



## student guide to success



# MONROE COLLEGE



## Welcome to Monroe



Dear Students,

Here at Monroe, your success is our top priority. That's why I invite you to visit your Student Services regularly, with or without an appointment. Our counselors are here to provide you with individualized academic counseling and personal support, to make sure you receive the resources you need to reach your academic and career goals. They can help you plan and make changes to your schedule, declare and/or change your major, and talk you through any challenges you might face, whether academic, social, or personal. Counselors also provide outreach to students who are struggling with their classroom attendance in order to get them back on track.

I encourage you to get to know your counselor during your first semester at Monroe and to follow up regularly to make sure you are on track. Your counselor will help you navigate your graduation requirements, program options, required courses and electives, as well as work study, co-op, and internship opportunities. Student Services also conducts a welcome-orientation for new students to help you settle in, and keeps students and alumni informed about the extensive academic and professional networking resources available at Monroe, both on and off campus.

In order to succeed in college, you need to do more than just pass your classes; you need to be organized, plan ahead and take advantage of all that Monroe has to offer. This brochure will introduce you to some of the departments and services at Monroe College, and provides information and tips to help you make the most of your college experience.

On behalf of Student Services and all of Monroe's faculty and administration, welcome to Monroe College!

Sincerely,

**Roberta Greenberg**

*Senior Vice President for Student Affairs*



## Get to Know Monroe

### Visit Monroe's website

Monroe's website contains a wealth of information about each of the school's many departments and campuses, college news and upcoming events, and a catalogue of classes. Be informed and learn much of what you need to know about Monroe with just a click away!

### Important Monroe College Sites

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

Find out about academic programs, courses, resources available to students, campus life and clubs, departmental contact information and more, by visiting Monroe's main college website.

[mymonroe.monroecollege.edu](http://mymonroe.monroecollege.edu)

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

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

Access this, "Monroe's Blackboard" site for your classes, where your professors can post assignments and course materials.



### Familiarize yourself with the campus

The Admissions Office provides tours to prospective and current students, but once you are enrolled you should take some time to explore the campus on your own. You might feel a little lost at first, but it is the best way to learn to get around. Locate specific classrooms and labs, the library, the café and study areas, computer labs and faculty offices. Learn what is available in the wonderful neighborhoods that surround our campuses. Roaming the campus is also a great way to meet some of your other classmates and Monroe staff.

### Visit the library

You may think that everything worth knowing is available on the internet these days, but 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 can be found at [mymonroe.monroecollege.edu](http://mymonroe.monroecollege.edu).

Our librarians are experts at locating hard-to-find information, so do not hesitate to ask them for assistance when you are researching your assignments.

### Connect with our faculty

Connecting with the faculty on campus is vital to getting the most from your Monroe experience. Our faculty are professionals and experts in their respective fields that are dedicated and committed to helping you succeed. Take full advantage of their knowledge by connecting and communicating with them whenever you need additional guidance. It is always preferred that specific appointments with faculty are scheduled via direct contact or email.

### Letters of Recommendation

Many employers and graduate schools require letters of recommendation from your professors, so plan ahead and develop relationships with your instructors, early. Be proactive and stand out in class. Ask if you can do a research project or independent study with an instructor with whom you have connected. There are many ways to develop a relationship with an instructor, so find one that works for you.

### Using Office Hours Effectively

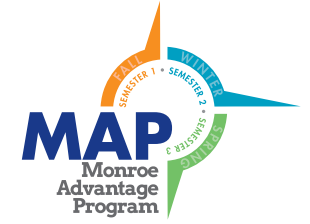
Some students steer clear of office hours because they are embarrassed to ask questions. Remember: the only dumb question, is a question not asked. Office hours give instructors a chance to have personal interactions with students that are simply not possible in a large lecture. They are also important because they can help you understand the class material more fully, learn to study more effectively, develop relationships with your instructors and discover other opportunities that will help enhance your experience at Monroe.



## Create Your Own Plan

A good academic plan will help you graduate in a timely manner and achieve your academic and career goals. Your counselor in Student Services can help you create your own customized academic plan. First, select a course of study that you find interesting and challenging. Work with your advisors to develop a timeline for completing all of the required and elective coursework for your program, and meet with them regularly to review and update the timeline as necessary. Make sure that you understand your program requirements and the sequence of courses.

Consult with your Career Services counselor about creating 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. Talk to the faculty in your program and reach out to Monroe's Alumni for internship opportunities. Remember to include any internships and part-time jobs when you search for a full-time job. Any good experience is better than no experience, especially when it directly relates to your field. Your 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 community service activities. 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.



## The Monroe Advantage Plan

Unlike the plans offered at most colleges, the Monroe Advantage Plan (MAP) gives students the opportunity to participate in three full semesters every year, allowing you to earn an Associate's Degree in two years and a Bachelor's Degree in three years or less. This accelerated academic year 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% percent, 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!

### Academic Success

**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
- ▶ **Dean's 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 state financial aid (TAP) and federal financial aid (Pell and Loans) have academic requirements that you must maintain each semester in order to continue to receive aid. Complete and pass every class you take with at least a C to maintain your eligibility.

Stay in touch with your counselors in the Student Services and the Student Financial Services Office to make sure you understand and maintain your eligibility requirements.

### Academic Status

- ▶ **Full-time:** enrolled in at least 12 credits per semester
- ▶ **Part-time:** enrolled in 3 – 11 credits per semester

## Make Smart Decisions



### Learn your college's rules and regulations

Now that you are in college, you are expected to behave maturely and in accordance with college rules and guidelines. Take some time to review Monroe's integrity code, alcohol and drug policies, institutional regulations and the rules for your specific program. These are all available on Monroe's website. Violating these rules can result in warnings, failed grades or expulsion. Ignorance is not an excuse, so make sure to brush up on 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. This will help you if you need to quickly reference your records, and creates your own paper trail in case online records are ever compromised.

### Review and evaluate your online presence

Now that social media sites have become popular, almost anyone can see what you post online. This includes potential employers, landlords and scholarship committees. Choose your privacy settings wisely and think before you post something online: does this present me in a positive way? Don't let an online search reveal content that will damage your reputation or limit your opportunities.

### Keep your safety and security in mind

While our campuses are safe, it is important not to leave textbooks, laptops, cell phones, chargers, keys, or anything of value 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 security office, immediately and check with our lost and found. Hopefully, you'll find that someone turned the item in, thinking that it was lost.

### Back up everything

Computers, tablets, and thumb/USB drives can break or get lost, stolen, or corrupted. Remember to regularly backup 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.

## Classroom Etiquette

Here are some basic rules for maintaining a productive learning environment and showing respect for your instructor and peers:

- ▶ Avoid arriving late to class and leaving early. These actions are disruptive to others and can negatively impact your grade.
- ▶ Always be prepared for class with required textbooks and other class materials, including a writing implement. Read all assigned materials before class.
- ▶ Raise your hand if you want to speak or ask a question, and do not interrupt others when they are talking. In class discussions, always speak respectfully even if you are disagreeing with a classmate or professor, and keep your comments on topic.
- ▶ Professors have different rules about whether or not students can eat or drink in class. If you are permitted to eat in class, avoid noisy wrappers, loud chewing and foods that are messy or have strong odors.
- ▶ Turn your cell phone off and let friends and family know that you are unavailable during class hours. If you receive an emergency call in class, leave the classroom to answer your phone.

## Get to Know Technology



### Login Information

All students who register to attend Monroe are given login information to access their online accounts. New students receive an email in their personal email accounts with their Monroe College username and a temporary password. Your username will be the first initial of your first name, then your full last name, followed by the last 4-digits of your College ID. For example: If John Smith's College ID # is 0005555, his username would be jsmith5555.

Your temporary password is a randomly generated eight character field value that you will be asked to change once you log into MyMonroe. If you do not know or remember your password, go to MyMonroe, click on the "Forgot username or need to reset password" link and follow the instructions.

### Visit Monroe's Websites

Monroe's websites contain a wealth of information about each of the school's many departments and campuses, college news and upcoming events, and a catalogue of classes. Being informed and learning much of what you need to know about Monroe is just a click away!

- ▶ [www.monroecollege.edu](http://www.monroecollege.edu)
- ▶ [mymonroe.monroecollege.edu](http://mymonroe.monroecollege.edu)
- ▶ [elearn.monroecollege.edu](http://elearn.monroecollege.edu)

### MyMonroe

MyMonroe is a student portal that 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! My Monroe also provides easy access to student applications such as your email, electronic databases, and 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 happening on campus. The app will give you on-the-go access to the 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

### Blackboard

Our E-Learning system, Blackboard, is a Web application that allows Monroe College to offer courses online and gives faculty the ability to post coursework and course materials and host class discussions for both online and in-person courses.

Login to Blackboard and to access your class materials anywhere you have an internet connection. You can use Blackboard to download syllabi, submit assignments, take tests, participate in discussion boards, and more.

#### ▶ Blackboard Mobile App

Blackboard offers a mobile app for on-the-go access to your account. Simply download “Blackboard Mobile Learn” from the app store, search for Monroe College E-Learning Mobile and log in using your username and password

#### ▶ Blackboard Tools: SMARTHINKING

SMARTHINKING is an online tutoring system you can access within Blackboard. The platform allows you to have someone review your writing, connect with an online tutor, submit a question, or schedule a session with a live tutor.

### Software

Monroe College, through an agreement with Microsoft, makes certain software available to their students, faculty and staff. Most products are available at no cost. These can be downloaded at MyMonroe via “Single Sign On” by clicking on “E-Academy Webstore.”

Available software includes Microsoft Office Professional Plus 2013 (Word, Excel, Access, PowerPoint, etc.), Microsoft Office 2011 for MAC, Microsoft Forefront -Antivirus Full Version and other products.

After downloading the software, save the product key in case you need it in the future.

### Email

Your email is the same as your username, but followed by @monroecollege.edu (John Smith’s email, for example, would be jsmith5555@monroecollege.edu). Emails are accessed through Google Apps (not the same as Gmail). Either go to monroecollege.edu, click on “Current Students” in 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 into MyMonroe and change your password. This will automatically activate your account to be accessible through any Mobile Device. Google Apps works great with any smartphone or tablet so you can 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.

**Contact us by email at [helpdesk@monroecollege.edu](mailto:helpdesk@monroecollege.edu) or by phone at 646-393-8290.**

- ▶ For 24-hour Blackboard Support contact: 1-888-602-2682
- ▶ Or visit us at: 2501 Jerome Avenue, King Hall 4th Floor
- ▶ Monday through Thursday from 8am to 7:30pm (Summer Hours 8am – 7pm)
- ▶ Friday from 8:30am to 2pm (Summer Hours 8:30am – 1pm)
- ▶ Saturday from 8:30am to 3pm (Summer Hours 8:30am – 2pm)
- ▶ For 24-hour Blackboard Support contact: 1-888-602-2682

# Notes





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



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



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



Pinterest: [pinterest.com/monroecollege](https://www.pinterest.com/monroecollege)



MonroeCollege Tumblr: [monroecollege.tumblr.com](http://monroecollege.tumblr.com)

## Contact the Office of Student Services at Bronx Campus

### STUDENT SERVICES – BRONX CAMPUS

Student Services: King Hall | 2501 Jerome Avenue | 646.393.8295

Bachelor's Office: Jerome Hall | 2468 Jerome Avenue | 646.393.8343

Student Development Office: King Hall | 2501 Jerome Avenue | 646.393.8215

Online Office: The Annex | 2432 Jerome Avenue | 646.393.8592

### STUDENT SERVICES – NEW ROCHELLE CAMPUS

Student Services: 434 Main Street | 914.740.6420

Residential Life Office | 914.740.6459

24 Hour Monroe Security | 914.740.6854

# MONROE COLLEGE