied towards your tuition upon enrollment (for exemptions, visit [http://www.lagcc.cuny.edu/Admissions/After-You-Are-Admitted/](http://www.lagcc.cuny.edu/Admissions/After-You-Are-Admitted/)). The commitment deposit allows you to register for classes and is due 15 days after the date on your acceptance letter. You may pay this fee by cash, check or money order at the Bursar’s Office in room C-110 of our C-Building, located at 29-10 Thomson Avenue, Long Island City, NY 11101.

**STEP 3: Submit Required Documents**

All freshmen must submit proof of immunization and demonstrate successful completion of a high school education with transcripts and a high school diploma and/or a GED. There are no exemptions from these requirements.

- **Immunization Policy:** New York Public Health Law requires all students born on or after January 1, 1957 to present proof of immunity against Measles, Mumps and Rubella. You must present proof that you have had two doses of the Measles immunization and one each for Mumps and Rubella. Vaccination against Meningococcal Meningitis disease is not mandatory, but you must sign a declaration form (Meningitis Response Form). This applies to all students, regardless of date of birth.

  Students can call 311 to locate NYC Department of Health clinics that provide vaccines free of charge. Call LaGuardia’s Health Services Center at (718) 482-5280 for more information on immunizations and vaccines. Hand in or mail your immunization records to:

  LaGuardia Community College  
  Health Services Center  
  31-10 Thomson Avenue, Room MB-40  
  Long Island City, NY 11101  
  Or fax them to (718) 609-2016

- **Final Transcripts and Diplomas:** You must submit your final, official transcripts and your original high school diploma or GED to the Office of Admissions Services. High school seniors may be allowed to register prior to graduation, but you must present a diploma before the start of classes to avoid cancellation of your courses. College Now participants and/or students who have taken college level courses must send an official transcript of those courses to the Office of Admission Services so that an evaluation of transfer credit can be completed.

  Contact Admissions Services for more information:  
  LaGuardia Community College  
  Office of Admissions Services  
  29-10 Thomson Avenue, Room C-102  
  Long Island City, NY 11101  
  (718) 482-7206

To verify which required documents you have not yet submitted, view your missing documents letter, found on your VIP page.

**STEP 4: Take Your Placement Tests**

All students are required to provide test results or prove exemptions from placement in developmental courses. Placement tests and other proficiency exams are used to place you in the appropriate courses for your major. You can demonstrate that you meet the University’s skills requirement based on your SAT, ACT, or NY State Regents test scores. Students who hold a bachelor's degree are exempt from skills testing. However, bachelor's degree holders who have been educated in a language other than English will be required to test in reading and writing only. For more information on testing, read the section on University Testing Policies and Procedures in the College’s online catalog: [http://www.laguardia.edu/catalog](http://www.laguardia.edu/catalog).

- **Placement Testing:** All students must meet CUNY’s reading, writing and math skills requirements. You can demonstrate your competency in these areas with your SAT, ACT, or NY State Regents test scores, or you may take the appropriate assessment tests offered by LaGuardia’s Testing Office. If testing is needed, you will receive a testing appointment in the mail. Students may also receive an appointment via their personal e-mail address the college has on file. Notification is also posted on your LaGuardia VIP page. Rescheduling your testing appointment will delay your registration. Instructions and options for rescheduling a test appointment are also accessible through your VIP page.

- **Ability to Benefit from Testing (ATB):** New York State Law requires minimum test scores in reading, pre-algebra and writing objective exams from all students who earned a high school diploma or its equivalent outside the U.S. and who plan to apply for financial aid through the Tuition Assistance Program (TAP). Review test preparation materials for reading and pre-algebra on the web at [www.cuny.edu/testing](http://www.cuny.edu/testing). For additional information about the writing objective exam and to learn more about who is required to take the test, please email the Testing Office at testing@lagcc.cuny.edu. or visit them on the web at [http://www.laguardia.edu/admission/before_apply.aspx](http://www.laguardia.edu/admission/before_apply.aspx)
Step 5: Apply for Financial Aid

LaGuardia offers a variety of federal, state, city and institutional financial assistance programs to help qualified students cover their educational costs. You should apply for financial aid at least four weeks before you register for classes. For more information, visit: www.laguardia.cuny.edu/sfs.

- **Federal Programs:** You must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for federal student aid, including programs such as Pell Grants, Supplemental Educational Opportunity Grants, Federal Work-Study, and Federal Perkins and Direct Loans—a low interest rate loan program. Complete the form online at: www.fafsa.ed.gov. Use LaGuardia Community College School Code 010051. Stop by our Student Financial Services Resource Center, located in C-109, for help with filling out the FAFSA.

- **New York State Programs:** Eligible students are advised to apply for the programs listed below using the Tuition Assistance Program (TAP) and Aid for Part-Time Study (APTS) applications. When you complete the FAFSA online you may also link to the TAP application online. The LaGuardia School Code for TAP is 1403. When you file the TAP application, you will be considered for the following:
  - Tuition Assistance Program (TAP)
  - Aid for Part-Time Study (APTS)
  - Part-Time TAP (PTAP)
  - Child of Veteran Award
  - Child of Deceased Police Officer/Firefighter
  - College Discovery
  - Vietnam Veterans Tuition Award

For more information about New York State aid programs, please visit http://www.hesc.ny.gov

- **Scholarships:** The College offers numerous scholarships to students who are attending or planning to attend the College and have attained a high degree of academic excellence, have considerably served their community and/or have financial need. Visit http://www.laguardia.cuny.edu/Financial-Aid/Scholarships/ to read about and apply for:
  - LaGuardia Foundation Scholarships
  - Faculty Council Scholarships

You may also research external scholarships at http://www.cuny.edu/admissions/financial-aid/scholarships.html or by visiting the Student Financial Services Resources Center (C-109).
Step 6: Advisement and Registration

Once your placement test results are available and you have submitted your commitment deposit, you will receive an invitation to attend orientation. Here you will meet with an advisor to discuss your major and select and register for your semester classes. This is a critical step in the enrollment process, so make sure to carefully follow the instructions you receive. Your advisor can tell you about special programs at LaGuardia that can help you set and reach educational, career and self-development goals, including:

- **Learning Communities:** As a new student at LaGuardia you are encouraged to join a learning community in your first-year, becoming part of a cluster of students whose classes are linked around a common academic theme. In these communities, students explore a subject through different disciplines, such as science, literature, history, philosophy, sociology, psychology and film. Learning community students share classes and study with the same small group of faculty, forming bonds that often last throughout their LaGuardia experiences and beyond. Students who join a learning community in their first year succeed at a higher rate than students who do not. For more information on learning communities, visit [http://www.laguardia.edu/le/](http://www.laguardia.edu/le/).

- **First Year Institute (FYI):** Depending on the results of your placement tests, you may be offered the opportunity to take free pre-freshman courses in reading, writing, math or English as a Second Language before you begin your first semester at the College. Take these tests as soon as possible if you think you will need additional help in these areas. If you qualify for an FYI course, you will be mailed information about the program after we receive your test results.

- **College Discovery:** College Discovery is a CUNY program for students who need academic and financial support in order to succeed in community college. This program provides concentrated and specialized counseling, supplemental instruction, tutorial services and a financial aid stipend. All CD students are required to participate in the College’s First Year Institute. Contact College Discovery at [http://www.laguardia.edu/cdu/cd](http://www.laguardia.edu/cdu/cd), by calling (718) 482-5270 or by visiting room B-235.

- **College Opportunity to Prepare for Employment (COPE) Program:** The COPE Program provides information and support services to CUNY students in degree programs who are receiving public assistance, such as Family Assistance (FA) or Safety Net (SNA or SNNC). Services are designed to help students meet both HRA and college requirements toward a degree. Services include: academic and personal counseling, assistance with registration/scheduling, assistance with accessing appropriate childcare and transportation needs, and preparing for social services appointments that help you meet college and HRA requirements in order to graduate. COPE helps current and former students find part-time or full-time employment, and provides post-employment counseling and incentives to promote retention. To find out if you are eligible, visit the COPE Office in MB-13 or call (718) 482-5479.

- **Veterans Services:** As a veteran, you are entitled to between 6 and 16 college credits based on the length of your active service, military training, employment or life experience. For more information on the [Credit for Learning Program](http://www.laguardia.edu/cd/veterans), call (718) 482-5232, visit [www.laguardia.edu/cpl](http://www.laguardia.edu/cpl) or send an email to cpl@lagcc.cuny.edu. Through the [College-Level Examination Program (CLEP)](http://www.aacu.org/ce/clep), you may earn 3 to 12 college credits toward a college degree for each CLEP exam taken, depending on the exam subject and the policy of the college or university. LaGuardia accepts up to 30 CLEP credits. To register for the CLEP exams, visit [http://www.peopleware.net/ace](http://www.peopleware.net/ace) or call (718) 482-7244. For veterans educational benefits certification including VA Work Study, tutoring and Vocational Rehabilitation benefits contact Stanley Rumph at (718) 482-5191 or visit him in room C-107.

The Veterans Faculty Advisor is C. Jason Smith in room E-103S, at (718) 482-5649 or at jsmith@lagcc.cuny.edu. Contact the Veteran Services Office in Room C-371 by calling (718) 482-5386 or at [www.lagcc.cuny.edu/veterans](http://www.lagcc.cuny.edu/veterans) for information on the Student Veterans Club, GI educational benefits counseling, college admissions, retention, referral services and free evening refresher classes for veterans.

- **Employment Services Center:** The Employment and Career Services Center (ECSC) provides a variety of services to students and LaGuardia graduates, including referrals to full-time and part-time employment through our online networking system (College Central Network) resume critiques, on-campus recruitment, job fairs and workshops on employment readiness, interviewing techniques, and more. Now you can use the College’s online resources eCareer Central and eCareer Plan to discover a great career and make it yours. Visit [http://www.laguardia.edu/careerinfo](http://www.laguardia.edu/careerinfo) to learn more or stop by C-239.

- **Students with Disabilities:** All persons with disabilities have the right to pursue their educational goals. The Office for Students with Disabilities can assist with advisement and registration, offer academic, career and personal counseling, and provide reasonable accommodations and supplemental services including Assistive Technology, tutors, note takers and testing accommodations to help you succeed in your educational goals. Participation is voluntary, however, you must provide documentation of your disability to be eligible. All information is kept confidential. Our office is in Shenker Hall, M-102, or you can call (718) 482-5279, or visit our website: [www.laguardia.edu/osd](http://www.laguardia.edu/osd).

Step 7: Pay Your Tuition

After registering for classes, you may view your semester charges via your CUNYfirst account. If you have a balance due on your account, you may pay it online or at the Bursar’s window located in room C-110. Please be sure to keep your mailing information up-to-date, so that you can receive pertinent information from LaGuardia about your registration records.
Step 8: Check your LIVE@LaGuardia Student Email

Using your LIVE@LaGuardia student email account is vital to your success. Your LIVE email account is the main communication resource that you will have throughout your time at LaGuardia. You will not receive many notices from the College via traditional mail, so make sure to log in regularly to receive notifications and reminders about important deadlines and campus events. You will also receive a weekly email from the Student Information Center (SIC) summarizing current information that impacts your daily college experience. You may access your student email account at www.lagcc.cuny.edu/live.

LaGuardia Community College Schedule of Tuition and Fees Spring 2014:

New York City/State Resident Tuition:

New York State residents who are not New York City residents must obtain a B-81 Form (Certificate of Residency) from their County Clerk’s Office prior to registration.

Full-time Matriculated Students

(12 or more tuition units)……………………………………..$2,100.00

Part-time Matriculated Students

(Per tuition unit to a maximum of $2,100.00)……………………..$180.00
Non-degree Students

(Per tuition unit No maximum cap)…………………………….$235.00

Senior Citizen Matriculated and Nondegree

(60 and older/Per semester includes Consolidated Services Fee)……………………………………..$ 15.00
Administrative fee per session……………………………………….$ 65.00

Out-of-NY City/State Residents without a valid certificate of residence and Foreign Student Tuition:

Full-time Matriculated Students

(Per tuition unit No maximum cap)…………………………….$280.00
Part-time Matriculated Students

(Per tuition unit)……………………………………………….$280.00
Non-degree Students

(Per tuition unit No maximum cap)…………………………….$370.00

Fees for Full-time Matriculated and Nondegree Students:

Consolidated Services Fee for all full-time……………………..$ 15.00
Student Activity Fee…………………………………………..$ 67.00
Technology Fee………………………………………………. $100.00
Senate Fee……………………………………………………..$ .85

Fees for Part-time Matriculated and Nondegree Students:

Consolidated Services Fee for all part-time……………………..$ 15.00
Student Activity Fee…………………………………………..$ 26.00
Technology Fee………………………………………………. $ 50.00
Other Fees

Late Registration Fee…………………………………………..$ 25.00
Change of Program Fee…………………………………………$ 18.00
Commitment Deposit……………………………………………$100.00

All fees and tuition charges listed are subject to change by action of the University’s Board of Trustees without prior notice. In the event of any increase in tuition or fees, payments already made to the College will be treated as partial payments and notification will be given of the additional amount due, the due date and the method for payment. All fees and tuition charges are payable by cash, check, money order and credit card. The College accepts MasterCard, Discover Card, American Express, and Visa through your CUNYfirst account online. Credit cards will no longer be accepted for payment of tuition at the Bursar Window, room C-110.

Payment Options: Avoid long lines; pay your bill on time! Failure to settle your bill before the established due date may result in cancellation of your registration. Visit the Bursar’s website for more payment information: http://www.laguardia.edu/business/Bursar_main.htm

1. Cash Payments are accepted only at the Bursar’s Window, located at C-110.

2. Check or Money Order Payments are to be made payable to LaGuardia Community College. They are accepted at the Bursars Window, or can be mailed to:

LaGuardia Community College
Office of the Bursar
29-10 Thomson Avenue, Room C-110
Long Island City, NY 11101

You may also place your check or money order in the “Quick Drop Box” located next to the Bursar window. Postage-paid envelopes are also available for your convenience.

3. For Web payments, go to www.LaGuardia.edu and access your CUNYfirst account. We accept e-Checks, MasterCard, Discover Card, American Express, and Visa only. In addition to your tuition and fees, there is a non-refundable processing fee of 2.65% charged when you pay with your credit card. This comes to $60.50 if you are charging the full-time tuition and fees of $2,282.85. There is no fee when paying with and e-Check. Note: Credit cards are not accepted at the Bursar’s Window.

4. If you have qualified to receive an estimated financial aid award or scholarship, this amount may be applied to all or part of your tuition and fees bill.

5. You may enroll in the interest-free monthly TuitionPay payment plan offered through Sallie Mae. You may also contact Sallie Mae directly at 1-800-635-0120 or by visiting their website: www.tuitionpay.com.

The Bursar Self-Service Center located in room C-111 will also be available for students to sign up for a Sallie Mae tuition payment plan. Bursar staff members will be readily available to assist you.

6. To use a Third-Party Payment through your Employer or Sponsor, obtain a voucher or letter from them and present it to the Bursar. This method of payment is acceptable only when the College is authorized to bill an employer or sponsor directly. Please note that employee reimbursement plans are not considered third-party.