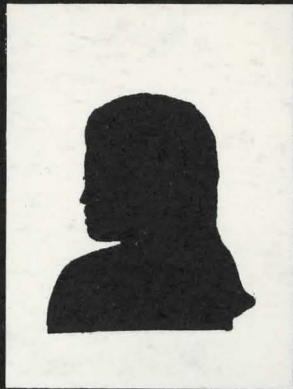


C
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STUDENT
HANDBOOK



DISCOVERY

EARTH'S
GREATEST
TREASURE
IS THE
HUMAN MIND

S T U D E N T H A N D B O O K

WITH

COUNSELING AND SUPPORTIVE SERVICES

**"KNOWLEDGE
FOR SELF
AND
COMMUNITY"**

C.D.Motto

S.I. Community College
715 Ocean Terrace
Staten Island, N. Y. 10301

NAME _____

TABLE OF CONTENTS

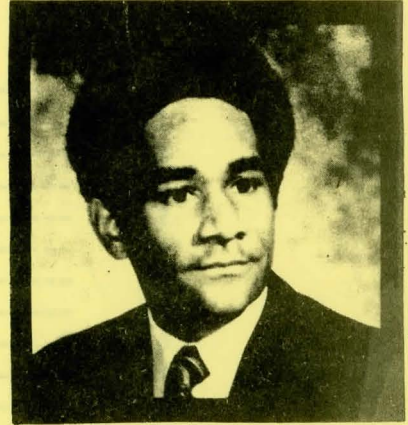
	<u>Page</u>
Addresses	2
Introduction	
Program Requirements	4
Academic Guidelines	6
Counseling in College Discovery	8
Academic Probation	19
Financial Aid	21
College Discovery Library	24
Grades	25
College Services	27
College Library	29
Bookstore	31
Learning Centers	32
CHOICE	32
Open Community	33
MAXI Program	34
CUNY BA/BS	35
Cooperative Education	36
Circle 73	38

PCA	40
AID	42
Urban Learning Internship Program	43
Educational Development Plan	43
Glossary of College Terms.	44
Compliments.	49



Edward G. Johnson
Associate Professor
Counselor/Deputy Dean

I am very happy for this opportunity to welcome all new College Discovery Students. This new College Discovery Student Handbook was created by our students for our students. We encourage student participation in helping to develop the entire College Discovery Program. You may wish to attend and/or to help develop College Discovery Lecture Series, College Visitation Programs, Group Counseling Services, and Freshman Orientation Seminars. I hope you will decide to take an active part in our program. Best wishes to each of you for a successful and pleasant academic year.



Joseph R. Harris

Director, College Discovery Program
Associate Dean of Experimenting Programs



Please read this comprehensive Handbook carefully. It is designed as a supplement to other data provided by our College. This is the time when you must make very important decisions upon which will be structured the many years of your future. I strongly recommend that you take full advantage of the many outstanding programs, opportunities and other activities that are offered by our Program. Our dedicated faculty, counselors, and staff stand ready at all times to be of service to you. Best wishes for your continued success, happiness and health. It is a pleasure to have you as a member of the College Discovery Program. I am certain that you will work diligently to make our program a model to be followed by all other colleges.

*Edward C. Johnson
Associate Professor
Counselor/Deputy Director*

COLLEGE DISCOVERY: "OUR"
URBAN LEARNING CENTER

College Discovery is a special program geared to provide those who are in financial need with an equal opportunity to earn a college degree and take part in the college experience. These goals are attainable through financial aid, special courses, and individualized counseling provided for students here at SICC.

In addition to the other forms of financial aid available to the student, C.D. offers special help in the form of stipends, book vouchers and college fees.

Developmental courses, enabling a student to acquire basic skills in composition, speech and mathematics are available. These courses along with the basic courses will allow a student to fulfill degree requirements.

Basic courses in Math, Reading and English are also supplemented by tutorial sessions in which the instructor meets with the students to concentrate on areas of individual and special interest or need.

Each C.D. student is appointed a counselor who provides guidance and information necessary for students to survive on campus.

ADMISSION TO COLLEGE DISCOVERY

In order to qualify for College Discovery, a student must

show financial need.

have a high school diploma or equivalency .

be under 30 years of age

not have previously attended college

be a bonafide resident of New York City

One of College Discovery's experimental programs is in Urban Studies. Students can take Urban Studies as their curriculum core. These special courses that can further your academic and career goals can also make you more aware of what is going on in your own environment.

Courses like the "Urban Health Service Seminar", cover topics such as hospitals, the courts system, the job market and the Department of Social Services.

Communications in our large cities is complex and sometimes frustrating. A workshop in communications is available for those who are interested in areas of mass media, interpersonal communications and environmental communications.

Urban workshops and seminars are geared not only to expand your academic program but also to give you a better understanding of how the system should work and does, in reality work.

Students of Urban Studies can get a better insight of how to cope with the various systems and how to deal with the environment on a personal level.

Urban life is explored on a sociological, psychological and environmental level. To those who are concerned with developing a growing awareness, Urban Studies can be very beneficial.

ACADEMIC GUIDELINES FOR COLLEGE DISCOVERY

These Guidelines were adopted by the CD Faculty Student Council at their May 10, 1972 meeting to become effective in the Fall 1972 semester.

1. *Retention of students in the Program with stipends:*

Student may be retained in the College Discovery Program with stipends for a maximum of six semesters with the exclusion of summer sessions.

2. *Reinstatement:*

Students may be reinstated into the C.D. Program at the discretion of the Director and with the central office approval pending budget and space availability.

3. *Deferred Admission:*

Students accepted into the C.D. Program may be deferred for a maximum of two semesters after the semester of allocation at the discretion of their Director and with central office approval. Admission will be subject to budget and space availability. Beyond two semesters students must reapply through University Application Processing Center.

4. *Stipends:*

In order for C.D. students to be stipended they must be registered for a minimum of 12 contact hours/credit weight. If not registered for 12 contact hours/credit weight a student is not eligible for a C.D. stipend (funds indicated by the 29X financial aid code). If subsequent to registration a student drops a course, with counselor's advisement, the stipend may be maintained provided the number of contact hours/credit weight does not drop below nine.

5. *Minimum Contact Hours/Credit Weight for Continuation in the Program:*

A C.D. student's performance record shall not be evaluated after the first semester. After the second semester a student must successfully complete a minimum of 14 contact hours/credit weight to be retained in the program. At the end of a calendar year (2 semesters plus a summer session) a student must successfully complete 20 contact hours/credit weight. At the end of the third semester the student's index must be the same as the minimum index required by the college.

6. *Exceptions:*

Exceptions to the above must be justified in writing and have the approval of the central office.

COUNSELING IN COLLEGE DISCOVERY

Welcome to the College Discovery counseling section. Here is a list of your counselors.

Ms. Manon (Teddie) Alton, student intern

Ms. Janie Carter, counseling associate

Mr. Michael Dominguez, student intern

Mr. Eugene Dudley, counselor

Ms. Shirley Gaither, student intern

Ms. Yvonne Geer, counselor

Ms. Cynthia Gilbert, student intern

Ms. Ruth Goodman, counselor

Prof. Edward C. Johnson, deputy director/counselor

Mr. Douglas Lally, student intern

Ms. Charlotte McPherson, counselor

Ms. Awilda Muniz, student intern

Ms. Carol Palmer, counselor

Mr. Arthur Schlansky, counselor

Ms. Kenshasa Shabaka, counselor

Mr. Barton Solomon, counselor

Dr. Roberta Vogel, counseling coordinator

Mr. Michael Wallace, counselor

What are these counselors here for?

They are here because we, the students need them. They provide excellent sources of information and advice, not only pertaining to school and the drudgery of school work, but also to help us help ourselves. BUT, remember that they are not aware of our problems, nor will they be if we stay in the STUDENT LOUNGE.

Where are they?

They are all conveniently located in the H-building, Room 8. They are always willing to help with problems associated with attending college. They are here to HELP us all regardless of our grade point average.

Do we only see our counselor when our index has dropped below the accepted grade point average?

No. Although one's index plays an important part in determining the frequency of counselor visitation, please don't hesitate to go to visit them. They are here to help us bring those grades up.

Counselors provide excellent sources of information and advice. What else besides school work can I go to them about?

Here are a few questions which may guide you in determining the scope of advice for which you can turn to your counselor.

Academic problems

What do I want to be in life- what kind of occupation should I choose?

What courses should I take to get the degree I need?

When can I add or drop a class - how can I change my curriculum?

How can I deal with a teacher whom I can't relate to?

How can I transfer to another college?

Health and Welfare problems

How can I get Food Stamps and Medicaid?

Am I eligible for welfare?

Where can I find a doctor or dentist?

I'm pregnant, what can I do?

How can I kick my habit?

My mother just threw me out of the house, where can I go?

Personal problems

My mother is really hassling me, what can I do about it?

What can I do about my boyfriend?

My parents will not let me go out on a date unless I bring along my little brother,
Que puedo hacer?

I'm depressed. I can't get out of bed in the morning. I feel like dropping out^t of
school - What's happening?

How can I get to know other students and make some friends?

What about my sex life?

Who am I? - Who are you?

Counseling services

Counseling services are provided for in various ways, voluntary counseling and compulsory advisement as has been established.

Compulsory advisement has been projected through freshman orientation, which has been devised specifically to deal with information essential for survival in college, including campus rules, curriculum requirements, program expectations and education and career planning. This course is compulsory for all College Discovery students during their first semester, and bears 1 credit. It is usually 2 hours per week.

Vocational and Career Counseling has been formalized to help students who are undecided about their career or vocational goals. It helps the student prepare for his or her goal, after a particular choice has been made. The counselors also help the students understand the reality of their goals in terms of the job market.

Curriculum Advisement deals with the discussion of requirements and limitations of various curriculums, as well as discerning the advantages of the Comprehensive and Liberal Arts curriculums and their versatilities to the student who intends to transfer eventually to a senior college.

Registration, counselors aid the students in the completion of registration so that these procedures are carried out as smoothly and efficiently as possible.

Placement Testing - Why do we have to take them? These tests are designed to assess strengths and weaknesses of the students and provide courses that are challenging to them. Interpretation of the results will enable the placement of students in courses where they will be given the opportunity to develop skills which are necessary to achieve effectively at SICC and ultimately at the senior colleges.

There are no failing grades and everyone does better in some areas than in others.

Group Counseling is one way in which counselors can dispense information to many students at the same time. It differs from individual counseling in that the students are helped to deal with their problems in a group situation rather than alone with the counselor. Students are encouraged to focus more on each other than on themselves alone. Students can observe others discussing their problems openly and receiving assistance when they need it.

Theme-Oriented / Special Focus Groups

Counselors may organize groups around topics. Depending upon student need and demand, groups may be organized to deal with such specific areas as-

1. vocational and/or educational needs
2. women's groups
3. men's groups
4. students who are graduating
5. students doing poorly in school
6. other topics relevant to students' needs

Some of these can be acquired in-

1. Freshman Orientation as previously mentioned in compulsory advisement.

2. Independence, Unity and Strength Group (I.U.S.) The I.U.S. group will involve the concept of self growth and development. I.U.S. means the formulation of models for seeking and discovering independence and unity, first, in our thinking and then converting into actual concrete, educational, achievement goals. I.U.S. is offered to second semester freshmen and upperclass counselees of K. Shabaka.

3. English as a Second Language Group (E.S.L.) This group is offered to students with English as their second language. The purpose of this group is to help students identify who they are, what they are here for, and where they are going, through the interaction with students of a similar background. E.S.L. is opened to second freshmen and upperclassmen.

4. Career Education in a Changing Society. The objective of this course is to help students make a critical analysis of the decision making processes through-
 - a. the exploration of psychological and sociological theorists, readings, interest and aptitude testing.
 - b. study of various characteristics of careers and occupations.
 - c. examination of related fields and trends in careers and occupations.
 - d. discussion of various factors which may influence each choice.
 This course is opened to second semester freshmen and upperclassmen.

5. Study Skills Group. The purpose of this group is that of helping students who are having difficulty in their study habits and development of skills. It provides a group orientation for dealing with students who are in academic difficulty, also providing support and guidance for these students. This course is open to second semester freshmen and upperclassmen.

Information pertaining to careers and career planning is available both in the College Discovery office library (H-8), and in the SICC library as part of the vocational and career resources.

Crisis Information Counseling - I want some information immediately, but my counselor is absent, what can I do, I am desperate?

Crisis counseling provides this service. "On duty" counselors are provided at all times during the day. This service is available between the hours of 8am. and 5pm. Monday through Friday.

Counselor/Teacher Communication - I am having problems with my teacher, what can I do about this?

Talk to your counselor. A rationale has been developed between counselors and teachers. This enables the counselor and student to plan more realistically and effect-

ively for the duration of his/her stay at SICC. Counselors can act as facilitators and mediators between faculty and students.

Student Interns and Counselor Associates - What are they? How can I become one?

Counseling Interns are students whose ultimate educational goals include such areas as counseling, education, social work, psychology and medicine.

All students are eligible to participate in this program based on expressed interest in doing so and the recommendation by his/her counselor.

Time spent as student interns can be included under the college work study contract.

Students are encouraged to share insights into the program affecting students within the community and to openly share his/her view points regarding such to the counseling coordinator.

The student must be willing to accept the responsibilities of the position and its contract as agreed upon with the supervisor in consultation.

Counseling Associates are recent graduates of SICC College Discovery Program, employed on a semi-professional level to assist counselors in performing the counseling functions within College Discovery.

Students must indicate an expressed desire to become involved, plus being nominated by student groups on campus, counselors or teachers of the C.D. Program, or may make a direct application to the program director or counseling coordinator.

Counseling associates are considered as members of the counseling staff.

I don't like my counselor, should I just refrain from going to see him or her?

No. If you feel that there is a breakdown in communication between you and your counselor, feel free to make a change. There is an official way of doing so but don't be hesitant about checking it out. After all your counselor is more or less your guide and liaison between the college and self during your stay here. If you are not satisfied with your counselor, just say the word. Maybe it might be easier to mention this to one of your fellow students, the interns-----for the Fall/Spring semesters 1974 - 1975, they will be

Teddie Alton
 Michael Dominguez
 Shirley Gaither
 Cynthia Gilbert
 Douglas Lally
 Awilda Muniz

I am always being graded and reviewed, what about the instructors? Some of them just don't seem capable of "putting their stuff across!"

Hey, don't feel alienated about this. This is a view expressed by many students. But you can do something about this, thanks to teacher evaluations. These are distributed during the last two weeks of the semester. Please don't ignore them. This is the only

basis by which the administration and teachers themselves can tell whether they are doing their jobs. Constructive criticisms and suggestions for correction are encouraged in this evaluation. Counselors are also evaluated by this process.

Remember, counseling is a supportive service and, like any other service should be on a voluntary basis. So check out your counselors, this is what they are being paid for.

PROBATION

What is probation ? Do I have to worry about it?

When a student's average falls below the "C" (2.0) required to be in good academic standing, the student is placed on academic probation. The Committee on Course and Standing must take action.

Students classified under this category are still considered as full-time matriculated students entitled to financial aid, veteran's benefits, and other college privileges HOWEVER, the student will be limited to a program of 4 courses plus Phys. Ed. or no less than 12 credits, but no more than 14 1/2. The sole purpose of limitation is to protect students from over-burdening themselves to the point of further jeopardizing their academic standing.

If there is no sufficient improvement in their academic performance, i.e. if their grade point average does not move up to 2.0, the result will be LOSS OF MATRICULATION.

When loss of matriculation takes place, students will have to attend school only in the evening as part-time, non-matriculated students, and will therefore lose their rights to all college privileges such as financial aid, and other benefits.

Also, the student will have to reapply directly to the Committee on Course and

Standing for reactivation as matriculated students. Recommendation by the individual's counselor will be necessary.

C.D. students can not be guaranteed replacement into the program when this happens. But, dependent upon counselor's recommendation may be considered for readmittance.

FINANCIAL AIDFunction

Situated in C Building, below the Bookstore, the function of the Financial Aid Office is to determine a student's need for financial assistance by gathering documents proving the student's financial situation and making awards based on this information. Counselors in the Financial Aid Office also help students with all matters related to financial assistance, such as

*Food stamps
Welfare
Medicaid
Social Security
and other money matters*

Forms of financial aid available

There are various forms of financial aid available to students. These are in the form of grants and self-help.

Outright Grants

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG) - available to students who have exceptional financial need.

BASIC EDUCATION OPPORTUNITY GRANT (BEOG) - This is now the basic form of financial aid which must be filed by all students in order to be eligible for any other form of financial aid. Students who have attended post-secondary institutions prior to April 1, 1973 are not eligible for this grant, but they must still file an application regardless. The SER forms which are returned to the applicant must be returned to the financial aid office by September 1 in order to be granted an award.

NURSING STUDENT SCHOLARSHIP (NSS) - for nursing students.

LAW ENFORCEMENT EDUCATIONAL PROGRAM (LEEP) - for law enforcement officers.

COLLEGE DISCOVERY STIPEND - only available to College Discovery students, based on financial need.

Self-help

COLLEGE WORKSTUDY (CWS) - a workstudy program.

NATIONAL DIRECT STUDENT LOAN (NDSL) - available to matriculated full time and part time students.

NURSING STUDENT LOAN (NSL) - available to nursing students.

NEW YORK HIGHER EDUCATION ASSISTANCE CORPORATION LOAN (NYHEAC) - reserved for qualifying New York State residents.

Restrictions

All financial aid programs are reserved for citizens or permanent residents of the United States. Unless otherwise noted, a student must be fully matriculated and carrying at least 12 credits each semester.

Students currently receiving financial aid are required to submit applications by April 15th; incoming students are required to file by June 1st for the fall semester, and by December 1st for the spring semester.

Dates are posted throughout the college, so please read the walls or check with your counselor when in doubt.

Students who have been notified that they have been awarded financial aid must return their award letters in person within seven (7) days. Failure to do this may result in the termination of the award. A copy of this letter is herewith.

COLLEGE DISCOVERY LIBRARY

College Discovery is compiling a library in H-8. This library is to be used by College Discovery students for reference purposes and also for borrowing text books needed for classroom purposes. Books are being donated by ex-SICC College Discovery students. A section containing cataloges relating to senior colleges and career goals is available. It is hoped that in the very near future all this information will be available on computer. This will enable students to have all necessary information pertaining to career goals at their fingertips.

GRADES

At the end of each semester, the result of the student's work in each course is expressed by a single final grade.

<u>Letter Grade</u>	<u>Identification</u>	<u>Quality Points per Credit</u>
A	excellent	4
B	very good	3
C	average	2
D	passing (although this is a passing grade, it is not always acceptable on transfer)	
I*	incomplete (temporary grade)	
J*	drop - no penalty	
L*	audit	
P*	passing	
R*	academic proficiency not demonstrated	0
X*	academic proficiency not demonstrated due to excessive absences	0

*A brief explanation of each of these grades follows:

FACULTYNAMERANK & DEPARTMENT

Dr. David Bichler	Asst. Prof. Biology
Dr. Zelda Brooks	Asst. Prof. Language & Arts
Miss Lucille Croom	Instructor. Mathematics
Mr. Randolph Crosfield	Instructor. Mathematics
Mr. Eugene Dudley	Lecturer. Counselor
Miss Gloria Garcia	Lecturer. Counselor(on leave)
Mrs. Yvonne Geer	Lecturer. Counselor
Mrs. Ruth Goodman	Asst. Prof. Counselor
Dean Joseph R. Harris	Professor. Director
Mr. Earl Jacobs, Jr.	Asst. Prof. English & Speech
Prof. Edward C. Johnson	Assoc. Prof. Deputy Director. Counselor
Miss Bonnie Kuehns	Instructor. English & Speech
Dr. Charles LaCerra, Jr.	Asst. Prof. Eco., Govt., & Hist.
Dr. Jules Levey	Asst. Prof. Eco., Govt., & Hist.
Mrs. Charlotte McPherson	Asst. Prof. Counselor
Miss Bobbie Murphy	Asst. Prof. English & Speech
Mr. Lawrence Nelson, Jr.	Lecturer. Biology
Miss Carol Palmer	Instructor. Counselor
Miss Constance Post	Instructor. English & Speech
Mr. Albert Sasson	Asst. Prof. Business
Mr. Arthur Schlansky	Instructor. Counselor
Mr. David Schnall	Asst. Prof. Eco., Govt., & Hist.
Dr. Stanley Schonbuch	Assoc. Prof. Psych., Soc. & Philo.
Mrs. Kenshasa Shabaka	Asst. Prof. Counselor



R. Goodman
SOC. SCIENCE



J. Carter
ASSOCIATE



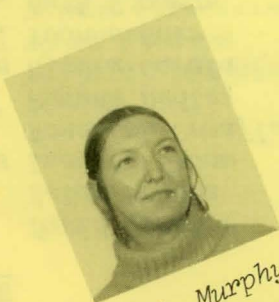
R. Vogel
SOC. SCIENCE



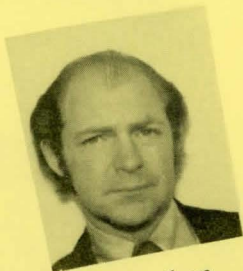
E. Dudley
MATH-SCIENCE



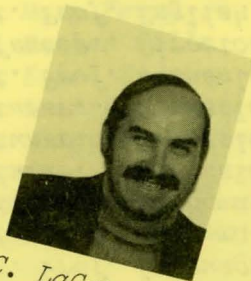
K. Shabaka
SOC. SCIENCE



B.J. Murphy
LANGUAGE



P. Sigler
SOC. SCIENCE



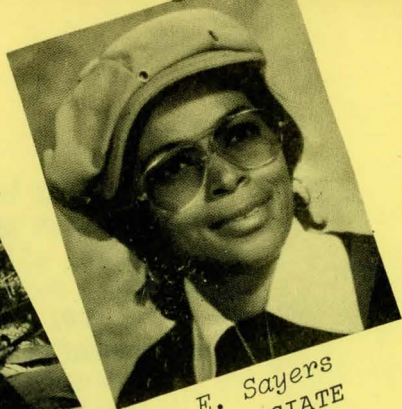
C. LaCerra
SOC. SCIENCE



L. Nelson, Jr.
MATH-SCIENCE



A. Sasson
MATH-SCIENCE



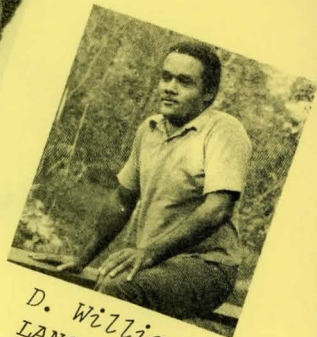
E. Sayers
ASSOCIATE



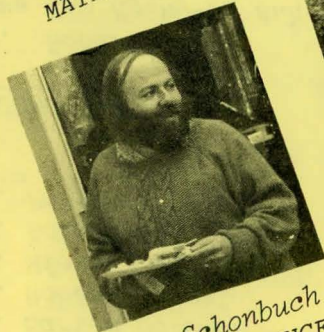
C. McPherson
LANGUAGE



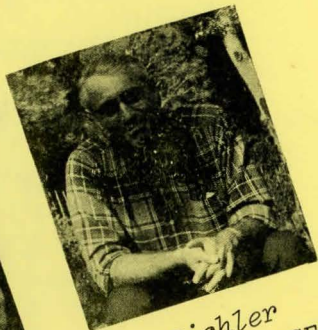
R. Crosfield
MATH-SCIENCE



D. Williams
LANGUAGE



S. Schonbuch
SOC. SCIENCE



D. Bichler
MATH-SCIENCE



Z. Brooks
LANGUAGE



B. Solomon
SOC. SCIENCE

Dr. Phil Sigler
Mr. Barton Solomon
Dr. Roberta Vogel
Mr. Michael Wallace
Mr. Donald Williams
Mr. Robert Winston

ADJUNCT FACULTY

Dr. Robert Adair
Miss Kim Kyung-ja Auh
Mr. George Cain
Dr. Stephen David
Miss Jean Geissler
Miss Joan Kellerman
Mr. Norman Perlstein
Miss Agnes Preston
Mr. Elliott Stolowitz
Mrs. Linnie Yao

Asst. Prof. Eco., Govt. & Hist.
Asst. Prof. Counselor
Assoc. Prof. Counselor
Instructor. English & Speech
Asst. Prof. English & Speech
Instructor. Mathematics

SECRETARIAL STAFF

Mrs. Judith Colandrea
Mrs. Joanne Geraci
Mrs. Ann Mione
Mrs. Dorothy Moody
Mrs. Mary Perry
Mrs. Esther Sills
Mrs. Ethel Stern
Mrs. Dorothy Zarrilli
Miss Margaret Christophely

I - a temporary grade assigned to students who fail to complete the requirements of a course. Deadlines are given for fulfilling such requirements.

J - a grade assigned to students who withdraw from a course with the instructor's permission after the ninth week of the semester. Students with 18 credits of J's will be reviewed by the Committee on Course and Standing for removal of matriculation.

L - a student may sit in on a course without receiving any credit. This grade is given to all such students.

P - used in specifically designated courses for students who successfully complete the course.

R - means repeat. No credit nor quality point is given. This grade appears on the student's record.

X - failure due to excessive absences. A failing grade, the course must be repeated successfully in order to obtain credit. This grade also stays on the student's record.

COLLEGE HEALTH CENTER

The College Health Center is located in Room D-136, next to the gym in D Building. Nurses and doctors are available - free of charge - for emergency care as well as minor medical problems.

Accident Coverage - The consolidated fee paid by each student includes the cost of accident coverage provided by the Staten Island Community College Association, Inc. For full-time students, the plan gives protection up to \$500 for any accident occurring anywhere, 24 hours a day, 7 days a week, for the entire school year (from the first day of registration through commencement day), while they are enrolled. Part-time students have on-premises coverage during the school year. Students enrolled for a single semester receive accident coverage for that semester only.

Summer session students have on-premises coverage from the first day of classes through the last day of class (or final examination period) for the courses in which the student is enrolled.

For a minimal fee, the confidential services of a gynecologist and urologist are also available. The services of two psychologists and a psychiatrist are provided for personal problems at the same low fee. Any such consultations are completely confidential and never become part of the student's health record.

WOMEN'S CENTER

The Women's Center is located in Trailer 35. Some of the services of the Women's Center offers are:

1. Free pregnancy tests
2. Abortion counseling
3. Health counseling
4. Library (pertaining to women)

There are counselors for health, abortions and pregnancy. They will refer you to the proper health centers. A coordinator is available two days a week to help you with your personal problems. Group therapy is also available on Tuesdays. On campus for your personal needs are a gynecologist and a therapist.

The Women Center provides an assortment of seminars, lectures, films and workshops of interest to women. So watch for their posters for dates and time in the buildings on campus.

DEPARTMENT OF THE LIBRARY

The Library is the information and research center for students, the instructional staff, and the community. It maintains access to resource materials for information services and a variety of print and audiovisual media to serve academic and personal demands. Professional librarians and audiovisual specialists engage in teaching and reference services, produce educational television programs, provide graphics and photography production, maintain audiovisual equipment for classroom use, and sponsor exhibits and programs.

The Library's entrance on the second floor of A building (A-200) opens to the Circulation and Reference desks, the card catalog, the reference and audiovisual collections, periodicals, microforms and microform readers, photocopiers, and the offices of the Library's non-production service divisions: media, reference, circulation, audiovisual, and technical. The music and spoken word listening room, the La Gallerie exhibits room, and the Chief Librarian's office share the upper level with the general collection of print media. Media production and development services, located on the first floor of B Building (B-161), houses production studios for color television, graphics, and photography and audiovisual maintenance facilities.

An audio-cassette tour of the Library is available at the Circulation Desk.

Information Services

The Library's goal is to quickly locate satisfactory answers to all questions through its reference collection, its reference referral librarian at the New York Public Library, telephone inquiries throughout the continental United States, and resource personnel at the college and in the community. Expert reference librarians are at the Reference Desks whenever the Library is open to assist inquirers in person or via telephone 390-7695. The reference collection of 5,000 volumes and the information file of current pamphlets and clippings are near the Reference Desks on the lower level of the Library in A-200. Dozens of subject bibliographies listing available materials on many subjects in the Library are available at the Reference Desk. Coin operated photocopiers allow fast reproduction of materials.

Library Hours

When classes are in session, Library hours are as follows, unless otherwise posted on the door of A-200:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 9:00 p.m.
Saturday	11:00 a.m. - 4:00 p.m.
Sunday	1:00 p.m. - 6:00 p.m.

BOOKSTORE

The bookstore, located in Building "C", is a self-service store. Its stock includes required textbooks, manuals, and supplies of all departments. In addition, the store carries study aids, outlines, and certain non-required books intended to supplement course requirements. School rings, jackets, sweatshirts, gym suits, drafting supplies, slide rules, stationery, decals, and other "booster" items are regularly stocked. There is also a rack of fiction and non-fiction current paperbacks.

The bookstore is a member of the National Association of College Stores.

Since the bookstore is an auxiliary enterprise of the non-profit association, its modest operating costs and volume discounts are reflected in a liberal pricing policy benefiting students and faculty alike.

C H O I C E

CHOICE recognizes the individual need of each student. With this goal in mind it offers a number of services that can become an integral part of the college experience.

CHOICE encompasses high school liaison, student orientation, testing, courses in career development and is a source of general information to the student.

In addition to this a full range of counseling services including career and transfer counseling is available.

Dean Zades heads a staff of counselors, secretaries and a psychometrist responsible for testing. The staff is at the disposal of all students during school hours.

THE OPEN COMMUNITY LEARNING CENTER

- * No Universally "Required" Courses.
- * Extensive and Flexible Credit for Off-Campus Learning.
- * Access to Any SICC Course.
- * Individualized Learning Program - - Self Directed.
- * Work with 20 Other Students Plus a "Mentor."
- * Get Credit for Summer Experiences.
- * Finish A. A. Degree Early.
- * Ideal for Traditional as well as Non-Traditional Interests:

Students Now in the Program are Studying:

Environmental Studies

Sociology

Preventative Medicine

Oceanography

Special Education

- * ETC. You Create Your Own Program!

Psychology

Art and Poetry Therapy

Community Education

Pre-Law

Drug-Alcohol Rehabilitation

There are approximately 10 openings for Fall Semester. Act Now!

Open to Any Student with Fewer than 35 Credits, Including New Students.

For More Information, See:

Roger Ekins, Director

H-7

390-7772

THE OPEN COMMUNITY LEARNING CENTER

MAXI PROGRAM

Each Maxi group includes courses from the basic liberal arts-non-science curriculum and certain special curricula such as Performing and Creative Arts, and Community Service Assistant. Each is a grouping of some 20 courses, 20 faculty, and about 100 students who wish to spend a semester together in a more effective faculty-student relationship, maximizing the impact the college can have on its students. Those signing up for the program will meet with their faculty to match students with mentors. Each mentor will be respon-

sible for the progress of five students. Each student in the program will receive individualized attention. The only requirement--all courses must be taken from among the 20 courses offered.

Students will register for all their courses at one Maxi location. Interested students should contact Dr. Howard Stanton in H-9.

CUNY BA/BS

This special program affords students the opportunity of creating their own educational curriculum in consultation with a faculty committee of their own choosing. There are no individual course requirements and students enrolled in the program enjoy the freedom of selecting courses at any other of the twenty colleges in the CUNY system, to fill their 90 credit classroom work BA/BS requirement. In addition to the classroom requirement, students are encouraged to elect up to 30 credits of independent and field work in areas which relate to their academic concerns.

Application of the internship concept as well as the opportunity to do original research are trademarks of CUNY BA/BS. Students modify their schedule of study (relationship between course work and non-course work) to accommodate their current learning and life experiences and are encouraged to explore all possible modes of non-traditional learning.

An essential feature of the CUNY BA/BS program is the recognition by the university of the value of prior life experiences, for which a student may gain up to fifteen academic credits towards his degree.

Acting Director, Mr. Vincent Massaro
Trailer 18

COOPERATIVE EDUCATION

Director, Dr. Virginia Hauer, T-32

One of the programs which comes under the office of the director of internships is cooperative education. This program is designed to provide students with an opportunity to clarify their own vocational goals and to receive on-the-job experience in the career areas they

have chosen or are seriously considering.

Many S.F.C.C. students find it necessary to secure part-time employment, but all too often that employment has little to do with their academic or vocational interests. Cooperative education attempts to provide employment internships which combine classroom theory with related work experience. Students are placed with selected employers for specific periods of professional on-the-job training. Course requirements may include seminars, a term paper, and job evaluations. Cooperative education options are coordinated and approved by all academic departments of the college.

PREREQUISITE: Open only to students who have successfully completed one semester of pertinent credits with a minimum academic index of 2.0 or who receive recommendation of the department chairman for their program of study.

CIRCLE 73

Director, Prof. Steven Zwerling, T30

The philosophy of the Circle 73 learning center holds that learning is not limited to the classroom. Students learn by doing. To foster this idea, internships with credit are offered to students who wish to learn by working in jobs of interest to them. Students are encouraged to take as many different kinds of internships as they wish, in order to help them direct their education to the kind of work they would like to do in the future.

Courses in the center are designed to permit a student to choose from a wide variety of fields of interest or to begin focusing on a specific area of study. The interdisciplinary approach is used in many courses. All students in Circle 73 are offered the opportunity of participation in Educational Development Seminars (E.D.S.) in which the students are given help in making their own educational plans.

The faculty of the center serve as the curriculum advisors to Circle 73 students, guiding them in their course of study, providing

advice on internships, and working with them in the development of educational and career goals. To maintain a close rapport between student and teacher in this special community of learning, the center is designed to be small in size; enrollment is limited to from 250 to 300 students.

INTERNSHIPS

Director, Dr. Virginia Hauer, T-32

The internship program assists the various departments and programs of the college in providing students with options for a valid complement to their academic experience. The program identifies opportunities for academically related projects in a wide range of placements. Through internships, the student is given an option to continue his educational process in a broader environment: government agencies, associations, cultural groups, research organizations, non-profit institutions, business firms, and health agencies. The possibilities are as varied as the major interests of students, faculty, departments, and programs.

Whatever the thrust of student interest, if it is within the scope of his academic concentration and approved for possible credit by his departmental chairperson, the unique and numerous resources of New York City can offer appropriate internships.

PCA EXPERIMENTAL LEARNING CENTER

Director, Benjamin Patterson, H-6

The department of performing and creative arts, which includes an experimental learning center, attempts to provide a setting in which the arts--music, theatre, fine art, film, dance, photography, creative writing--are taught and practiced with easy access to one another. Assembled under one canopy, the arts can inspire and influence one another. The student's creative skills can be developed and extended in an atmosphere of all the arts. Practicing artists--composers, film makers, painters, actors--make up a significant portion of the department's staff. As an aspect of its philosophy, the department sees properly used and understood technology not as an enemy but as a part of the total cul-

ture of which the arts are also a part. The department takes special interest in the importance of the arts to the College Community and to the community at large. Participation in the department's experimental learning unit provides the student with the opportunity to join in a special series of experimental courses that carry through the department's artistic views.

Students may enroll in the PCA Program either under the liberal arts non-science curriculum or under the comprehensive curriculum. In the new liberal arts non-science curriculum (revised, Fall 1973), a student should take a minimum of 20 credits of PCA courses in the free elective category in order to qualify as a PCA specialist. These courses should be selected after consultation with an advisor in the PCA Department, with a view to concentrating in a particular area of PCA studies--theatre or art or music, etc. Some PCA program areas--e.g., music--have special requirements; for more information on these requirements, consult a curriculum advisor.

ADVOCACY, INTERACTION AND DEVELOPMENT CENTER

A student at SICC is given the opportunity to be a complete person. The student activities center, known as AID, provides areas of interest that can bring your academic goals into balance with other aspects of a student's life.

The AID Center advises the student governments, student clubs and organizations, publications, cultural programs, and public service projects. AID is always at the service of students to provide information on any of its activities. AID also provides counseling and teaching which contributes to the academic and personal growth, with an emphasis on personal growth.

Inquiries about student activities can be made in Trailer 5.

The Director of AID Center is Professor Martin Black, Trailer 5.

URBAN LEARNING CENTERInternship Program

College Discovery's internship program is for students interested in on-the-job experience. This experience is related to their academic curriculum, career objectives or interest area.

Some of the areas that are open are: social, business, health or service, political, educational.

If you are interested in an intern position, speak to your counselor.

EDUCATIONAL DEVELOPMENT PLAN

Do you have your Educational Development Plan booklet? If you don't ask your counselor for a copy.

EDP is your road map for your future. In this booklet you answer several questions pertaining to your interest and what your plans are

in pursuing your career goals. Whenever there are changes in your career goal plan, please make such changes in this booklet. The information in this booklet acts as a guide for your counselor as to what your plans are.

GLOSSARY OF COLLEGE TERMS

- ACADEMIC CREDIT** - value placed on each course. Usually one credit is given for each semester hour. A class that meets three times a week is worth 3 credits.
- ACADEMIC PROBATION** - average hasn't met the minimum standards of satisfactory scholarship. At SICC a student must maintain a 2.0 ("C") average to stay in good standing.
- ACCREDITATION** - college meets standards of various national and regional societies, associations, and councils that grant accreditation to the college for maintaining certain programs and standards. For example, SICC is accredited by the Middle States Association of Colleges and Secondary Schools.
- ADMISSION** - the process of taking tests, completing forms and filing documents prior to actual registration for courses.

ADJUNCT STUDENT - designates a non-matriculated student, a student who is not a candidate for a degree or a person who is not qualified for admission.

ADVISORY SYSTEM - designed to provide a relationship between the students and the faculty in which the faculty member provides advice regarding courses and curriculum. A Faculty Advisor is different from a counselor.

AUDITING A COURSE - registering for a course and attending classes but no credit or grade is given.

BURSAR - a business office that handles money for the student.

CLASSIFICATIONS - freshman, sophomore, junior, and senior. Classified according to the number of courses completed towards graduation.

COMPREHENSIVE CURRICULUM - a program which provides a structure that allows students to be more flexible in designing their course of study than the traditional college curriculum.

CORE - the term given to a group of courses which all students in the college will take. There are generally three courses in a core; English/Speech, Math/Science, and a Social Science.

COUNSELOR - works with students individually, helping them define his/her academic interests and mechanisms pertaining to his/her future career goal. Counselors also help the student with personal and other non-academic problems relating to and affecting their competency in academic performance.

- COURSE OF STUDY** - courses necessary to earn a degree. Usually 128 credits qualifies a student for a Bachelor's degree. At a junior or community college approximately 64 credits qualifies a student for an Associate's degree.
- CUMULATIVE AVERAGE** - overall college average.
- CURRICULUM** - the academic courses offered by the college leading to a specific degree.
- DEAN'S LIST** - list of full-time students who have achieved grades necessary for the college honor roll. At SICC a student must accumulate 30 credits with a B (3.0) or better average to make the Dean's List.
- DEGREES LIST** - A.A. Two year liberal arts degree.
 A.S. Two year science degree.
 A.A.S. Associate in Applied Science - two year.
 B.A. Four year Bachelor of Arts.
 B.S. Four year Bachelor of Science.
- ELECTIVE** - course or subject which is optional.
- EXEMPTION** - student may be exempt from a required course after successfully passing a standardized college exam.
- FACULTY ADVISOR** - specializes and teaches in a specific department and has job experience relating to a particular career. The faculty advisor then advises students in his curriculum as to what necessary courses to take.

- FRATERNITIES** - organizations on campus which offer activities revolving around social and service programs.
- FRESHMAN ORIENTATION** - a program introducing high school students to the activities, details and attitudes of college life. Designed to help the student make the transition from high school to college.
- G.P.A.** (grade point average)
- G.P.I.** (grade point index) - a student's academic averages according to the grades and quality points earned.
- GRADUATE STUDENT** - one who holds a bachelor's degree and is enrolled in courses leading to a graduate degree.
- GRADUATE SCHOOL** - offers programs leading to the master's degree, as well as to doctorates.
- LEARNING CENTER** - a small unit within an educational institution, that approaches learning in a fashion that is different in some way from the larger institution. At SICC there are three Learning Centers: the Dept. of Performing and Creative Arts, College Discovery, and Circle 73.
- MAJOR** - specific field of study in the Bachelor of Arts or Science program.
- MATRICULATION** - enrolled as a student earning credits toward a degree.

- PRE-REQUISITE** - a course that must be taken before a related one can be taken, e.g., a student must take Psyc. 1 before Psyc. 7 can be taken.
- QUALITY POINTS** - units used for determining grade point indexes. e.g. Grade A - 4 quality points, B = 3, C = 2 etc.
- SEMESTER** - a period of instruction into which an academic year is usually divided. At SICC, there are two semesters - Fall and Spring.
- SEMESTER HOUR** - one class meeting once a week.
- TRANSCRIPT** - the official record of grades earned at the end of a semester.
- TUITION** - the price or payment for instruction, this is charged per course or per contact credit hours.
- NON-MATRICULANT** - students who have presented incomplete records or applied too late or lack certain subject areas (math, science, etc.) and have transferred from another school with an unsatisfactory record.
- UNDERGRADUATE** - student who has not attained a degree, but is taking courses for credit toward it.
- URBAN STUDIES** - a program, course of study, or curriculum, offered within a particular department or division of a college or university, which offers courses and seminars, and engages in research and other activities which relate specifically to the study of Urban Affairs.

Goodbye and good luck from the coordinators of your Student/Counseling Handbook,
1973-1974.

Shirley Gaither)
Cynthia Gilbert) student interns
Teddie Alton)

with the help of our counseling coordinator, Bobbi Vogel; our supervisor, Janie Carter.

Special thanks to Joanne Geraci, secretary to the Director of College Discovery;
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helped in producing this booklet.

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INDEX

	<u>Page</u>
<i>Academic Credit</i> -----	44
<i>Academic Guidelines</i> -----	6
<i>Academic Probation</i> -----	44
<i>Accreditation</i> -----	44
<i>Admission</i> -----	44
<i>Academic Requirements, College Discovery</i> -----	4
<i>Advisory System</i> -----	45
<i>Advocacy, Interaction and Development Center (AID)</i> -----	42
<i>Auditing a course</i> -----	45
<i>Associates</i> -----	16
<i>Bookstore</i> -----	31
<i>Bursar</i> -----	45
<i>Careers</i> -----	12
<i>CHOICE</i> -----	32
<i>Circle 73</i> -----	38
<i>Classifications</i> -----	45
<i>College Discovery</i> -----	3
<i>College Health Center</i> -----	27
<i>Comprehensive Curriculum</i> -----	45
<i>Contact Hours</i> -----	7

<i>Cooperative Education</i> -----	36
<i>Compulsory Advisement</i> -----	11
<i>Core</i> -----	45
<i>Counseling</i> -----	8
<i>Counseling Related Problems</i> -----	9
<i>Counselor</i> -----	45
<i>Counselor/Teacher Communication</i> -----	15
<i>Course of Study</i> -----	46
<i>Crisis Counseling</i> -----	15
<i>Cumulative Average</i> -----	46
<i>CUNY BA/BS</i> -----	35
<i>Curriculum</i> -----	46
<i>Curriculum Advisement</i> -----	12
<i>Dean's List</i> -----	46
<i>Deferred Admission</i> -----	6
<i>Degree List</i> -----	46
<i>Educational Development Plan</i> -----	43
<i>Elective</i> -----	46
<i>English as a Second Language</i> -----	14
<i>Exceptions</i> -----	7
<i>Exemption</i> -----	46
<i>Faculty Advisor</i> -----	46
<i>Financial Aid</i> -----	21

<i>Fraternities</i> -----	47
<i>Freshman Orientation - Compulsory Advisement</i> -----	11, 47
<i>Glossary</i> -----	44
<i>Grade Point Average</i> -----	47
<i>Grades</i> -----	25
<i>Graduate School</i> -----	47
<i>Graduate Student</i> -----	47
<i>Group Counseling</i> -----	13
<i>Independence, Unity and Strength Group</i> -----	14
<i>Internship</i> -----	16, 43
<i>Learning Center</i> -----	32, 47
<i>Library, College Discovery</i> -----	24
<i>Library, General</i> -----	29
<i>Major</i> -----	47
<i>Matriculation</i> -----	47
<i>MAXI Program</i> -----	34
<i>Non-matriculant</i> -----	48
<i>Open Community Learning Center</i> -----	33
<i>PCA Experimental Learning Center</i> -----	40
<i>Pictures: Counselors and Faculty</i>	Centerfold
<i>Placement Testing</i> -----	12
<i>Pre-requisite</i> -----	48

<i>Probation</i> -----	19
<i>Quality Points</i> -----	48
<i>Registration</i> -----	12
<i>Reinstatement</i> -----	6
<i>Retention</i> -----	6
<i>Semester</i> -----	48
<i>Semester Hour</i> -----	48
<i>Stipends</i> -----	7
<i>Study Skills Group</i> -----	15
<i>Theme-oriented/Special Focus Groups</i> -----	13
<i>Transcript</i> -----	48
<i>Tuition</i> -----	48
<i>Tutoring</i> -----	See Learning Centers
<i>Undergraduate</i> -----	48
<i>Urban Internship</i> -----	43
<i>Urban Studies</i> -----	48
<i>Vocational and Career Counseling</i> -----	12
<i>Women's Center</i> -----	28

