



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK
COLLABORATIVE PRECOLLEGE PROGRAMS - COLLEGE NOW
300 JAY STREET, ROOM P-613
BROOKLYN, NY 11201-2983

STUDENT HANDBOOK

THE GUIDE

A HANDBOOK ON CITY TECH HIGH SCHOOL PROGRAMS

**College Now
Office of Collaborative Precollege Programs**

This handbook is offered as a student/parent/school reference guide. It is designed to support

300 Jay Street, Pearl Building - Room 613
Brooklyn, NY 11201
College Now: 718.260.5206

students during the academic semester. Its contents should prove useful as involvement in college credit bearing programs progresses but it should not be interpreted as all-encompassing. When your questions are not answered through this guide, please seek the resources available to you online: collegenow.cuny.edu, citytech.cuny.edu/collegenow/ or in person at your local high school or precollege office, right here at City Tech.

We hope your semester with us is fruitful and enjoyable.

Dr. Pamela Brown
Provost and Vice President for Academic Affairs

Matthew Brittain, Associate Director
College Now

Programs are funded by:



**With generous support from
New York City College of Technology, CUNY**

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MAIL REGULATIONS

Incoming mail for Collaborative Precollege Programs should be addressed as follows:

IN REFERENCE: NAME OF STUDENT/NAME OF HIGH SCHOOL

New York City College of Technology, CUNY

Office of Collaborative Precollege Programs

College Now

300 Jay Street, Midway Building Room 309

Brooklyn, NY 11201

Telephone: 718-260-5212

EMERGENCY NUMBERS

PUBLIC SAFETY

(718) 260-5550 [Namm]

STUDENT WELLNESS CENTER

(718) 260-5550 [Emergency]

(718) 260-5910 [Pearl 104]

PROGRAM DIRECTORY

College Now

(718) 260-5206

**IN CASE OF EMERGENCY, PLEASE CALL THE OFFICE OF COLLABORATIVE PRECOLLEGE PROGRAMS AT
718-260-5206**

IDENTIFY YOUR FULL NAME AND PARTICIPANT'S NAME AND LEAVE A CONTACT NUMBER

ADMINISTRATIVE INFORMATION

APPLICATION, ADMISSION AND ORIENTATION

Students apply to precollege courses by submitting a completed application, along with a signed Parent Consent form, and a current high school transcript that supports student eligibility. If a student has taken a College Now course at another campus, we ask that the student also provide a college transcript listing the course(s) taken and grade(s) received. College transcripts can be obtained from the Office of the Registrar of the college you attended. This also applies to students who have completed credit-bearing courses at City Tech.

Limited by funding, we make pre-college courses available to 9th grade students. These students benefit from college awareness and academic readiness programs. Generally, college credit bearing courses are offered to 11th and 12th grade students, along with exceptional 10th grade students. These students must demonstrate academic proficiency on NYS Regents Examinations and/or SAT examinations. Each course has its own unique requirement(s); however, generally speaking ELA courses require a 75 or better on the student's ELA Regents examinations **OR** 480 or better on SAT Verbal/Critical Reading/EBRW. Students may demonstrate proficiency in mathematics by either scoring a 70 or higher in Algebra I (Common Core Regents), or a 70 or higher in Geometry (Common Core Regents), or a 65 or higher in Algebra II (Common Core Regents), **OR** present an official SAT Math score of 530+ **OR** ACT score of 21+.

Submitting a complete application to our office early or by the prescribed deadline is the first and most important step of the application process. But there are others that are also important:

Once accepted into the College Now Program and a course of study, students begin the enrollment process, which includes:

- Students receive an email, and physical letter of notification of program acceptance.
- Students are notified to attend mandatory Student/Parent Orientation and (for new students) student seminars.
- Students confirm interest by returning a letter of confirmation to our office.
- Students attend orientation, seminars and the first day of class.

Is attendance at the Student / Parent Orientation mandatory?

YES! IT ABSOLUTELY IS!



But, I took a course already. Do I still have to attend?

YES!

Enrollment is not complete until a student attends orientation and first day of class. In addition, parents/guardians are expected to attend orientation, where students receive valuable program information.

CREDITS, COURSE OPTIONS, AND CHANGES

A credit bearing course just means that the course gives credit! The definition of a Non-Credit Bearing (NCB) course is any educational course which is not credit bearing and, as such, does not lead to a qualification or institutional credit. Often remedial courses are Non-Credit Bearing (NCB). Each semester, the College Now Program offers high school students the opportunity to take one course that will yield between three and four college credits.

We know it is not easy to juggle the demands of high school, life and a college credit course. If you feel overwhelmed, please let us know.

Sometimes a student feels the urge to stop attending a class because it no longer meets the intended need or interest. These concerns must be shared with a member of the College Now Program staff immediately. Before you withdraw from any class, you must meet with us to find out what options you have and the possible results of your actions.

DO NOT JUST DROP OUT!



WE REPEAT....NO MATTER HOW STRESSFUL, DO NOT JUST DROP OUT!

If a student drops a course or attends a course that was not assigned through College Now, that student will forfeit any opportunity to receive academic credit for attendance and work performed.

DROPPING A COURSE

If you wish to drop a course, don't just walk away. Talk to your instructor. If after that meeting you decide to drop a course, come speak with a College Now staff member. They will advise you on the next steps to take. In order to drop your course without penalty (not receiving a failing grade) you must drop within the "official drop period." The drop period may be found on the College Now calendar of events, which you received in your acceptance email and is handed out during the student/parent orientation.

If you drop after this period, your grade will appear as a "W" on your transcripts. A "W" indicates an official withdrawal. It will convert to an NC grade and will NOT count towards your grade point average (see pgs. 14 and 16).

If you fail to drop within this period and stop attending your class, you will receive a "WU" on your transcript. A grade of "WU" is to be assigned (by instructor) to students who participated in an academically related activity at least once and completely stopped participating in any academically related activities, any time before the culminating academic experience of the course, i.e., final exam, final paper, etc.

****Students who receive a W or WU in a given semester will not be eligible to apply for a College Now course for the following semester.****

If you have further questions about how grades will appear on your transcripts, first refer to the "Grades" section of the handbook on page 16; if your question(s) remain(s) unanswered, see one of the College Now Program staff members.

In the event you wish to drop a class, consult with the College Now Program Director or Program Coordinator and confirm that you are eligible to do so.

ATTENDANCE

You are generally expected to attend each class meeting. You may be absent without penalty, subject to certain exceptions as highlighted below, for no more than 20% of the class instructional hours in the semester. Missing a class final exam/paper may result in an immediate F or WU if the professor is not notified by the student by the day of the final. The only acceptable exemptions are medical or family emergencies, with appropriate documentation. Unless a department has specified in writing a different attendance policy – including all courses with laboratory, clinical or fieldwork components – this College Now policy shall govern.

If a student is absent from class, the student will be contacted by the College Now office to alert them of their absence. It is the responsibility of the student to contact the professor to have an absence excused. Students may not accrue more than:

Saturday Classes – 2 TOTAL absences*

Tuesday/Thursday Classes – 5 TOTAL absences*

*Any additional absences must be excused by the professor *in advance* and may negatively impact the student's final grade.

If documentation is provided, students can be excused for an illness, death in the family, or registration for the SAT/ACT. Other school-related activities may qualify for an excused absence with documentation, at the professor's discretion. Again, students should email the College Now office and their professor if they are unable to attend class.

For a student's own documented medically related absence, please see Fast Facts, Number 13.

We strongly encourage students to consider the demands of participation prior to enrolling in our college credit programs. Minimally we expect students to attend classes (usually 3 hours per week) AND actively engage in the material and coursework. We recommend that students get a good night's sleep and have a nutritious breakfast before coming to class. Also, students should allow themselves plenty of time for travel and arrive to class prepared (with completed homework and questions). Most of all, we encourage students to enjoy the experience.

TEXTBOOKS

To support College Now students, we aim to offer courses completely free of cost, including textbooks on loan. To receive a book on loan, visit the College Now office on the first day of class. Students should bring with them the name of the course they are taking, as well as the name of the professor. Please be advised that most courses now use Open Educational Resources (OER), which include digital textbooks that are accessible to all students FREE of cost. The College Now office will notify students whose courses require physical textbooks and/or materials.

All students will be required to provide a signature upon receiving a textbook. Books must be returned to the College Now office before the day of your final exam or as soon as the course is completed. Students who fail to return their books will have a HOLD put on their CUNY record and will not be able to receive their final grade in the course.

Since we recycle our books, we require that you treat our books with great care.

If a student fails to return a book and/or other resource(s), College Now will put a hold on the student's transcript and that student will be unable to take additional courses at CUNY, even after graduating from high school.

CITY TECH ID CARDS

Unless advised otherwise by the College Now Program administration, every student enrolled is required to obtain a college identification card. Once received, students must carry the card at all times, while on College property. Students may not be permitted to enter the College without proper identification.

Students taking college credit-bearing courses will receive a college picture identification card. For this type of identification, students must visit the Public Safety Office located in the Namm Building, Room 112 (300 Jay Street). Please call to find out when you can get a photo ID as the office is only open at certain times; the telephone number is 718-260-5550.

To receive a City Tech photo ID, bring the following materials with you to the ID office:

- Current photo ID from your high school
- Proof that you are taking a College Now course (your program acceptance email will suffice)

FAST FACTS

1. What is the math proficiency index for math courses?

Math Placement Criteria		
COURSE	<u>EITHER</u> high school math GPA AND high school math course completed	<u>OR</u> New York State Regents Score
MAT 1275 –Algebra/Trig	High school math GPA of 70 or higher <u>AND</u> completion of Algebra 1	Algebra 1 regent score ≥ 75 <u>OR</u> Geometry regent score ≥ 70
MAT 1375 – Pre-Calculus	High school math GPA of 85 or higher <u>AND</u> completion of Algebra 2	Algebra 2/Trig regent score ≥ 70

2. How can I find out what courses will be offered next semester?

A schedule of classes will be made available to your high school counselor prior to the beginning of each new semester.

3. What is a semester?

A semester is the period during which courses are given within a college setting. In undergraduate colleges, the fall semester usually runs from late August through mid-December. The spring semester generally runs from late January through mid-May. Because the College Now Program supports high school students, its semester is not directly aligned with the college calendar. Generally, College Now courses begin a little later than a typical semester.

4. Can I take more than one college course? What if I take it at different CUNY colleges?

We strongly recommend that students take no more than one college course per semester, at one CUNY school. The idea is to develop skills for success in higher education, while remaining successful in high school.

5. How can I drop a class?

If you decide to drop a course, **DO NOT JUST WALK AWAY!** Talk to your instructor first, and then consult the program administration here at College Now. If you decide to drop the course, complete the program change form and submit it to our office (see the academic calendar for the drop deadline). You can find more detailed information on this topic by referring to the “add/drop” section of this handbook.

6. What happens if I borrow a book but do not return it to College Now?

Collaborative Precollege Programs loans students books and other resources during the course of the semester; however, these items/books must be returned to College Now in the same condition received. It is mandatory that College Now students return textbooks before they show up for the final exam or final presentations. Students unable to return the textbook they were given will be restricted from taking the final exam or presenting a final project. Also, a hold will be placed on the student’s CUNY record.

7. How do I find out about bad weather closings or other emergency college closings?

You should register your contact information on the CUNY website (www.cuny.edu) to ensure you are included in the CUNY emergency contact database. There is a quick link tab for Emergency Information with a link to be added to the database (<http://www.cuny.edu/news/alert.html>).

If it becomes necessary to cancel classes and/or close the college due to severe weather conditions, you will be alerted by CUNY and may visit the college’s website for information.

8. What is the difference between a W and a WU?

The grade W indicates an official withdrawal. It does not count in your college grade point average, but will appear on your transcript as “**attempted credits.**”

A grade of “WU” is to be assigned (by instructor) to students who participated in an academically related activity at least once, but completely stopped participating in any academically related activities any time before the culminating academic experience of the course, i.e., final exam, final paper, etc. This grade is also assigned for excessive absences (see attendance and absences.)

Effective Fall 2021, in all College Now programs, the WD, WU, W, WN grade will convert to NC (No Credit). Upon matriculation, NC grades earned during College Now program will neither impact the student's GPA nor the student's financial aid status.

9. What is the difference between a CR and NC grade?

Any F, WD, WU, W, grade earned in a College Now course will automatically convert to **NC (No Credit)**. The NC option ensures that the grade earned will NOT be factored into the student's GPA and will NOT impact the student's financial aid status. The student will also receive no credit for this grade.

Lower passing grades, such as C-, D+, D and D-, earned in a College Now course will automatically convert to the grade of **CR (credit)**. The CR option ensures that the grade received WILL earn you credit, but will NOT be factored into your GPA.

For any grade earned in a College Now course, students will receive no GPA (0-4.0) on their CUNY transcript. This includes grades of C – A.

THIS POLICY ONLY APPLIES TO CUNY COLLEGE NOW COURSES.

10. What should I do if I am having difficulty in a course?

If you are having difficulty with a college credit course, come see us to discuss and request to see an academic advisor. Also, discuss your concerns about the course with your instructor and with your high school counselor. Be specific when you describe the problem that you are having and learn what help is available to you at your high school. If you feel the problem cannot be resolved, then contact the College Now Program Office.

11. What is the difference between a high school credit course and a college credit – bearing course?

Collaborative Precollege Programs offers both high school workshops (BTG) and college credit-bearing courses (College Now) to qualified high school students. High school 9th and 10th grade students, new to Collaborative Precollege Programs, have the opportunity to take a high school workshop course before attempting college credit-bearing courses and are encouraged to do so. High school workshop courses are offered on Saturday mornings or afternoons. These courses provide skill development in literacy, math and/or college awareness and youth development. Upon successful completion (attendance and achievement) and at the discretion of the partner high school, these courses may yield a half a high school credit.

Qualified junior and senior high school students are eligible to take college credit-bearing courses. These courses are offered at the college campus usually over a 13-week period, on Saturday mornings or Tuesday/Thursday afternoons. For information concerning college credits, please call or visit the Collaborative Precollege Programs office.

12. How does a student with a disability and/or high school IEP obtain accommodations for a College Now course/program?

Reasonable accommodations are services, strategies, and adjustments for equalization and parity. Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by the Center for Student Accessibility (CSA), located at 300 Jay Street, room L-237. Students needing an accommodation and/or who anticipate or are experiencing a disability-related barrier, and would like to discuss accommodations and/or resources, should contact CSA by completing the [Student Accommodation Request form \(https://cuny-accommodate.symlicity.com/public_accommodation/\)](https://cuny-accommodate.symlicity.com/public_accommodation/). The form will allow you to upload documentation of a disability, such as a high school IEP or 504 plan, to be reviewed by CSA. Students with multiple disabilities must provide multiple documentation if reasonable accommodations are necessary for more than one disability. Please speak with a College Now staff member if you need assistance with completing the form or submitting documentation. If you have questions about your eligibility or want additional information, you may also contact the Center for Student Accessibility directly by emailing Accessibility@citytech.cuny.edu calling 718-260-5143 or visiting 300 Jay Street, room L-237 in Brooklyn, NY. Once your form has been submitted, the CSA will review the documentation and determine reasonable accommodations. It is the student's responsibility to submit an Accommodation Request form and to follow the established procedures for having the accommodation notice sent to the instructor. The College Now program is not permitted to submit an Accommodation Request on the student's behalf; the student must self-disclose.

Once a student submits documentation, they do not need to re-submit any form documentation unless there is a change in their disability status, and they have new reports to submit. Students DO need to reach out to the Center for Student Accessibility at the start of each semester to get a new accommodation letter for that semester. Students must also self-disclose to their professors with their accommodation letter.

13. How can a student be excused for a medically-related absence?

For medically documented temporary illnesses or conditions absence requests, students should submit medical documentation to the attention of the College Now Program Director or Program Coordinator for review and determination, or in certain circumstances for referral to the Center for Student Accessibility. These requests, whenever possible, must be made in advance of the requested absence. For other temporary medical reasonable accommodations

requests, such as for a broken leg, students must submit medical documentation to the Center for Student Accessibility.

GRADES

Students are graded on performance in College Now Programs courses.

Possible grades include:

<u>Grade</u>	<u>Numerical Grade Ranges</u>	<u>Quality Points</u>
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	70-76.9	2.0
D	60-69.9	1.0
F	59.9 and below	0.0

The following may be grades listed on your transcript but are not included in your grade point average (GPA):

W official withdrawal (no penalty)

WU unofficial withdrawal (stop in attendance)

S satisfactory (you are passing; used in developmental courses)

Z instructor has not submitted grade; will be corrected later

INC incomplete; WE DO NOT PROVIDE THIS GRADE

Mid-Semester Grades

At the middle of the semester, our faculty submit a mid-semester evaluation of students enrolled in their classes. These are not final grades; their purpose is to give you an idea of how you are doing early enough so that you can seek help if you need it. The grades you could receive are:

P passing, satisfactory progress

BL borderline, you could pass or fail depending on your work for the rest of the semester

U unsatisfactory, you are currently failing and not likely to complete course requirements

College Now Program Grading Policy Effective Fall 2021

Effective Fall 2021, in all College Now programs the only passing grades permitted will be iterations of A through C. Lower passing grades such as C-, D+, D and D- will automatically convert to the grade of CR (credit) and the F, WD, WU, W, WN grade will convert to NC (No Credit). CR will carry academic credit and NC will not. Neither grade will impact the student's GPA. Upon matriculation, NC grades earned during College Now program will not impact student's financial aid status. For any grade earned in a College Now course, students will receive no GPA (0-4.0) on their CUNY transcript. This includes grades of C – A.

We do not mail out grades for college credit bearing courses. Mid-term grades are usually shared by the professor during class time, or as indicated on the syllabus. Final grades are shared with high school partners at the end of the semester.

****Students who receive a W or WU in a given semester will not be eligible to apply for a College Now course for the following semester.****

Students taking college credit bearing courses may transfer all credits earned via an **Official Transcript Request** on the City Tech website, which can be accessed using the following URL: <https://www.citytech.cuny.edu/registrar/transcript-requests.aspx>. The official transcript will be sent directly to the institution you indicate in your request and will contain all grades received through City Tech. A fee will apply when sending to non-CUNY institutions.

High school graduates requiring copies of their college course grades for submission to prospective colleges would follow the same procedure that is noted above *or* may print an *unofficial transcript* from their CUNYfirst Student Center.

For your convenience, attached are copies of the Transcript Request Form and more information concerning the process of receiving grades for college credit bearing courses.

If you have additional questions, please call 718-260-5206.

ACADEMIC INTEGRITY POLICY

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for supplying instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension and expulsion. The complete text of the College Academic Integrity Policy Manual may be found on the College website.

The following are some examples of plagiarism:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.
- Speech assignments must be paraphrased into your own language and properly cited. All major writing speeches and exams will be run through Safe Assign.
- Using artificial intelligence or other automated tools to complete assignments.

Any College Now student found to have engaged in academic dishonesty will be presented with the evidence and findings by their course instructor, who will also determine what, if any, academic sanction (typically a grade penalty) to impose on the student. Most first offenses will result in an F grade on the assignment in question and a warning from the College Now program. The student's high school and parents will also be notified of the professor's findings and recommendation. A second violation will result in an F grade for the course as well as dismissal from the College Now program. Any student who engages in a repeat violation will become ineligible to reapply for a College Now course.

CONTESTING A GRADE

If you believe you received an unfair grade, you must first speak with your professor. If you do not agree with your instructor, meet with a College Now Program staff member to discuss filing a grade appeal with the Office of the Registrar.

ITEMS TO BRING TO CLASS

The following information is provided to you as a guide of the items suggested to bring with you to program. You will notice that these are similar to items you would bring to your high school classes. If your professor requests additional items, please bring those as well.

Notebook, paper

Pens/Pencils

Textbooks (will be provided and must be returned in same condition)

College Assignments (you are NOT permitted to print at the College Now office before class)

Scientific calculator (as needed)

All students must arrive to class on time and leave the building immediately after class, unless visiting the Office, Library or other academic department.

Please keep this Handbook handy, as you will refer to it many times during the program.

MEDICAL

NYCDOE students attending enrichment activities, such as trips, must have a current parent permission slip on file with the College Now Program and have had a current physical examination prior to starting the academic year on file with the home high school.

For trips, please submit signed parent permission slips to:

New York City College of Technology - Office of Collaborative Precollege Programs
300 Jay Street, Midway Building Room 309
Brooklyn, NY 11201
OR via email at CollegeNow@citytech.cuny.edu

In the case of an illness or injury emergency, if it is life threatening, we will first call 911. We will then contact City Tech's emergency telephone provided to us from the college. We expect that a student's listed emergency contact will meet the student at either our school or the hospital. If a student's illness or injury is not life threatening, however requires immediate attention, we will call City Tech's emergency number (718.260.5555) to have City Tech Public Safety address the issue.

THE GOING WILL GET TOUGH, WHAT WILL YOU DO?

Research shows there are numerous benefits associated with obtaining a college education; personal and financial. While earning a college education may not be easy, it is becoming essential for success in our increasingly competitive global economy.

What will you do when the going gets tough? Undoubtedly, the time will come when you will find yourself balancing high school (homework, tests, friends), with college (homework, tests, reading, papers) and life (family, friends, fun) and perhaps even a part-time job.

Please assure that you are planning ahead, and reaching out for support as necessary.

TRANSPORTATION

High school students taking College Now courses should be able to receive MetroCards from their high schools to cover the cost of travel to and from our campus. Please see the Counseling Department or the Liaison at your high school for more information.

WAIVER COURSES

College Now *may* provide waiver courses, contingent on budget. A waiver course is an opportunity for students to take courses alongside matriculated college students in subject areas not offered through the general program. To qualify for a waiver a student must meet the following criteria:

- *Taken at least one College Now course and passed with a B or better
- *Be a student from a partner school
- *Apply during early enrollment period

PROGRAM RULES

COLLEGE NOW PROGRAM STUDENT RESPONSIBILITIES AND PROGRAM REGULATIONS

New York City College of Technology, Office of Collaborative Precollege Programs seeks to provide an environment for creating a well-rounded student. Students are expected to behave in positive ways that enhance their life's academic, emotional, career goals and objectives. This is in line with success in high school and graduating from a post-secondary institution. Collaborative Precollege Programs reserves the right to formerly redress any and all student behaviors that are inconsistent with the aforementioned purpose.

1. Students are expected to report to class on time and remain in classes, with few exceptions, until the professor has dismissed the class.
2. Anyone breaking behavioral, attendance, or program rules will face disciplinary action.

3. Participants are not allowed to loiter in the hallways and staircases of the college buildings (even during breaks).
4. There will be a charge for replacement of ID cards and books.
5. Students must always carry their ID cards.
6. No student is allowed to leave Campus without written parental permission.
7. Students must notify the College Now office of the intent to withdraw (stop attending program). Students must fill out an official Program Change Form and share a justified reason for wanting to withdraw. All books, ID cards and other program materials must be returned. A Withdrawal without notification remains as a WU on the College transcript and converts to an "NC." This should be avoided at all costs.
8. Attendance rules apply to all classes, laboratories, and exposure courses.
9. Two unexcused lateness will be treated as one absence. Four (4) instances of unexcused lateness or two (2) instances of unexcused absence may result in suspension from the program.
10. Cell phones and other portable equipment must be turned off during classes. **These may be brought at the students' own risk.** The privilege of having such equipment may be revoked if it disturbs other program participants.
11. Students are encouraged to maintain a minimum of a B grade average in their college credit courses and an 80 grade point average in their high school to remain in the program.
12. Gum chewing is not allowed in lectures, meetings, workshops, and recitation. Food and drinks are not allowed in the lecture halls, classrooms, or labs.
13. Tampering with fire safety equipment, fire alarms, or sensors is prohibited. Fire drills and evacuation of each building whenever a fire alarm is sounded are for the protection of all students.
14. Drugs of any type (alcohol, pills, etc.) are not permitted. Any involvement with such will result in immediate dismissal from the program, referral to appropriate authorities and treatment programs.
15. Any involvement in inappropriate sexual behavior as determined by the Program Director and Coordinator is prohibited.
16. Cafeteria tables and classrooms must be cleared after every use.

17. Inappropriate language is not permitted.
18. Arguing, fighting, or any violent behavior is prohibited. Coercion, instigating and bearing false witness is also prohibited. Any knowledge of such actions will result in immediate dismissal from the program.
19. Students must not borrow personal items from other students, staff, faculty or workshop leaders (i.e., food, clothing, keys, books, money, grooming aids, etc.) College Now is not responsible for the loss of borrowed items.
20. It is advised that students should not carry valuables or large amounts of cash. College Now is not responsible for the loss of stolen items.
21. Failure to adhere to the program's rules and regulations can result in immediate dismissal from the program.
22. Students taking prescribed medication should notify the College Now program staff and provide written documentation from the physician or pharmacy providing such medication.
23. Students and staff are not permitted to administer prescribed or over-the-counter medication to one another.
24. Student must wear protective clothing to the labs (i.e. long sleeve shirt, long pants, sneakers, or boots).
25. **IT IS MANDATORY THAT STUDENTS RETURN TEXTBOOKS AND/OR LAB-WEAR BEFORE THEY SHOW UP FOR THE FINAL EXAM OR FINAL PRESENTATIONS. STUDENTS UNABLE TO RETURN THE TEXTBOOK THEY WERE GIVEN WILL MAY BE RESTRICTED FROM TAKING THE FINAL EXAM, PRESENTING A FINAL PROJECT AND/OR RECEIVING A FINAL GRADE.**

The College Now Office staff reserves the right to add additional rules and regulations for any inappropriate behavior that we may have missed.

STATEMENTS OF COMMITMENT CONTRACT

If you want to participate in the College Now Program, you are expected to agree to commit yourself to the following requirements. It is our expectation that you will commit to:

1. You commit to complete the precollege program by participating fully until the end of the semester.
2. You commit to do your very best in your high school maintaining a minimum of a B (3.0) GPA and a B- (2.7) GPA in the college credit courses and workshops.
3. You commit yourself to attend all classes, lectures and lab classes during the academic year component.
4. You commit yourself to obey all the student responsibilities, policies, procedures, and regulations of the College Now Program and New York City College of Technology.
5. You commit yourself to attend all College Now activities—meetings, appointments, tutoring sessions, cultural and educational activities, etc.—throughout the year.
6. You commit yourself to take college-credit classes during your junior and senior years in high school.
7. You commit yourself to meet all requirements, such as turning in forms (for classes and activities) on time, personally responding to confirm attendance at special activities and events **RSVP**, completing all registration forms, etc.
8. You commit yourself to show good and positive attitudes and behaviors realizing how important this is in relating with others.
9. You commit yourself to being friendly, helpful, and sharing within the College Now environment and with others in the program.
10. You commit yourself to mature, adult behavior while in the College Now Program
11. You commit yourself to enthusiastic, wholehearted participation in the program.
12. You commit yourself to the return of all books assigned for each class.
13. You commit yourself to take control of things and events in your life realizing that you can make things happen for yourself. You can do things and not have things done for you.

14. You commit yourself to enroll in college after completion of the College Now Program and to obtain a college degree.

Please note that you may carry a cell phone, however you may not use your cell phone at any time in class; phones must be turned off upon entering. Headphones must also be away.

You recognize and understand that a failure to meet these agreements could result in being released from the College Now Program at any given time.

Collaborative Precollege Programs thanks the President, Provost, and New York City College of Technology Vice Presidents, Deans, and Department Chairs, as well as NYCDOE partner schools and the many faculty and staff members that make this project an outstanding success.