

BALTIMORE CITY COMMUNITY COLLEGE

The Division of Student Affairs Office Directory

Alicia Harvey-Smith, Ph.D.
Vice President
“RAISING THE STANDARD”



Baltimore City Community College



Changing Lives...Building Communities

BALTIMORE CITY COMMUNITY COLLEGE

Liberty Campus

2901 Liberty Height Avenue
Baltimore, Maryland 21215-7893

Reisterstown Plaza Center

6764A Reisterstown Road
Baltimore, Maryland 21215-2306

The Maryland Center for Construction Technologies

901 N. Milton Street
Baltimore, Maryland 21205-1316

The Life Sciences Institute at UM BioPark

801 W. Baltimore Street
Baltimore, Maryland 21201-1109

The National Weatherization Training Center

1819 E. Preston Street
Baltimore, Maryland 21213-3131

410-462-8300
www.bccc.edu

Baltimore City Community College



Changing Lives...Building Communities



Leadership

*A true leader has the confidence to stand alone,
the courage to make tough decisions
and the compassion to listen to the needs
of others.*



The Division of Student Affairs

OUR PLEDGE TO STUDENTS

**The
Student
Is...**

... the most important person on the campus.
Without students there would be no need for the institution.

... not a cold enrollment statistic but a flesh and blood
human being with feelings and emotions like our own.

... not someone to be tolerated so that we can do our thing.
They are our thing.

... not an interruption of our work, but the purpose of it. We
are not doing them a favor by serving them. They are doing
us a favor by giving us the opportunity to do so.

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Baltimore City Community College



Changing Lives...Building Communities

Process for Referring DISRUPTIVE STUDENTS

Prohibited Conduct (as defined in Article IV of the 2011-2013 Student Code of Conduct) **will not be tolerated on the campus. If such behavior occurs, faculty/staff should:**

- Confer with the student privately and immediately.
- If appropriate, direct the student to leave the class or area of disruption.
- Contact the department chair.
- Contact the individuals identified below by telephone or e-mail to provide complete details of incident.

Liberty Campus
Liberty Campus
Liberty Campus
Bio Park/MCCT

Kathleen Odell-Carlson
Ronald H. Smith
Tanya Deshields-Yates
Andre Williams

410-462-8505
410-462-8355
410-462-8386
410-637-3816 m/th
410-534-7034 t/w

BCED
RPC

Meintje Westerbeek
Brian Johnson

410-986 5455
410-580-2761

In the case of an emergency, unlawful behavior, or if the disruption persists to an unsatisfactory level, faculty/staff should contact the **Public Safety Office** to defuse the situation and escort the student from class or area of disruption.

Liberty (410-462-7700)
Harbor (410-986-5500)
RPC (410-580-2751)

The Code of Conduct covers all BCCC students and encourages them to engage in behavior that promotes the well-being of the individuals and groups that comprise the College community; it emphasizes the necessity for an educational environment that is safe and non-threatening for the entire College community.

Students who are asked to leave a class or area of disruption should be referred to the Vice President for Student Affairs or designee, as identified above, who will if appropriate, attempt to resolve the matter informally without invoking the formal proceedings of the **Code of Conduct**. In cases when that is not possible, the matter may be referred to the Incident Management Advisory Committee (IMAC). Information regarding hearing procedures can be found on pp. 24-30 of the 2008-2009 Student Handbook.

For additional information and support, please contact the Vice President for Student Affairs.

Dr. Alicia B. Harvey-Smith
410-462-7676/8301

The Office of the Vice President of Student Affairs

Alicia B. Harvey-Smith, Ph.D. Vice President

Contact: (410) 462-8301

The Student Affairs Division is a fusion of high quality services and programs culminating in optimum student learning. Subscribing to a student success paradigm, our goal is the creation of a comprehensive and integrated student and faculty learning support model worthy of replication.

What We Do In Student Affairs?

The Office of the Vice President for Student Affairs at Baltimore City Community College oversees student services and programs for the entire college community. Composed of 20 departments, the Division of Student Affairs is involved in all aspects of a student's life including admissions, orientation, testing, registration, advising, athletics, student activities, community involvement, wellness, career and social development. The Vice President's Office oversees division-wide sustainability practices, facilities renewal and fiscal management. Division of Student Affairs provides services and programs that foster academic success and promote student development.

Cross-Cultural Diversity

Students of all ages and backgrounds are engaged in the process of growth and change. The extent and intensity of each student's involvement in academic work and other aspects of campus life determine in large measure the degree of individual success attained. While students are ultimately responsible for their own lives, the campus environment is formative for them and instrumental in their efforts to achieve academic success and personal fulfillment.

Each student brings unique characteristics to the collegiate experience. Programs and services must be conceptualized and delivered in such a way that the worth, dignity, and aspirations of each individual are respected. Students are enriched by a supportive and challenging multi-cultural community marked by the pursuit of common purposes, the embracing of common values, and the appreciation of individual and cultural diversity. Student development occurs outside as well as inside the classroom; it is fostered by action as well as contemplation; it involves the cultivation of character as well as the acquisition of knowledge; it promotes the pursuit of creativity; it promotes the stimulation of intellectual curiosity.

Functional Emphases

Providing Services. The Division of Student Affairs provides a variety of services that promote the well being of students.

Enhancing Individual Development. The Division of Student Affairs fosters the educational, psychological, social, spiritual and physical development of individuals. Services and programs are offered that enable students to expand their capabilities and understanding and to handle personal problems which, if left unattended, inhibit learning and development.

Serving as Advocates. Staff members in the Division of Student Affairs serve as advocates for students. Advocacy includes assuring that the interests of students are served in strategic aspects of College operations such as: policy determination, planning, facilities development, and delivery of programs and services.

Developing Community Life. The Division of Student Affairs advances programs and activities that nurture and encourage a strong sense of community among students, faculty, and staff. This objective is primarily achieved by actively involving students in institutional governance, identifying opportunities for service to the community, and assisting groups of students in the collective management of their affairs. Institutionally sponsored programs and activities should reflect purposefulness, an appropriate balance between individual freedom and responsibility, respect for the inherent dignity of all human beings, a tolerance and appreciation for individual differences, a sense of obligation to others, and responsible risk taking.

Promoting Knowledge about Students. The Division of Student Affairs strives to expand knowledge of characteristics of students and of the factors that affect their growth and success.

Providing Programs and Instruction. The Division of Student Affairs offers programs designed to enhance academic success, to promote personal development, enhance and protect a sense of community, and provide experience that can assist students in cultivating skills necessary to live productively in a complex global society. Programs are conducted in a variety of settings, ranging from small informal gatherings to formal classes, from individualized skill building to group processes, and from entertainment performances to intensive learning experiences.

Crisis Management. The Division of Student Affairs provides assistance in the times of personal or community crisis. Such assistance includes offering arranging for conflict resolution through mediation or adjudication, and facilitating the work of other help givers or representatives from outside agencies.

Management Standards

In all functional areas, the Division of Student Affairs operates within the framework of campus administrative policies and procedures and sound managerial practices. Objectives include: the proper use of human, fiscal, and facilities resources to fulfill agency, divisional and institutional missions; effective participation in long range planning, policy formulation, governance, and evaluative processes of the institution; and maintaining effective and productive working relationships with other campus and professional agencies. Staff members operate within the framework of pertinent professional standards and codes of ethics, and in accordance with relevant legal requirements.

- Provides comprehensive administrative services, financial support, and human resources for the fulfillment of division and departmental goals.
- Works with the departments in creating environments that aid the growth, development, learning, and enhancement of the quality of life for students.
- Promotes collaboration by encouraging and coordinating efforts that impact students, such as strategic planning, budgeting, diversity and community development, research, assessment, public relations, fund raising, and technology.
- Supports the values, mission, and policies of Baltimore City Community College.
- Provides leadership in building alliances within the BCCC and its various stakeholders

Our Purpose

- As Student Affairs professionals, the primary purpose of the student affairs program is to complement and enhance the college's central educational mission. A concurrent goal is to develop an effective support community within the college that reflects and addresses the broad range of student experiences, life within an academic environment, and concerns for the future.
- Through a student affairs philosophy based on self governance, we believe students must assume responsibility for themselves and their actions and professional staff support students in making transitions and empower decision making.
- As educators committed to the concept that students are the most important of our priorities. We focus our programs and services on student success. Our vision, mission, core values, goals, and outcomes sought, reflect this view of our work.

Mission

To provide leadership for the development of comprehensive learning systems, where the empowerment and success of all learners are paramount and a seamless system of service to ensure learning.

Vision

To provide a network of comprehensive learning support systems that engage students in their learning from entry through goal completion in an environment where all learners are valued.

Philosophy

To value the potential of all learners and their ability to achieve their educational and personal goals.

Core Values

- ✓ Integrity
- ✓ Excellence
- ✓ Professionalism
- ✓ Compassion
- ✓ Appreciation
- ✓ Respect
- ✓ Empowerment

The Office of the Dean for Student Development

Ron H. Smith, Dean

Contact: (410) 462-8561

Mission

The mission of the Student Development Office is to provide leadership for the holistic development of each student enrolled at Baltimore City Community College. We also strive to create an environment that promotes student learning and student development. We seek to accomplish the mission through the development of educational programs, opportunities and activities that support student needs, stimulate self-awareness, develop skills and build knowledge.

Philosophy

Embodied in our philosophy is the notion that every student can learn. Each individual is a unique person and must be treated as such. We will attempt to develop each student holistically and must treat each with dignity and respect. As an institution focused on learning, the student's total environment must be considered educational and thus must be used to help the student reach their full developmental potential.

Overview of Services

The Student Development Office provides leadership and direction for the area of student development.

Services Include:

- Career Services and Job Placement
- Disability Support Services
- First Year Experience and College Honors
- Intercollegiate Athletics
- Office of Student Life
- Student Success Center
- TRIO/Student Support Services Program
- TRIO/Educational Talent Search Program
- TRIO/Upward Bound Program

The Office of the Dean for Enrollment Management

Julia Pitman, Dean

Contact: (410) 462-8390

Mission

The mission of the Enrollment Management Office is to provide the leadership to develop systematic, holistic and integrated approaches that facilitate the achievement of enrollment goals of Baltimore City Community College. We seek to accomplish the mission through the coordination of services for prospective, new and current students as they navigate through the entire enrollment process from inquiry to admissions to registration at the College.

Philosophy

The philosophy of the Enrollment Management Area is to provide access to a college education to all students. Embodied in this philosophy is the notion that each student/customer must be provided excellent customer service, given accurate information with respect, honesty and integrity and provided with the tools to help remove barriers which might prevent them from achieving their education goals.

Overview of Services

The Enrollment Management Office provides leadership and direction for the area of enrollment management.

Services Include:

- Recruitment, Admissions, and Orientation
- Records and Registration
- Office of Financial Aid
- Testing Center

The Office of Judicial Affairs

Kathleen Odell-Carlson, Coordinator

Contact: (410) 462-8576

Mission

The mission of the Office of Judicial Affairs is to encourage fairness, civility, and due process throughout the College community through the holistic development of students.

Philosophy

Judicial Affairs seeks to facilitate student development by encouraging students to integrate fair, ethical & civil practices into their daily lives, through various methods of conflict resolutions such as mediation, prevention programs, creative sanctions, structured meetings, administrative hearings, and/or Incident Management Advisory Committee hearings.

Overview of Services

The Office of Judicial Affairs seeks to provide students with a learning experience that involves appropriate due process, promotes accountability, self-governance, civility, respect, personal and institutional integrity, honesty, and citizenship in accordance with the goals of the College.

Services Include:

- Prevention workshops
- Conflict Resolution
- Restorative Justice
- Ombudsman/Mediation services
- Community Conferencing
- Academic Integrity
- Grade Grievances
- Behavioral Intervention Teams
- Incident Management Advisory Committee Administrative Hearings

Admissions, Recruitment and International Students

Julia Pitman, Dean

Kathleen Styles, Executive Director

Deneen Dangerfield, Director

Will Hug, Coordinator

Contact: (410) 462-8360

Mission

To recruit and inform potential students of the programs and services available at Baltimore City Community College and in an effort to make their transition and acclimation to BCCC seamless.

Philosophy

We are committed to providing excellent customer service and accurate information with respect, honesty and integrity. We facilitate intercultural understanding, student development and retention.

Services include:

- Admission Application Processing
- Admissions for Special Allied Health programs
(i.e.: Nursing, Dental Hygiene, Physical Therapy, Respiratory Care, Surgical Technology, etc.)
- Maryland Residency Verification
- United States Legal Visa Status Verification
- Pre-Admission Advising
- Allied Health Information Workshops
- College Transcripts Evaluation (U.S., Overseas and Military)
- Recruitment in high school, churches, community organization, college fairs and other venues
- Campus Tours and College Presentation for individuals and groups
- New Student Orientation program
- On-line Registration training for new students
- High School Early Enrollment program
- Middle School outreach programs
- College Open House and other activities that promote on campus visits

International Student Services

- International Student Admission Processing for F-1 student visa
- International Student Advising on:
 - BCCC policies and procedures
 - U.S. Citizenships and Immigration Services (USCIS) Regulations
 - Employment Opportunities (on and off campus)
 - Banking in the United States
 - MVA Regulation (i.e.: Driver's License)
 - Social Security Administration Regulations
 - Internal Revenue Regulations
- Advisors for the International Students Club
- College Designated School Officials for USCIS

Intercollegiate Athletics

Ronald Smith, Dean

Tara Owens, Director

Terry Maczko, Associate Director

Contact: (410) 462-8320

Mission

To encourage and promote the total academic and athletic development of students, faculty, and staff. In the promotion of total fitness development, we reflect a commitment to excellence in customer service and the highest standards of excellence, integrity and professionalism.

Philosophy

- We provide a unique and valuable experience in the total educational program. Athletics contributes significantly to the development of the individual student and provide excellent opportunities for growth, self-realization, and fulfillment of personal and group potential.
- We embrace the concept of the “student-athlete” being a “student” first, as well as, the principle of gender equity and requirements of Title IX. The department monitors the academic progress of its student athletes, to provide maximum educational opportunities and to ensure compliance with NCJAA regulations.
- BCCC expects coaches and players to approach competition with values of honesty, fairness, respect, and passion.

Overview of Services

Athletics provides opportunities for students to play intercollegiate sports in: Women’s Volleyball, Men’s and Women’s Basketball, and Men’s Baseball. The athletic department also provides access to the fitness center, weight room, and gym during non-class hours to students, faculty, and staff. These activities include: tennis, indoor soccer, basketball, and volleyball.

Services include:

- Athletic transfer advisement
- Study hall coordinated with the tutoring center
- Athletic and life skills workshops
- Intramural Programs
- Athletic rehab services

Career Services and Job Placement

Ronald Smith-Dean

Vincent L. Whitmore, Coordinator

Contact: (410) 462-8594

Mission

To provide quality, integrated, seamless, accessible and professional employment and training services to student and alumni.

Philosophy

We are a One-Stop Resource Center supporting out students and partners in business and industry.

Overview of Services

- Searching for employment takes time, energy and preparation. Whether you are looking for your first position, looking to advance or change you career, it is important that you be proactive and prepare yourself with the job search techniques that we offer.
- BCCC and the Career Development and Job Placement Office is committed to supporting the constantly evolving needs of the workforce. We offer a wide range of strategies to assist with connecting current students and alumni with training and employment.
- We assist students with career planning which includes career assessment, setting career goals, re-assessment of career choices, and employment search techniques.

Services include:

- Individualized career counseling
- Career exploration
- SIGI-3, a computerized career guidance tool
- Resume, Interviewing, and Dress for Success workshops
- On-campus recruitment and job fairs
- Assistance with internship information
- Computerized employment bank
- Occupational information
- Print and electronic resources on career and life planning, education, training and workplace diversity

Coppin Project Focus

Ronald Smith, Dean

Nicole Cameron-Becketts, Director

Johanna Bagg, Coordinator

Contact: (410) 462-8555

Mission

Project Focus is a collaborative effort which establishes a dual admission program between Coppin State University and the College of Southern Maryland, Prince Georges Community College, Baltimore City Community College or Community College of Baltimore County.

Philosophy

It is designed to encourage high school seniors who are not yet ready to enroll at Coppin to take the advantage of the opportunity to enroll at local community colleges, and facilitate their transfer to Coppin. Coppin Project Focus advantages are many, with student success as the top priority.

Overview of Services

- Student participate in a (1) credit orientation course; and
- Students completing the program's 25 credits (including English 101 and all developmental courses) with at least a 2.0 GPA are automatically transfer to Coppin;
- Academic tutoring facilities;
- Access to and local community colleges libraries; and
- Access to cultural and social activities and campus events;
- Entrance to athletic events; and
- Use of recreational facilities.

Admission Requirements for Project Focus

- Graduation from high school with a 2.0 GPA, or competition of GED;
- Submission of SAT or AT scores;
- Recommendation by Coppin as a student with potential for upper-level undergraduate studies;
- Completion of a community college admission application.

The Office of Counseling and Therapeutic Services

Ronald Smith, Dean

Greg Hunter, Field Supervisor

Katrina Anderson, Mental Health Therapist

Contact: (410) 462-8388

Mission

The mission of Office of Counseling and Therapy Services is to provide a range of counseling services to meet the mental health and developmental needs of Baltimore City Community College students, which will contribute to their growth as a total person and enhance their interpersonal relationships and academic aspirations.

Philosophy

To provide students with the necessary assistance to allow them to create a healthy and stable educational environment in which they can learn and grow.

Overview of Services

The Office of Counseling and Therapy Services provides assistance with personal, career, social, and / or academic concerns.

Services Include:

- Individual counseling
- Group counseling
- Learning skills/behavior-related workshops
- Career/Academic Major Choice Problems
- Learning Problems

Disability Support Services Center

Ronald Smith, Dean

Nicole Cameron-Becketts, Director

Vacant, Coordinator

Contact: (410) 462-8585

Mission

To provide any reasonable modifications or accommodations that may be necessary in order for students with disabilities to have equal access to educational opportunities in accordance with the Americans with Disabilities Act as Amended and Section 504 of the Rehabilitation Act of 1973.

Philosophy

We support the success and enrichment of every student with a disability at BCCC. Qualified students with documented disabilities are readily provided with reasonable accommodations. Accommodations are viewed as a means of helping students with disabilities to meet essential standards.

Examples of Disabilities Served

- Attention Deficit Disorder
- Blind/Low Vision
- Deaf/Hard of Hearing
- Learning Disabilities
- Orthopedic/Medical
- Psychiatric/Psychological
- Medial/Physical/Systemic
- Head Injury/Traumatic Brain Injury
- Substance Abuse Rehabilitated

Overview of Services:

- **Reasonable Accommodations:** are auxiliary aids and services, intended to assist college students with disabilities achieve their full potential.
- **Diagnostic Testing:** a psycho-educational assessment to evaluate all intellectual functioning, cognitive aptitude and academic achievement
- **Tuition Waiver:** is for any person who is disabled/retired enrolled in any Maryland Community College who meet the Social Security stand of disability and are receiving disability or retirement from the Social Security Administration.
- **Tutoring:** is available for the development courses

Office of Financial Aid

Julia Pitman, Dean

Vera E. Brooks, Director

Donald W. Smith, Associate Director

Contact: (410) 462-8500

Mission

The mission of the Financial Aid Office at Baltimore City Community College (BCCC) is to assist the College in providing outstanding educational, cultural and social experiences to the citizens of Baltimore, the state of Maryland and surrounding areas.

Philosophy

In order for the College to achieve its goals in providing services to the community, the Office of Financial Aid assists students and their families in obtaining the financial resources needed to pursue and obtain their degree objectives.

Overview of Services

The Financial Aid Office is committed to removing the financial barriers for those who wish to pursue a college education. In addition, is dedicated to providing students and their families with the information, resources and assistance that they need to apply for and receive financial aid. The Office of Financial Aid Office recognizes that each student's financial situation is unique and will make every effort to develop policies and procedures that treat each student in a fair, equitable and non-discriminatory manner while taking into consideration unusual circumstances.

Services Provided by the Financial Aid Office:

- Provide financial aid information to students and perspective students via the web and workshops.
- Offers assistance to students in the completion and electronic transmission of the FAFSA data to the U.S. Department of Education by hosting a financial aid computer Lab.
- Determines eligibility for all financial aid programs, state, federal and institutional, on the basis of financial need.
- Provide students with Federal Work-Study employment and workshops.
- Maintains a comprehensive scholarship database on the college's web page.
- Participates in the Office of Admissions recruitment activities.
- Participates and explains the financial aid process in orientation sessions provided for new students.
- Provides financial aid services to students, evenings and weekends, six days a week,
- Assist students in correcting errors on their Free Application for Federal Student Aid (FAFSA)
- Conducts financial aid workshops for community organizations.
- Provides Financial Literacy information to students via the college's web page.

First Year Experience and College Honors

Ronald Smith, Dean

Nicole Cameron-Becketts, Director

Leslie Perkins, Coordinator

Contact: (410) 462-7497

Mission

The mission of First Year Experience Program, Gateway to Success, is to support and enhance the transition and educational experience of first year students.

The Mission of the FYE Program includes:

- Exposing students to the CARE (Compassion, Appreciation, Respect, and Empowerment) factor adopted by the Division of Student Affairs , giving students a sense of community and exposing students to college services offered that will afford students to be successful as they matriculate and ultimately graduate from Baltimore City Community College .
- Providing an environment where first year students can grow personally and academically. Each student brings value to an institution where natural talents and abilities can be used to impact society in a positive manner.

The mission of the FYE and College Honors Program is intricately linked with BCCC's mission of providing outstanding educational, cultural, and social experiences and being a dynamic higher education institution that is responsive to the changing needs of its stakeholders: individuals, businesses, government, and educational institutions of the community at large.

Philosophy

FYE will provide services to promote the successful transition of new students into a college environment, thus enabling them to become critical thinkers, self starters, and potential leaders.

Overview of Services

As an institution, we want to remove the barriers to access and engagement that first year students can encounter. We want to monitor barriers for students and advocate for those to be addressed from an institutional perspective. The Office of First Year Experience and College Honors will work with the campus community to ensure that students can be fully engaged in the academic and social environment of Baltimore City Community College.

Services include:

- New student orientation
- Host first year student socials
- Individual and Group Academic Advising
- Coordinating Peer Mentor Program
- Coordinating Faculty/Staff Mentor Program
- Assistance with educational plans
- Personalized assistance with career and academic planning

Honor & Scholars

Ronald Smith, Dean

Nicole Cameron-Becketts, Director

Leslie Perkins, Coordinator

Contact: (410) 462-7497

Mission

The mission of the Honors and Scholars Office is to create premier honors programs distinguished by commitment to excellence in teaching and learning that results in competent and confident Baltimore City Community College standard bearers whose options and benefits are maximized as transfer students or as accomplished professionals.

Philosophy

The philosophy of the Honors and Scholars Area is to provide access to an honors level college education, membership to national honors organizations and opportunities to participate in prestigious internships for all qualified students. Embodied in this philosophy is the notion that each student who participates in an honors program represents the College as a recipient of a first-class education who, as a way of life, practices excellence and whose destiny is to shape the agendas of the future to improve life in the world community.

Overview of Services

The Honors and Scholars Office provides leadership and direction for the area of enrollment and retention of honors level students.

Services include:

- Granville T. Woods Program
- Schaefer honors Scholarship
- Reginald Lewis Honors Scholarship
- Phi Theta Kappa Scholarship
- Phi Theta Kappa Nominations for the All American Team
- Jack Kent Cooke Scholarship Nominations
- The Washington Center of Internships Applications/ Nominations

Morgan Connect

Ronald Smith, Dean

Nicole Cameron-Becketts, Director

Johanna Bagg, Coordinator

Contact: (410) 462-8334

Mission

The CONNECT project is designed to assist more graduates of urban school systems, particularly the Baltimore City Public School System, gain access to baccalaureate degree programs.

Philosophy

The CONNECT is designed to encourage students who do not meet all the qualifications for admission to Morgan State University to begin college study at Baltimore City community College. After successfully completing 24 credit hours in an academic program prescribed by Morgan, with Baltimore City Community College's approval, CONNECT students would automatically be admitted to the University.

Overview of Services

After successfully completing 24 credit hours in an academic program prescribed by Morgan, with Baltimore City Community College's approval, CONNECT students would automatically be admitted to the University.

Students are invited to participate in the CONNECT program at MSU and required to submit their consent form along with a \$50 registration fee. Once their paperwork is received, they are sent a packet of information informing them of the requirements and steps to enter BCCC. Students are required to apply for admission at BCCC, adamantly encouraged to review for the Accuplacer examinations prior to testing, attend new student orientation and register early for fall courses with the program liaison or student success specialist. Each group of CONNECT students are required to attend a mandatory MSU orientation session held at Morgan State University in late July.

Once admitted to BCCC, students are required to take a mandatory one credit orientation class. The course encompasses information necessary for academic success, empowerment strategies, MSU resources as well as BCCC resources. This course is only offered during the fall semester. Students have two classes to choose from. Students are free to contact their Student Success Specialist or MSU Articulation Director for questions concerning this program. CONNECT students are required to take selected core courses which were chosen as parallel MSU general education requirements.

Students have access to institution's events, libraries, computer labs, etc. with the use of their Bear Necessity Card for MSU and their student identification card from BCCC. Students are also highly encouraged to participate in all the cultural and recreational events held at the University.

Below are examples of the events for Connect students:

- BCCC Transfer Day
- Bridge Scholarship Bridge Scholarship
- I Love Morgan Day
- BCCC Transfer Fairs

The Office of Records and Registration

Julia Pitman, Dean

Kathleen Styles, Executive Director

Deneen Dangerfield, Director

Sylvia Rochester-Coordinator

Contact: (410) 462-7777

Mission

The Office of the Records and Registration's mission is to make available services by way of dedicated and skillful staff and improved, efficient processes that ensure the integrity, confidentiality, and security of all education records as they are defined under the Family Educational Rights and Privacy Act (FERPA).

We work closely with all College departments in a manner based on the principles of fairness, good stewardship, and a commitment to excellence.

Philosophy

The Office of Records and Registration is committed to efficient and effective extreme customer service to students, faculty, and staff that they serve. The Records and Registration staff provides monitoring of the College's academic and administrative policies regarding academic information.

Overview of Services

We provide accurate, timely and cost-effective services related to the dissemination of course-related information, enrollment, registration, grade reporting, and graduation of all current BCCC students and the creation, maintenance, and dissemination of academic certification for past and current students.

Services Include:

- Official Transcripts
- Credit and Non-Credit Registration
- Veteran's Verification
- Enrollment Verification
- Course Withdrawals
- Grade Rosters
- Information Changes
- Process Graduation Application

The Office of Student Life

Ron Smith, Dean

Carlos Muhammad, Coordinator

Contact: (410) 462-8385

Mission

To provide opportunities for student learning and development through internal and external partnerships and collaborations that lends them to the BCCC student learning experience.

Philosophy

The Student Life Office is committed to a student centered environment that creates educational experiences for students which promote leadership, involvement, learning, and success. Student Life collaborates with students, faculty, staff, alumni, and community members to provide innovative and purposeful programs to prepare students for a diverse and changing world.

Overview of Services

The Office for Student Life offers students many opportunities to learn, grow and develop outside of the classroom. The focus is to develop future leaders, encourage community activism and a sense of community instead of individualism, to offer programming that support s what has been learned in the classroom and to foster social participation and civility.

Services Include:

- Co-curricular programming
- Student Leadership Development
- Participation in Community Service Projects
- Opportunities to participate on College committees
- Participation in mentoring programs
- Establishment of Clubs and Organizations
- Articles published in the College's Newspaper

Student Service Off-Campus Sites

Ronald Smith, Dean

Nicole Cameron-Becketts, Director

Johanna Bagg, Coordinator

Andre J. Williams, Coordinator

Life Sciences Institute at the UMB BioPark

Contact: (410) 637-3816

Maryland Center for Construction Technologies

Contact: (410) 534-7034

Mission

The mission of Off-Campus Student Services is to provide comprehensive student support programs such as advising, student success presentations, and credit and non -credit course information.

Philosophy

Additionally, the office attempts to develop systems of communication that will keep the off-campus student informed as well as involved in the on-campus experience. Ultimately, in the effort of the College to improve upon its commitment to the student, the Office of Off-Campus Student Services seeks to assess and address the concerns and issues of the off-campus student as it relates to his/her academic success, social interactions, life responsibilities and other facets of his/her experiences while a student at Baltimore City Community College.

Overview of Services

The Office of Off-Campus Student Services is responsible for, but not limited to, implementing or maintaining these efforts with emphasis directed toward the off-campus student population of the College:

- To assist in the retention of students;
- To promote the enrichment of educational and cultural growth;
- To encourage civility, moral and ethical behavior;
- To provide quality and excellence in all services provided.

Services Include:

- Academic Advising
- Support Groups
- Transfer Services
- Study Skills & Personal
- Development Workshops
- Career Exploration

Student Success Center

Ronald Smith, Dean

Nicole Cameron, Director

Johanna Bagg, Coordinator

Contact: (410) 462-8555

Mission

We provide a continuum of advising services that are comprehensive, accessible, and structured to meet the educational needs of a diverse student population. The advising program is deliberate and engages students in educational planning, development of life goals, interpretation and understanding of institutional policies, procedures and program requirements. Student success specialists assist students in navigating the college's education pathways to become self-directed learners.

Philosophy

The Student Success Center supports the individual needs of students as they persist towards an Associate in Arts degree and develop into lifelong learners. The Student Success Center serves as a primary college resource for academic support and learning strategies. The SSC staff empowers students to take an active role in learning, which ultimately impacts retention and graduation.

Overview of Services

Students are served through a holistic and structured approach that includes counseling, academic skill development, and workshops. We offer respectful, nurturing, and challenging environment to all students who walk through our doors.

Services Include:

- Individualized academic and career counseling
- Creating educational plans based on Academic Programs
- Advising presentations for New Student Orientation Program
- Academic Success Workshops
- Coordinating the Early Alert Program
- Develop preliminary Degree Audits
- Freshman Advising Experience
- Classroom Outreach
- Reinstatement Hearings for students on Academic Dismissal
- Assistance with SIGI 3, computerized career guidance tool
- Host Transfer Fairs & conduct Transfer Workshops
- Print electronic transfer resources and guides on ARTSYS to assist students with planning a seamless transfer.

Testing Center

Julia Pitman, Dean

Marlene Down, Director

Annie Parrish-Jackson, Coordinator

Contact: (410) 462-7666

Mission

To provide quality testing, institutional assessment services, ethical and equitable practice within an environment of continuous quality improvement, business innovation and technological advancement.

Philosophy

The College Testing Center is committed to being a leader for providing quality testing services that are necessary to admission, retention, graduation, and post graduation testing needs of BCCC students. The department will provide access and opportunity to quality testing services to the College community, as well as testing alternatives that enhance the opportunity to meet student's academic needs.

Overview of Services

We render testing services to students, faculty, staff, community, and business partners with an attitude of diversity, personal excellence and commitment to lifelong learning.

Services

The Test Center staff administers and proctors the following tests:

- ACCUPLACER
- CLEP
- LOEP
- Departmental Exams
- Certification Exams
- Distance Education

Appointments

- Schedule appointments 24 hours after student submits Admissions application to the college and the application data has been entered into the computer.
- Schedule retest appointments 48 hours after original test.

Items Required for Testing

- Students must bring photo identification and social security card or document with their social security number on it.

Testing Times

- | | | | |
|-------------------|------------|-----------|-----------|
| • Monday-Thursday | 10:00 a.m. | 1:00 p.m. | 5:00 p.m. |
| • Friday | 10:00 a.m. | 1:00 p.m. | |
| • Saturday | 10:00 a.m. | | |

TRIO STAIRS/Student Support Services Program

Ronald Smith, Dean

Tope Aje, Project Director

Contact: (410) 462-8395

Mission

To provide educational opportunity and academic support to individuals from disadvantaged backgrounds. The program exists to increase the retention, graduation, and transfer rates of low-income, first-generation college students, and students with disabilities, who have a need for academic support.

Philosophy

To provide a provide a holistic academic and personal support services that address the significant needs of program participants, who might otherwise not have the opportunity for success in the higher education arena.

Overview of Services

The program assesses individual participants' needs, develops Individual Action Plans (IAPs), provides intensive individualized academic and other support services to address and meet the needs of participants. Services are delivered with the highest standards of integrity and professionalism. In meeting the needs of students, program staffs collaborate with other college personnel. Program services are available only to eligible students who have been enrolled in the program. Program application forms are available in MNB 023, Liberty Campus.

Services include:

- Academic Tutoring
- Academic Advising and Assistance with Course Selection
- Transfer Services
- Financial Aid/Scholarship Information and Assistance with Completing FAFSA
- Financial/Economic Literacy
- Grant Aid to Pell eligible participants
- Book Awards (available to Baltimore City residents only)
- Personal Counseling/Peer Support Group
- Career Information/Decision Making Skills
- Academic/Cultural Enrichment Activities

TRIO Educational Talent Search Program

Ronald Smith, Dean

Jean Richie, Director

Contact: (410) 462-7455

Mission

To provide academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary school of their choice. Talent Search also serves high school dropouts and college stop-outs by encouraging them to reenter the educational system and complete their education.

Philosophy

To create an atmosphere where eligible participants are academically prepared, intellectually challenged, and exposed to experiences that enhance their potential to succeed in higher education. Our purpose is to serve eligible participants and assist them with the skills they need to be successful in secondary and postsecondary education.

Overview of Services

Talent Search staff provide personalized attention to each student and make every attempt to include significant family members in the educational experiences of the participants. We are serious about assisting you in the accomplishment of your goals. We coordinate with college and universities, City and State agencies, professional associations, and other non-profit organizations in order to provide quality and comprehensive services to you, no matter how difficult the task. Goals set by this program are approved by the United States Department of Education.

Services Provided:

- Academic, financial, career or personal counseling including advice on entry or re-entry to secondary or postsecondary programs.
- Assistance in developing an Individual Educational Plan
- Career exploration and aptitude assessment
- Technology training
- Exposure to college campuses
- Information on student financial assistance (federal, state, institutional, private)
- Assistance in completing college admissions applications and financial aid applications
- Assistance in preparing for college entrance exams
- Mentoring
- Special activities for sixth, seventh, and eighth grade students
- Workshops for families or participants
- Linkages with other special programs for academic and social enrichment

TRIO Upward Bound Program

Ronald Smith, Dean

Gregory Hunter, Director

Contact: (410) 462-7435

Mission

To provide program participants with exceptional college preparatory services, emphasizing academic excellence, individual expression, and service to school and community. The program identifies talented students from the Baltimore City area and assists them in developing the academic and social skills necessary for success in high school and matriculation in post-secondary education. We believe in working with students to assist them in developing their critical thinking skills, guiding them in the use of analytical procedures and technological tools, while engaging them in open-ended, creative activities.

Philosophy

The philosophy of the TRIO Upward Bound program is to motivate and prepare students who are socially and economically underrepresented in higher education due to their families' educational background and other federal or institutional criteria to enter and complete postsecondary education.

Overview of Services

The Upward Bound Program (UB) is to provide its high school students with the skills and motivation to succeed in and graduate from a college or university of their choice. To that end, UB has summer and academic year components and a year-long senior bridge program. The program targets 9th, 10th, and 11th graders from Frederick Douglass, Forest Park, Northwestern and the Maritime Academy High Schools.

Services Provided:

- Academic Instruction and Tutoring
- Counseling—Personal and Group Sessions
- 6 Week College Summer Residential Experience
- Scholarship
- College Exploration and Visits
- Career Awareness Activities
- Cultural/ Educational Activities
- Assistance with College Admission and Financial Aid Processes
- Summer Bridge program for graduated seniors