

# student guide to success



# MONROE COLLEGE



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## Welcome to Monroe



# Hello!

I am so happy that you decided to join 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](mailto:marcjerome@monroecollege.edu) if ever I can be of assistance.

Have a great first year at Monroe!

Regards,

A handwritten signature in blue ink that reads "Marc M. Jerome". The signature is fluid and cursive.

**Marc M. Jerome**  
*President*

## 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](http://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.

### Experience the Monroe Online Advantage

Monroe Online is a terrific way to manage your school, work, and home responsibilities by giving you the flexibility to study on your own schedule. We offer Associate, Bachelor's, and graduate-level degree programs. Classes are offered across a 15-week semester as well as through 7.5-week modules.

### 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. Meeting with your professors privately is 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.





## Dining on Campus

Our Dining Services team delivers a wonderful 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 (call 914.740.6421 for hours).

## Meal Plans

The Gold meal plan is \$1,900 per semester for the current academic year. It includes \$100 to be used in the Monroe Dining facility for items not on the meal plan, plus up to \$50 in Mustang Bucks that may be used at participating local restaurants.

The Blue meal plan is \$1,350 per semester for the current academic year and includes 12 meals per week. This plan is ideal for students who want the flexibility to eat both in the dining facility 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](http://dineoncampus.com/monroe).

## Get to Know Your Resources

### Textbooks

Great news – we’re using eBooks now, so no need to carry a heavy knapsack filled with books around campus. Your textbooks are embedded into your classes on Class Collaborate, the online learning portal we use. Remember to use your Monroe College email when accessing your digital textbook for the first time. The cost of textbooks is billed as part of your tuition and fees, making the start of the semester easy and convenient from the first day.

### 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 Collaborate and MindTap.

Traditionally, students simply walked into our academic support centers Mondays through Saturdays (Fridays in the Bronx) to receive one-on-one tutoring help.

**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 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



Virtual and on-site support available — Math, English/Writing  
and Information Technology

**Student Success Center**

2501 Jerome Avenue / King Hall / Rm K413

Mon – Thu: 10:00 am – 6:00 pm

Fri: 9:00 am – 2:00 pm

Yvette Powell, *Director*

646.393.8526 • [ypowell@monroecollege.edu](mailto:ypowell@monroecollege.edu)

**New Rochelle FYE & Academic Center**

434 Main Street / Main Hall

Mon – Thu: 9:00 am – 9:30 pm

Fri: 9:00 am – 4:00 pm

Sat: 8:00 am – 2:00 pm

Kiara Batista, *Academic Support Coordinator*

914.740.6575 • [kbatista@monroecollege.edu](mailto:kbatista@monroecollege.edu)

## Get to Know Your Resources

### Career Services

The Office of Career Services is dedicated to helping you become career-ready. They can also help you with your job search before or after graduation.

Career advisors are happy to meet with current students 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 the 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 Handshake, 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 online webinars 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 Main Hall in New Rochelle and Jerome Hall in the Bronx to meet your advisor and speak to this dedicated team.



## **BRONX**

2464 Jerome Avenue / Jerome Hall (4th Floor)

Mon – Thu: 8:30 am – 7:00 pm & Fri: 8:30 am – 2:00 pm

Newrisha Nital, *Assistant Director of Career Services*

646.393.8650 • nnital@monroecollege.edu

## **NEW ROCHELLE**

434 Main Street / Main Hall

Mon – Thu: 8:30 am – 7:00 pm & Fri: 8:30 am – 2:00 pm

Shenique Rojas-Hyman, *Assistant Dean of Career Services*

914.740.6470 • srojashyman@monroecollege.edu

## **Visit the Library**

Monroe's libraries proudly offer a broad array of materials and resources to students in the virtual environment.

### **Library Services:**

#### **New Rochelle:**

Mon – Thu: 10:00 am – 7:00 pm

Fri: 10:00 am – 2:00 pm

#### **Bronx:**

Mon – Thu: 10:00 am – 5:00 pm

Fri: 9:00 am – 2:00 pm

#### **Virtual Reference Desk:**

Mon – Thu: 12:00 am – 2:00 pm & 5:00 pm – 7:00 pm

Fri: 10:00 am – 2:00 pm

#### **Services:**

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

Chante Hope, *Director of Library Services*

646-393-8764 • chope@monroecollege.edu

## Get to Know Your Resources

### Financial Aid & Bursar

Tuition planning assistance is available through 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 in Milavec Hall in New Rochelle and King Hall in the Bronx.

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 2023-24 FAFSA application (which uses 2021 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 contact you if they need more information to process your financial aid award. Accordingly, it is important that check your Monroe email account at least once a day for such important messages.



## Tuition Payment Plan — MyCollegePaymentPlan (NelNet)

Our 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 <https://myservices.monroecollege.edu/Student>  
You will receive a user name and password from the Monroe College IT Help Desk
- ▶ 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:

- ▶ [monroecollege.edu/info/online-payment](https://monroecollege.edu/info/online-payment)
- ▶ [mymonroe.monroecollege.edu](https://mymonroe.monroecollege.edu)
- ▶ [mycollegepaymentplan.com](https://mycollegepaymentplan.com)

## Start Planning Today for Graduation

Monroe has built a reputation for its warm, nurturing environment and strong student support. One of the key pillars of this support infrastructure is a Student Services Advisor, a dedicated person who will work with you as you progress through your journey at Monroe. For many new-to-Monroe students, their first Student Services Advisor is part of our FYE team.

Depending on how you arrive at Monroe – a recent high school graduate vs. a transfer student, for example — you may have one Student Services Advisor the whole time or different ones at different stages of your studies.

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 6). Talk to the faculty in your program and reach out to the Office of Alumni Relations 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.

### First-Year Experience

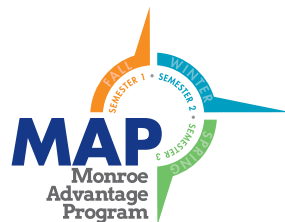
Your FYE Advisor stays with you through your first three semesters. They will be there to welcome you on your first day and help you navigate through your many new experiences at Monroe as a college student.

**BRONX:** Sandra Polanco, *Director*

646.393.8462 • [spolanco@monroecollege.edu](mailto:spolanco@monroecollege.edu)

**NEW ROCHELLE:** Melissa Ramos, *Vice President*

914.740.6590 • [mramos@monroecollege.edu](mailto:mramos@monroecollege.edu)



## The Monroe Advantage Plan

Through the Monroe Advantage Plan (MAP), 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 studies earlier, while still receiving two weeks of vacation in December, two weeks in April, and five weeks in the summer. We've seen that attending all three semesters increases your chances of graduating on time, and can make 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 Bridge Semester

Our August Bridge 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, those attending this accelerated semester will have the opportunity to earn 51 credits (most students at other colleges only earn 30 credits).

August Bridge Semester: 6 credits

Fall semester (September): 15 credits

Winter semester (January): 15 credits

Spring semester (April): 15 credits

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Total = 51 credits

## Freshmen Seminar FY 091 Course

All FYE students are required to take a freshman 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.



## Get to Know Student Services

### Office of Student Services

Once you begin your fourth semester, you will likely be assigned a new Student Services Advisor who will help you stay on track toward graduation. Our newly arriving transfer students and student-veterans work directly with this office from the beginning of their time at Monroe, helping ensure they have a terrific college experience here.

**BRONX:** Ted Goldstein, *Assistant Vice President*  
646.393.8304 • [tgoldstein@monroecollege.edu](mailto:tgoldstein@monroecollege.edu)

**NEW ROCHELLE:** Kameil Douglas, *Dean*  
914.740.6581 • [kdouglas@monroecollege.edu](mailto:kdouglas@monroecollege.edu)

### Maximizing Your Credits at Monroe

At Monroe, we'll work with you to apply the most credits possible toward earning your degree:

#### Previous Education

Students may transfer up to 30 credits toward an Associate degree or 90 credits toward a Bachelor's degree from an accredited four-year college or university program.

#### Credit By Examination

Students may also gain credits through the College Level Examination Program (CLEP), the Advanced Placement Program, and other examinations.

#### Credits for Life Experience

We know that learning doesn't only take place in the classroom. With prior learning credit options, your professional experience may translate into a head start toward your degree. At Monroe, your degree may be closer than you think!

Judi-Ann Beckford, *Assistant Director* • 914.740.6872 • [jbeckford@monroecollege.edu](mailto:jbeckford@monroecollege.edu)

### Monroe College Pathways (MCP)

Monroe's Career Pathways students are working to earn their high school equivalency degree while earning their Associate degree. The program provides students with the skills and support needed to successfully return to the classroom. MCP students are required to take a career readiness course in their first semester and a financial literacy course in their second semester along with other scheduled courses.

Pamela DellaPorta, *Vice President* • 646.393.8731 • [pdellaporta@monroecollege.edu](mailto:pdellaporta@monroecollege.edu)  
Alvelena Mills, *Director* • 646.393.8204 • [amills@monroecollege.edu](mailto:amills@monroecollege.edu)

## International Student Services

This team works closest with our international students who are here on a student visa. In addition to helping them with their academic needs, this office helps students understand the responsibilities of their F1 visa and how best to remain compliance with related guidelines.

Philip Peroune, *SEVIS PDSO*

914.740.6706 • phperoune@monroecollege.edu

Vannett Coburn, *Director*

914.740.6464 • vcoburn@monroecollege.edu

While studying in the United States, it is important to maintain your F1 student status. Please contact your Designated School Officer (DSO) before any travel or course/schedule changes that may impact your visa.

## Monroe Online Student Services

Students pursuing their degrees at Monroe completely online are supported by this designated team. They provide academic advisement as well as other support services.

Dara Sheffield, *Director* • 914.740.6598 • dsheffield@monroecollege.edu

## Athletics

Our student-athletes are supported by designated advisors within the various student services offices who help ensure that athletes stay on top of their academics and understand and meet their NJCAA eligibility requirements.

## Most Common Holds

**What does it mean to have a “hold”? It essentially means that we’ve 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: FAFSA** – Incomplete FAFSA application
- ▶ **TP: TAP** – Incomplete TAP Application
- ▶ **AM: ADMISSIONS** – Missing proof of High School graduation
- ▶ **PL: ADMISSIONS** – Missing information to approve financial aid

For help resolving issues with holds, contact your academic advisor.



## Academic Success

Monroe is proud to celebrate and recognize our 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 that semester
- ▶ **Deans' List:** 3.6 — 3.79 GPA with at least 12 credits completed that semester

**Other important minimum GPA guidelines:**

- ▶ 3.0 to take 6 courses in one semester
- ▶ 2.5 to take an online course
- ▶ 2.0 cumulative and in your major 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 financial aid 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 tends to 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!

### Clubs & Organizations

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

**BRONX:** 2501 Jerome Avenue / King Hall (FYE Lounge)  
Samantha Figueroa, *Advisor & Student Activities Coordinator*  
sfigueroa@monroecollege.edu • 646.393.8607

**NEW ROCHELLE:** 434 Main Street / Main Hall  
Denzel Daniel, *Associate Director, Residence Life*  
ddaniel@monroecollege.edu • 917.740.6703

### Athletics

The Monroe Express, our Bronx campus athletic program, competes at the NJCAA Division III level in Region XV. The Express fields a total of 8 teams in Baseball, Basketball, Soccer, Softball, and Volleyball. Stop by the Athletic Department located in Jerome Hall for further information including upcoming workouts for those interested in joining one of our teams.

**Follow the Express at: @monroexpress.**

Allaire Primiano, *Director, Bronx Athletics*  
646.393.8407 • alprimiano@monroecollege.edu  
www.monroexpress.com



The Monroe Mustangs, our New Rochelle campus athletic program, competes at the NJCAA Division I level in Region XV. At this level, we field a total of 20 teams in Baseball, Basketball, Cross-Country, Football, Soccer, Softball, Track & Field, and Volleyball. We also offer e-Sports and a Marching Band program.

**Follow the Mustangs at: @monroemustangs.**

Luis Melendez, *Assistant Vice President*  
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 22) 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 our 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.

### 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 update your contact information via MyServices or inform your FYE or Student Services advisor so we can update our records.

### Review and evaluate your online presence

Given the permanence and popularity of social media sites, almost anyone can see what you post online — even years later. 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, other belongings, unattended. Take photos of your most 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 team 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.



## 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.

## Virtual Classroom “Netiquette”

Here are some basic rules for maintaining a productive learning environment and showing respect for your professor and peers when taking online classes:

- ▶ 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

## Get to Know Technology



### Login Information

All students enrolled at Monroe are given a username and a password for access to campus computers and online courses. The username is the student's first initial of their first name followed by their last name and the last four digits of their ID number. New Students receive an email in their personal email accounts with their Monroe College username and password. If you should have any questions about your credentials, please contact the Help Desk at 646.393.8290.

Your password is a randomly generated eight-character field value that is assigned to you by our IT team. We highly recommend you change it by going to MyMonroe and clicking on your photo at the top right-hand side. Once your photo is displayed, click on “**Change Password**” and follow the instructions provided.

### Important Monroe College Sites

► [www.monroecollege.edu](http://www.monroecollege.edu)

Our website is our formal platform for sharing important information and announcements are frequently 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](http://mymonroe.monroecollege.edu)

MyMonroe is a student portal providing information about your courses, career advancement, college announcements, and more.

► [elearn.monroecollege.edu](http://elearn.monroecollege.edu)

This is the URL to access our Class Collaborate platform for all of your courses. Here is where your professors will post assignments and course materials.

## MyMonroe ([mymonroe.monroecollege.edu](http://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.

## MyServices

MyServices is your tool for registration, checking your schedule, checking your grades at the end of the semester, printing an unofficial transcript and reviewing your degree requirements for graduation. You can access these platforms through “Single Sign-On” in MyMonroe.

## MyMonroe Mobile App

Students are encouraged to 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.



## Get to Know Technology

### Class Collaborate ([elearn.monroecollege.edu](https://elearn.monroecollege.edu))

Class Collaborate is the name of the portal we use for e-learning. It enables online classes and gives faculty the ability to post coursework, share course materials, and host class discussions for both online and in-person courses.

You may log in to Collaborate and access your class materials anywhere you have a secure Internet connection. You can use Collaborate to download syllabi, submit assignments, take tests, participate in discussion boards, and more. In other words, it is very important you learn how to use this resource. We will teach you during orientation, of course, but do not be shy about asking for additional help if you need it.

#### ► Collaborate Mobile App

Collaborate offers a mobile app for on-the-go access to your account.

Simply download “Collaborate Mobile Learn” from the app store, search for Monroe College E-Learning Mobile, and log in using your username and password.

### Software

Monroe College, through an agreement with Microsoft, makes certain software available to students. Most products are available at no cost. These can be downloaded at MyMonroe via “**Single Sign-On**” by clicking on “**E-Academy Webstore.**” Please note: after downloading any software, remember to save the product key in case you need it in the future.

In, Microsoft Office 365 is also available, which you will need for most of your courses as it provides access to Word, Excel, and other tools. You can download MS Office 365 at no cost by:

1. Going to <https://www.microsoft.com/en-us/education/products/office>.
2. Register using your Monroe College email address and select “**I’m a Student**” when prompted.
3. You will be asked to check your Monroe email for an important message directing you to complete the sign-up process. Follow the series of prompts, which will allow you to create a password and then download the Office 365 products.

## 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). You can access your email by going to MyMonroe and clicking on the “Single Sign-On” gadget and selecting “Google Apps-Email”.

## 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. In the Bronx, students should use the **Monroe\_Faculty\_Student** wifi option. In the non-dormitory buildings in New Rochelle, select **Monroe\_Faculty\_Student**. In the dorm buildings (Gaddy, Allison and Locust Halls), select **MonroeDormWifi**. For gaming devices in the dorms, choose **MonroeDormMedia** for the best experience.

Once you establish the connection, the next time you come to campus it will automatically connect your device. It is important that you always have the latest Windows, if applicable, and updated antivirus software.

## 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](mailto: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)
- ▶ Saturday, 8:30 am – 2:00 pm

Please note: IT Help Desk hours are subject to change.



## 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 (whether Onsite, Virtual, or Online) is responsible for upholding the highest standards of honesty at all times. The use of integrity software (such as plagiarism checkers, lockdown programs, etc.) helps to ensure this adherence. With this in mind, students should be aware that all papers will be scanned and tests monitored, and they may be required to download applicable software. As members of the college community, all students are 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. Examples: using AI bots (e.g., ChatGPT, Google Bard, Bing AI, etc.) without permission; 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. Examples: copying another person's paper, article, or work and submitting it for an assignment; using someone else's ideas without attribution; using AI generated text as your own (e.g., ChatGPT, Google Bard, Bing AI, etc.); failing to use quotation marks where appropriate; etc.
- C. Fabrication:** Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; falsifying data; citing nonexistent articles; contriving sources; submitting falsified paperwork to document attendance; submitting falsified or forged timesheets for internships or work study positions; etc.
- D. Multiple submissions:** Submitting, without prior permission, any work submitted to fulfill another academic requirement at Monroe or any other institution. Example: submitting a paper written for one class to another class without first getting permission from both professors.
- 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. Examples: forging a transcript or diploma; falsifying academic information (e.g., on one's resume, LinkedIn profile, etc.); tampering with computer records; 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 even when time is up during an exam, 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. Professors who encounter a breach of the Code are required to report it the Dean of their department. The student in question must then meet with a dean to discuss the infraction and its consequences. Note that ignoring or skipping this meeting will not make the problem go away – doing so will only intensify the penalty.

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 their 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.



## 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, 646.393.8228, such as counseling, health services, and rehabilitation agencies

### Bronx and New Rochelle Campuses

Saadia Del-Llano

646.393.8228 • [sdelllano@monroecollege.edu](mailto:sdelllano@monroecollege.edu)

[BX/NR Intake form](#)

## Health and Wellness

### Counseling Services

Through our health and wellness program, the College provides students with individual clinical counseling services, group therapy, and a variety of workshops on mental health and wellness. Sessions are available virtually. As a student within Monroe College, you have access to free mental health counseling services, upon request. Sessions are available both virtually and onsite. Request an appointment by going to <https://admissions.monroecollege.edu/register/counselingrequest>.

One-on-one and group counseling sessions are available.

Jessica Pollas, LMSW LCSW • 646.413.3539 • [jpollas@monroecollege.edu](mailto:jpollas@monroecollege.edu)

### Title IX and Enough is Enough

Important information about campus life, including student support services and New York State's "Enough is Enough" program can be found under the Campus Life tab on the Monroe website ([www.monroecollege.edu](http://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 Slim • 646.393.8547 • [jmakodila@monroecollege.edu](mailto:jmakodila@monroecollege.edu)

**New Rochelle:** Jamie Kopchynski • 914.740.6773 • [jkopchynski@monroecollege.edu](mailto:jkopchynski@monroecollege.edu)

### Respect For Each Other

Monroe College is absolutely committed to maintaining a warm, welcoming, safe space where all are respected, valued, included, heard, and seen. There is no place for harassment, exclusion, or discrimination at the College.

If you have any related questions or concerns, we encourage you to please let us know by contacting Dr. Karenann Carty, Senior Vice President for Academic and Student Affairs at [kcarty@monroecollege.edu](mailto:kcarty@monroecollege.edu) or 914.879.3521.

## 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](https://www.facebook.com/MonroeCollege)



Twitter: [Monroe\\_College](https://twitter.com/Monroe_College)



Instagram: [@MonroeCollege](https://www.instagram.com/MonroeCollege)



Text us 24/7: 347.573.3366



### Contact the First-Year Experience Center

Bronx Campus | King Hall | 2501 Jerome Avenue | 646.393.8351  
New Rochelle Campus | Main Hall | 434 Main Street | 914.740.6781  
[www.monroecollege.edu](http://www.monroecollege.edu)

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# MONROE COLLEGE