student guide to success

MONROE COLLEGE
Welcome to Monroe

Hello!

I am so happy that you will be joining the Monroe family.

Your time at Monroe will be life-changing. Great things await you!

While I certainly want you to study hard and take your classes seriously, it is also important that you get involved in our student activities. Make the most of your college experience!

Everyone at Monroe is committed to helping you succeed. You will have terrific academic and personal support from the faculty and staff. Please take advantage of it.

I am here for you, too. Please text me at 917.478.2059 or email me at marcjerome@monroecollege.edu if ever I can be of assistance.

Have a great first year at Monroe!

Regards,

Marc M. Jerome
President
Dining on Campus

Our Dining Services team delivers a high-quality food service program to our community. We offer students flexible dining plans that fit their busy schedules and help them stay within budget. Our cafe offers a broad selection of menu times to appeal to an equally broad range of tastes — from healthy dishes to delicious pizza and everything in between. In addition to Gaddy Cafe on the New Rochelle campus, The Pastry Kiosk and The Dining Lab offer exceptional treats for a mid-morning snack and delicious dishes for lunch and dinner (not open every day).

Grab N’ Go Dining

Download the Boost Mobile Food Ordering app, select your campus, your menu items and your preferred pickup time. You will pay for your order using either your points, Mustang Bucks, or credit/debit card.

Meal Plans

The Gold meal plan, priced at $1,800, includes 20 meals per week, plus up to $50 in Mustang Bucks that may be used at participating local restaurants.

The Blue meal plan is $1,250 and includes 12 meals per week, which is ideal for those students who want the flexibility to both eat in the dining halls and cook for themselves.

Students can choose to go cash-free in the dining facilities by purchasing Mustang Bucks from the Bursar’s Office. Instead of paying for your menu items with cash or credit, you simply swipe your Student ID badge.

Dietary Concerns

We are committed to offering a variety of tasty dining options, with a keen focus on providing healthy menu items. If students have any questions or comments regarding their nutritional needs, they can speak with their FYE advisor or visit dineoncampus.com/monroe.

Get to Know Monroe

Visit Monroe’s Website

Our website provides a wealth of information about our academic programs, experienced faculty, strong support services, events on campus, and much more! Visit www.monroecollege.edu to view our academic calendars and important upcoming dates.

Familiarize Yourself with the Campus

The Admissions Office provides tours to prospective and current students. Once you are enrolled, however, you should take some time to explore the campus on your own. You might feel a little lost at first, but you will find your way around in no time. In addition to finding the First-Year Experience Center in King Hall, you will want to locate your classrooms and labs, the library, study areas, computer labs, and faculty offices. Just remember to follow our health and wellness protocols — wear a mask or face covering and maintain social distancing, please!

Connect with our Faculty

Connecting with our faculty is vital to getting the most from your Monroe experience. Our faculty are experts in their respective fields, and they are committed to helping you succeed. Take full advantage of their knowledge by connecting and communicating with them whenever you need additional guidance.

Letters of Recommendation

Many employers and graduate schools require letters of recommendation from your professors, so plan ahead and develop relationships with them early. Be proactive and positive. Stand out in class. Ask if you can do a research project or independent study with a faculty member with whom you have connected. There are many ways to develop these relationships, so find a method that works for you.

Using Office Hours Effectively

Some students avoid office hours because they are shy about asking questions. Remember: you are here to learn, so don’t hesitate to be curious. Your professors want you to be engaged, so ask your questions. Meeting with your professors privately is also important because it can help you understand the class material more fully, learn to study more effectively, and discover other opportunities that will help enhance your experience at Monroe.
Get to Know Your Resources

Academic Support Services

Our academic support team is dedicated to helping you succeed in your studies and achieve your personal academic goals. The staff provides a full range of academic support services, including tutoring in writing, math, and information technology. We can also help you navigate the learning platforms we use in our classrooms, including Blackboard Collaborate, SMARTTHINKING, Aplia, ALEKS, and SAMS.

Traditionally, students simply walked into our academic support centers Mondays through Saturdays (Fridays in the Bronx) to receive one-on-one math tutoring help. With the COVID pandemic, our academic support centers may be operating on campus with modified schedules. We will be offering ample academic support services in the virtual environment to make sure help is there when you need it.

Writing is an important skill for all students, regardless of major. Academic Support Services staff, peer tutors, and professional tutors can assist you at every step of the writing process, from outlining your essay to revising and completing it. Students enrolled in their first three semesters of writing courses (EN 111, EN 121, and EN 206) are especially encouraged to take advantage of the assistance available.

Math tutors can assist and support you with both credited and non-credited math classes, as well as navigating the learning software used in class. Students may walk in Mondays through Saturdays and receive one-on-one support and clarification on math concepts across a variety of topics.

Information Technology tutors can help you with basic computer issues and provide academic support for any courses you may be taking through the School of Information Technology. They can also help you improve your computer skills in Microsoft Office (Word, Excel, Powerpoint), programming logic, and computer graphic concepts. Academic Support is available in our Academic Support Centers as well as virtually.

Bronx FYE Academic Support Center:
2501 Jerome Ave / King Hall FYE Center
Mon – Thu: 9:00 am – 5:00 pm
Fri: 9:00 am – 2:00 pm

Bronx Academic Center:
2501 Jerome Ave / King Hall RM 214
Mon – Thu: 9:00 am – 8:00 pm
Fri: 9:00 am – 2:00 pm
Sat: 9:00 am – 3:30 pm
Yvette Powell, Director (Rm K413)
646.393.8526 • ypowell@monroecollege.edu

New Rochelle Academic Support Center
Mon – Thu: 8:00 am – 10:00 pm
Fri: 8:00 am – 4:00 pm
Sat: 8:00 am – 2:00 pm
Christopher Cascio, Director (Main Hall)
914.740.6414 • ccascio@monroecollege.edu

Please note: all hours are subject to change as the College continues to respond to the public health crisis.

See our full listing for virtual tutoring schedule.
Get to Know Your Resources

Career Services
The Office of Career Services is here to assist you in finding and securing a job both during and after college. Equally important, they are here to support your professional development.

Career advisors are happy to meet with any current student or alumni. Scheduling an introductory appointment is a must. Just bring your most recent resumé (if one is available) and a list of questions and topics that you would like to discuss. We encourage you to schedule an appointment to avoid a wait. Simply call our office at 646.393.8650 (Bronx) or 914.740.6470 (New Rochelle).

Here are a few services our Career Services team provides:

- Virtual and in-person career counseling
- Career assessments designed to find out more about your interests, personality, abilities, and strengths, to learn about the careers that fit you best
- Resumé and cover letter revision, evaluation and guidance
- Free access to Mustang JobLink, our internet-based job-search platform
- Job search strategy and assistance for full and part-time jobs
- Virtual and in-person mock Interviews and practical advice on interviewing techniques
- Internship coordination and advisement
- Assistance developing a professional LinkedIn profile
- Career fairs and on-campus recruitment events (virtual, on-site, and off-site) featuring hundreds of recruiters and HR managers
- Workshops and webinars (online) on personal branding, resumé writing, interviewing, networking, social media, and more.

At Monroe, we understand the importance of gaining experience in your field before you graduate. That’s why we work with students to help them secure relevant internships while they study. You’ll learn much more about internships a bit later in your academic journey at Monroe.

Career Services will support you every step of the way toward your professional goals. Please be sure to stop by West Hall to meet your advisor and speak to our team.

Visit the Library
Monroe’s library is a vital resource for information that you can use in your studies. The library subscribes to many journals and proprietary databases that are otherwise only available at a significant cost, many of which can be accessed via the MyMonroe app (mymonroe.monroecollege.edu). The library is also a great place to study. Computers and printers are available.

Library hours*
Regular hours:
Mon – Wed: 8:00 am – 8:00 pm  •  Thu: 8:00 am - 7:30 pm
Fri: 9:00 am – 2:00 pm  •  Sat: 9:00 am – 1:00 pm

Services:
Conducting research, finding sources, and organizing your papers in APA format, among other types of research paper assistance.

Virtual Library Services
Mon – Thu: 12:00 pm – 6:00 pm  •  Fri: 9:00 am – 1:00 pm
Jeanette Madera, Director of Library Services
646.393.8333  •  jmadera@monroecollege.edu

* Library hours are subject to change as part of the College’s need to limit public gathering spaces during our COVID-19 response.
Get to Know Your Resources

Financial Aid & Bursar

Financial aid is managed in the Office of Student Financial Services – more commonly referred to on campus as simply Financial Aid. Tuition payments are managed by the Bursar’s Office, which is next door in King Hall.

Our Financial Aid Advisors help students and their families make informed financial decisions about their college education. Many of our students receive Pell (grant from the federal government) and TAP (grant from New York State), and some also receive grants or scholarships from Monroe, which is known as institutional aid. A number of students also have federal student loans. It’s important that you understand the type(s) of financial aid you are receiving and the academic requirements necessary to maintain that aid.

Eligible students must complete the FAFSA application each year to receive financial aid. The 2021-22 FAFSA application (which uses 2019 income information for you and your parents) may be filed starting October 1st. Please complete your FAFSA and TAP applications by November 1st to be considered for additional federal financial aid.

A Financial Aid Advisor will text or email you if they need more information to process your financial aid award. Accordingly, it is important that you check your Monroe email account at least once a day for such important messages.

Tuition Payment Plan – MyCollegePaymentPlan (NelNet)

Our new payment plan program gives you enhanced flexibility to spread out payment of any out-of-pocket tuition costs. The sooner you enroll and register, the more time you will have to make your monthly payments—up to six months!

To Sign Up

- Log into WebAdvisor
- Look for the Financial Information header
- Click on Enroll in a Payment Plan
- Follow the prompts to sign-up

You will receive an email with a username and password to access the payment plan website. Once you activate the account via that email, you will have 24/7 access to your student account.

Electronic Payments

In addition to making payments at the Bursar’s Office, you may make them electronically through:

- webadvisor.monroecollege.edu
- mycollegepaymentplan.com

Monroe College Student Account Center (SAC)

All students are required to create a profile on the Monroe College Student Account Center (SAC). That is where you will be able to view your tuition bill, select from a variety of convenient payment options, enroll in a payment plan, make payments, adjust budgets, and much more. This portal gives you 24/7 access to your student account.

You will receive an email with a secure link and instructions to complete your SAC activation via your Monroe College email account. You will only be able to utilize the account once it has been activated, so keep an eye out for that email.

Note: All students must fulfill their financial obligations to the College by applying for and receiving financial aid, paying their tuition balances in full, or enrolling in a payment plan prior to starting classes each semester.
Create Your Own Plan

A good academic plan will help you graduate on time and achieve your academic and career goals. Your Advisor can help you create your own customized academic plan.

After you select your major, you will work with your Advisor to develop a timeline for completing all of the required and elective coursework for your program. They will help you understand your program requirements and the sequence of courses to keep you on track toward graduation. You will meet with your Advisor regularly as you progress through your studies.

Similarly, when you meet with your Career Services Advisor, the two of you will create a career plan. Career Services can help you search for internships and/or part-time jobs to gain experience and skills that will complement your major (see page 5). Talk to the faculty in your program and reach out to Monroe Alumni to find out about alumni mentors in your field.

Strong writing, speaking, and computer skills are vital for many aspects of your life, including your employability. Work on improving those skills through your classes, student clubs, and Academic Support Services (see page 4). Take an active role in student organizations and the many community service opportunities at Monroe. These experiences can also help you develop critical leadership skills, particularly if your career goals involve management roles.

The Monroe Advantage Plan

Through the Monroe Advantage Plan, students participate in three full semesters every year, allowing them to earn an Associate Degree in two years and a Bachelor’s Degree in three years or less. Freshmen participating in the August Bridge semester will earn their credits even faster. (see below)

Our three-semester academic calendar allows you to move ahead in your career earlier, while still receiving two weeks of vacation in December, two weeks in April, and five weeks in the summer. Attending all three semesters increases your chances of graduating on time by 65%, and makes attending college more affordable. Many Monroe scholarships and grants are awarded to students who continue their registration for consecutive semesters and maintain good academic standing. Save your time and your money by following the MAP!

August Orientation Semester

Our August Orientation Semester allows new students to complete their first two classes before our upperclassmen arrive for classes in September. The six credits they earn give our August Bridge semester students a terrific head start on earning their degree.

At the end of your first academic year at Monroe, you’ll have earned 51 credits (most students at other colleges only earn 30 credits).

August Orientation semester: 6 credits
Fall semester (September): 15 credits
Winter semester (January): 15 credits
Spring semester (April): 15 credits
Total = 51 credits

Freshmen Seminar FY091 Course

All FYE students are required to take a freshmen seminar course during their first semester. It will provide you with the necessary skills to acclimate to college life and the responsibilities ahead of you. Through a series of workshops, you’ll learn not only about Monroe, but also about yourself. Covered topics include goal-setting, personal growth, academic success, and stress management.

Textbooks

Great news – we’re using eBooks now, so no need to carry a heavy knapsack filled with books to campus. Your textbooks are embedded into your classes on Blackboard, the online learning portal we use. The cost of textbooks are billed as part of your tuition and fees, making the start of the semester easy and convenient from the first day.
Academic Success

Monroe is proud to celebrate and recognize its most academically accomplished students each semester. To be recognized for Outstanding Academic Achievement, you must meet the following minimum GPA requirements:

- President’s List: 3.8 – 4.0 GPA with at least 12 credits completed
- Deans’ List: 3.6 – 3.79 GPA with at least 12 credits completed

Other important minimum GPA requirements:

- 3.0 to take 6 courses in one semester
- 2.5 to take an online course
- 2.0 to graduate

Academic Guidelines for Financial Aid

Both New York State financial aid (such as TAP) and federal financial aid (Pell Grant, SEOG, and student loans) programs have academic requirements that you must maintain each semester to continue to receiving aid. While we encourage all students to strive for As in their classes, please know that you must complete and pass every class you take with at least a C to maintain your eligibility.

Stay in touch with your counselors in the Office of Student Financial Services and First-Year Experience Center (and later in Student Services when you become an upperclassman), to make sure you maintain your eligibility requirements.

Academic Status

- Full-time: enrolled in 12 or more credits per semester
- Part-time: enrolled in 3 to 11 credits per semester

Get Involved

Getting involved in the College community will have a very positive impact on your overall college experience. Some of the ways to get involved include joining one of our many student clubs, volunteering, participating in an on-campus event, or attending an off-campus trip. Find something that interests you and jump in! This Fall, many of our student clubs will be meet in the virtual environment to comply with social distancing requirements.

Clubs & Organizations

There are more than 20 academic and social clubs and organizations on campus. You will have the opportunity to meet club members and advisors at our Club Fair. Interested in starting a club? Stop by the First-Year Experience Center and we will provide you with the information you will need.

BRONX: 2501 Jerome Avenue, Bronx / King Hall (FYE Lounge)
Alyssia Green, Coordinator of Student Activities
agreen@monroecollege.edu • 646.393.8732

NEW ROCHELLE: 434 Main Hall, New Rochelle
Audrey Urighe, Coordinator of Student Activities
aurighe@monroecollege.edu • 914.740.6489

Athletics

The Monroe Express, our Bronx campus athletic program, competes at the NJCAA Division III level in Region XV. The Monroe Express offers Baseball, Men’s Basketball, Cross Country and Soccer and Women’s Basketball, Cross Country, Track and Field, Volleyball, and Softball. Stop by the Athletic Department located in Monroe Hall, for further information, including upcoming workouts for those interested in joining one of our teams. Follow Express at: @monroeexpress.

Allaire Primiano, Director
646.393.8348 • aprimiano@monroecollege.edu
www.monroeexpress.com

The Monroe Mustangs, our New Rochelle athletic program, competes at the NJCAA Division I level in Region XV. At this level, we field teams in Baseball, Men’s Basketball, Football, Cross Country, Soccer and Track & Field and Women’s Basketball, Cross Country, Soccer, Softball, Track & Field and Volleyball. The Mustangs also offer Men’s and Women’s Rugby as a club sport, as well as the Mustangs Marching Band. Follow Mustangs at: @monroemustangs.

Luis Melendez, Director
914.740.6484 • lmelendez@monroecollege.edu
www.monroecollegemustangs.com
Make Smart Decisions

Understand your academic and professional responsibilities
All students are expected to act in accordance with College rules and guidelines. Take time to review Monroe’s Code of Academic and Scholarly Integrity (see page 20) and our code of Student Conduct and Professional Responsibilities, alcohol and drug policies, “Enough is Enough” sexual violence policies and processes, institutional regulations, and the rules for your specific program. This important information is also available on Monroe’s website. Violating these rules can result in warnings, failed classes, or expulsion. Ignorance is not an excuse, so make sure to know what is expected from you at Monroe.

Dress Code
Please adhere to the College’s dress expectations. Avoid wearing revealing or otherwise inappropriate clothing such as tank tops/halters, short shorts, and hats in class or elsewhere on campus. Image is everything, so dress with your future in mind.

Back up everything
Computers, tablets, and thumb/USB drives can break or get lost, stolen, or corrupted. Remember to regularly back up your important documents on a cloud storage system or to an external hard drive so that you can access them even if something happens to your device.

Maintain current records
Keep your own files of your college-related paperwork, including transcripts, placement test results, course syllabi, graded assignments (including papers, quizzes, and tests), financial aid information, and grade reports. It is always good practice to keep a copy of important papers.

It is also important that you help us keep our records current. If you move or change your phone number, be sure to let your Advisor know your new contact details.

Review and evaluate your online presence
Now that social media sites have become popular, almost anyone can see what you post online. This includes your professors, peers, potential employers, landlords, and scholarship review committees. Choose your privacy settings wisely and take a moment to think carefully about anything you post online. Always assume that what you post will be seen by a potential employer. Don’t let an online search reveal content that will damage your reputation or limit your opportunities.

Keep your safety and security in mind
As always, be careful with your personal property on campus. Do not leave backpacks, purses, textbooks, laptops, phones, etc. unattended. Take photos of your valuable items and check with your insurance provider about your coverage in the event of theft, loss, or damage.

If you do lose something, notify our Public Safety Office immediately and check with our Lost and Found. Hopefully, you’ll find that someone turned in the item.

You are required to show your Monroe College ID to a Public Safety officer when entering campus buildings. We take the safety of the College community very seriously. Please help us in these efforts by cooperating when asked to present your ID.

For the upcoming August Bridge and Fall semesters (and perhaps beyond), you will be required to abide by the health and wellness measures put in place to protect the campus community. That includes the wearing of masks or face coverings on campus, social distancing, submitting to temperature checks, completing our Daily Health Screening Questionnaire, and frequent hand washing.

Virtual Classroom “Netiquette”
Here are some basic rules for maintaining a productive learning environment and showing respect for your professor and peers:

- Be on time
- Be prepared
- Check your technology (login 15 minutes before class)
- Mute your microphone (stay in mute unless you are engaging the professor or class)
- Keep the camera on your face
- Pay attention to your environment (proper lighting and no distractions)
- Stay visible on camera at all times (unless you need to be excused)
- Remain stationary
- Dress appropriately for class
- Stay engaged and limit distractions (i.e. texting, phone calls, eating, side conversations, etc.)
- Practice proper spelling and grammar (avoid acronyms and shortcuts such as IDK, LOL, SMH)
- Be mindful of non-verbal behaviors (rolling your eyes, frowning, etc.)
- Participate in class discussions
MyMonroe (mymonroe.monroecollege.edu)

This portal conveniently gathers many student resources and tools into one place. It includes information about your classes, including your attendance and grades, access to a variety of student services, College announcements and events, and more! MyMonroe also provides easy access to student applications such as your email, electronic databases, and free student software.

MyMonroe Mobile App

Students can download the free MyMonroe mobile app to stay up-to-date with Monroe College news, information, and events. The app will give you on-the-go access to your personal Monroe account as well as event calendars, maps, and more. To download the free app, search MyMonroe in the App Store or Google Play.

Login Information

All students enrolled at Monroe are given a username and password for access to campus computers and online courses. The username is the student’s first initial for their first name followed by their last name and the last four digits of their ID number. If you do not know your ID number, you will need to call the Help Desk for assistance (646.393.8290). New students receive an email in their personal email accounts with their Monroe College username and a password.

Your temporary password is a randomly generated eight-character field value that you will be asked to change once you log in to MyMonroe, our student portal. If you do not know or remember your password, go to MyMonroe and click on your photo at the top right. Once your photo is displayed, click on “Change Password” and follow the instructions provided.

Important Monroe College Sites

- www.monroecollege.edu
  Important information and announcements are shared via our website. Find out about academic programs, courses, resources available to students, campus life and clubs, departmental contact information, and more by visiting us online.
- mymonroe.monroecollege.edu
  MyMonroe is a student portal providing information about your courses, career advancement, college announcements, and more.
- elearn.monroecollege.edu
  This is Monroe’s “Blackboard” site for all your courses. Here is where your professors will post assignments and course materials.
Email (https://google.monroecollege.edu)

Your email is the same as your username, but followed by @monroecollege.edu. Emails are accessed through Google Apps (not the same as Gmail). Either go to monroecollege.edu, click on “Current Students” on the top right corner, and then choose “Google Apps Email”, or go to mymonroe.monroecollege.edu and find Google Apps under the “Single Sign-On” gadget.

Email on your Mobile Device

Simply log in to MyMonroe and change your password. Doing so will automatically activate your account to be accessible through any Mobile Device. Google Apps works well with any smartphone or tablet, enabling you to access your email, contacts, and calendar much like you would on a computer.

Wi-Fi

Wi-Fi is available in all campus buildings. After choosing Monroe Wireless from the Wi-Fi options on your device, you will be prompted to install the Cisco NAC Agent. This is required, and will provide you with a secure connection to the internet. It is important that you have all the latest Windows updates (if applicable) and updated antivirus software.

Web Advisor (webadvisor.monroecollege.edu)

Web Advisor is your tool for registration, checking your schedule, printing your book voucher, checking your grades at the end of the semester, requesting an official transcript, and reviewing your degree requirements for graduation. You can access the platform through the Single Sign-On in MyMonroe or by visiting the Monroe College website (www.monroecollege.edu) and clicking “Current Students” from the drop down menu.

Need Help with Technology?

IT Help Desk

The IT Help Desk is available to help students with login issues and assist with any college applications. You may contact them via helpdesk@monroecollege.edu or by phone at 646.393.8290.

Visit the Help Desk at: 2501 Jerome Avenue, King Hall (4th Floor)

- Mon – Thu: 8:00 am – 7:00 pm
- Friday, 8:30 am – 2:00 pm (1:00 pm in the summer)

Please note: IT Help Desk hours are subject to change as the College continues to respond to the public health crisis.
Code of Academic and Scholarly Integrity

Monroe College is an academic community. Its fundamental purpose is the pursuit of knowledge in preparation for a career and for life. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the College community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic and Scholarly Integrity.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

**A. Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, using an electronic device to obtain assistance during an examination, etc.

**B. Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person’s paper, article, or computer work and submitting it for an assignment, cloning someone else’s ideas without attribution, failing to use quotation marks where appropriate, etc.

**C. Fabrication:** Submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, falsifying data, citing nonexistent articles, contriving sources, etc.

**D. Multiple submissions:** Submitting, without prior permission, any work submitted to fulfill another academic requirement at Monroe or any other institution.

**E. Misrepresentation of academic records:** Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcript or academic record, either before or after coming to Monroe College. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one’s resume, etc.

**F. Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam without prior permission from the instructor, etc.

**G. Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student’s efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write after the exam period closes, destroying or keeping library materials for one’s own use, etc.

**Penalties:** Students who violate the Code of Academic and Scholarly Integrity may be subject to a grade of “F” for the work submitted, an “F” in the course, written reprimands in the student’s academic file, probation, suspension, or dismissal from the College.

Students are expected to be fully aware of the College’s requirements and expectations regarding academic honesty and scholarly integrity. If a student is unsure whether his action(s) constitute a violation of the Code of Academic and Scholarly Integrity, then it is that student’s responsibility to consult with the instructor to clarify any ambiguities.
Most Common Holds

What does it mean to have a “hold”? It essentially means that we’ve had to put your account on pause until a certain action is taken by you.

Holds are important to pay attention to and resolve as they will stop you from registering or receiving your transcript or diploma.

- **IM**: IMMUNIZATION – Missing MMR and Meningitis forms.
- **TR**: TRANSCRIPT – Academic records, including official transcripts, cannot be released until other holds are cleared (typically a Bursar Hold).
- **BU**: BURSAR – Outstanding tuition balance.
- **FP**: FASFA – Incomplete FASFA application.
- **TP**: TAP – Incomplete TAP Application.
- **AM**: ADMISSIONS – Missing proof of High School graduation.
- **ELC**: ENHANCED LOAN COUNSELING – Student needs to complete required additional loan counseling.

Americans with Disabilities Act (ADA)

Monroe College is deeply committed to providing an education that is accessible to all students regardless of disability, in accordance with the Americans with Disabilities Act (ADA). Students who require an academic accommodation due to a disability may apply by completing the Office of Disability Services Initial Intake Form (see below).

The Office of Disability Services provides accommodations to students who have special needs. Monroe is committed to helping students with disabilities obtain equal access to academic and programmatic services as required by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation in Education Act of 1973.

**Accommodations**

Among the accommodations provided:
- Notice to classroom instructors and Testing Centers of all accommodations
- Extended time to complete exams
- Use of a computer for exams to write essays or answer short questions
- Test taking at a separate location (Testing Center) on the same day the test is given in class
- Use of a tape recorder or calculator (provided by student) in class and/or on exams
- Preferential seating in class
- Access to campus computers that are programmed for enlarged print and graphics
- Security assistance with evacuation and unlocking alarmed doors or elevators
- Referrals to other resources by our Office of Health and Wellness, (914.740.6773), such as counseling, health services, and rehabilitation agencies

**Bronx Campus**
Tina Serrano
646.393.8628 • tserrano@monroecollege.edu
BX Intake Release Form

**New Rochelle Campus**
Saadia Del-Llano
914.740.6432 • sdelllano@monroecollege.edu
NR Intake Release Form

Health and Wellness

Through our health and wellness program the College provides students with individual counseling services, group therapy, and a variety of workshops on mental health and wellness. Sessions are available virtually. We also offer students referrals to local clinicians.

**Counseling Services**
One-on-one and group counseling sessions are available.
Jessica Pollas, LSW, MSW • 484.891.4098 • jpollas@monroecollege.edu

Important information about campus life, including student support services and Title IX and “Enough is Enough” procedures can be found under the Campus Life tab on the Monroe website (www.monroecollege.edu). Monroe College is committed to providing students and employees with a safe environment in which to learn, live, and work – one that cultivates equality and mutual respect, and is free from any form of sexual discrimination, violence, harassment, or misconduct.

**Title IX Coordinators**
**BRONX**: Jeannette Makodila • 646.393.8547 • jmakodila@monroecollege.edu
**NEW ROCHELLE**: Paula Green • 914.740.6612 • pgreen@monroecollege.edu

**Title IX Confidential Informant**: David Dimond • 914.740.6436 • ddimond@monroecollege.edu

**Most Common Holds**

- IM: IMMUNIZATION – Missing MMR and Meningitis forms.
- TR: TRANSCRIPT – Academic records, including official transcripts, cannot be released until other holds are cleared (typically a Bursar Hold).
- BU: BURSAR – Outstanding tuition balance.
- FP: FASFA – Incomplete FASFA application.
- TP: TAP – Incomplete TAP Application.
- AM: ADMISSIONS – Missing proof of High School graduation.
- ELC: ENHANCED LOAN COUNSELING – Student needs to complete required additional loan counseling.
Keep up with campus news and events

Want to keep up with campus news and events? From Facebook to Instagram, we’ve got you covered with the latest campus happenings, photos, and inspirational ideas. We’re always looking for student involvement, so make sure to share your photos and experiences with us, too.

Find and follow us at:

Facebook: www.facebook.com/MonroeCollege
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Text us 24/7: 347.573.3366

Contact the First-Year Experience Center

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