Coordinator Contact Information
The Coordinators’ office at Queensborough Community College is located in the STEM Academy Office S124, cubicle H; the office phone at QCC is (718) 281-5653. Coordinator email addresses at QCC are pjohnson@qcc.cuny.edu and jvalad@qcc.cuny.edu.

The Coordinators’ office at Queens College is located in Razran Hall Room 316B; the office phone at QC is (718) 997-4841.

Coordinator email addresses at QC: Sabrina Avila—shussain@qc.cuny.edu; Pat Johnson—pjohnson@qc.cuny.edu; Jenn Valad—jvalad@qc.cuny.edu;

QCC AND QC KEY CONTACT POINTS
Advisement

At Queensborough Community College: There are five Queensborough Academies. Depending on your choice of curriculum, one of the Queensborough Academies provides you with special learning opportunities and activities and personalized guidance from your Queensborough Academy Adviser.

For students interested in STEM disciplines/careers: Science, Technologies, Engineering & Mathematics - STEM Academy

STEM Academy Lead Advisor: Scott Beltzer, 718-281-5350 LOCATION S124, cubicle B.

At Queens College: The Academic Advising Center (AAC) provides centralized advising services to all undergraduate students of Queens College not already affiliated with special programs of STEM disciplines
such as Biology or Chemistry. The AAC office is located in Kiely 217 (718) 997-5599.

Bursar’s Office

The Bursar’s Office collects all tuition and fees in accordance with CUNY policies and procedures.

At Queensborough Community College the Bursar’s Office is located in the first-floor lobby of the Administration Building; (718) 631-6265.

At Queens College, the Bursar’s Office is located in Jefferson Hall Room 200; (718) 997-4500.

Counseling, Health and Wellness Services

At Queensborough Community College:

- **Counseling** is located in the Library Building Room 422; (718) 631-6370
- **Office of Health Services** is located the Medical Arts Building Room MC-02; (718) 631-6375.

At Queens College the Counseling, Health and Wellness Center located in Frese Hall seeks to support the physical, psychological, educational, and social well-being of Queens College students and consists of the following five centers with accompanying contact information:

- **Counseling Services**
  Dr. Barbara Moore, Director
  718-997-5420
  First Floor Reception
Health Services  
Tsui-Fang Shen, Director  
718-997-2760  
Room 310

Minority Student Affairs  
Maureen Pierce-Anyean, Director  
718-997-5423  
Room 119

Peer Support Services  
Nancy Leighton, Program Administrator  
718-997-5420  
First Floor Reception

Special Services for Students with Disabilities  
Dr. Miram Detres-Hickey, Director  
718-997-5870  
Room111

Financial Aid Office  
The Financial Aid Office is committed to helping students complete the financial aid process and to assist each student obtain the financial resources they require to attend college.

At Queensborough Community College the Office of Financial Services is located in the Library Building Room L 409; (718) 631-6367. Office hours are listed below:  
Monday 8:45am - 5pm  
Tuesday 8:45am - 7pm
Wednesday 8:45am - 7pm
Thursday 8:45am - 5pm
Friday 8:45am - 5pm

The Office of Financial Aid Services at Queens College is located in Jefferson Hall Room 202; (718) 997-5102. Office Hours are **Mondays - Thursdays:** 9:00 am - 4:30 pm
**Fridays:** Closed

Assistance with the aid process at QC is also available in the One Stop Service Center in the Dining Hall. For more on the One Stop, visit www.qc.cuny.edu/onestop

**Public Safety and Security**

At Queensborough Community College call (718) 631-6320

At Queens College call (929) 233-7744

All personal safety issues and concerns should be immediately directed to one of these numbers depending on which campus you are located.

**Registrar’s Office**

The primary responsibility of the Registrar’s Office is to administer the enrollment of students, create and maintain accurate academic records and transcripts, and to ensure the integrity of institutional certificates and degrees.

At Queensborough Community College the registrar’s office is located in the Administration Building Room 104; (718) 631-6212.
At Queens College registration is located in Jefferson Hall First Floor; (718) 997-4400.

Tutoring Options

At Queensborough Community College the Tutoring Center—College Discovery (CD) offers CD program students a variety of academic support services aimed at strengthening their basic skills, and furthering their academic success in most college level courses.

The Tutoring Center offers various services including but not limited to study skills workshops, one-to-one tutoring, group tutoring, test-taking skills workshops, group instruction, and peer study groups.

Tutoring is mandatory for all Queensborough College Discovery Freshman (at least one hour a week). You may request more than one hour of tutoring if you like, but one hour is mandatory.

Any student on academic probation will be notified about the amount of tutoring that is required for that particular semester!

All College Discovery students are encouraged to participate in Tutorial Services!

Location: Library Building, Room 118CD
Office Hours: Monday- Friday, 9:00 AM - 5:00 PM

For students interested in STEM disciplines/careers: Science, Technologies, Engineering & Mathematics - STEM Academy

STEM Academy Lead Advisor: Scott Beltzer, 718-281-5350 LOCATION S124. There is also a group of STEM tutors/counselors available in the STEM Academy at QCC.
At Queens College, the Academic Support Center offers a variety of services for enrolled students through its Content Tutoring Center, College English as a Second Language (CESL) program, Writing Center, and Testing Center, which are located in Kiely Hall, as is the Math Lab, which is coordinated by the Mathematics Department.

• **The Tutoring Center** in **Kiely Hall 127-131 (718-997-5677)** offers the following facilities and services:

  1. **Content Tutoring** (individual and group tutoring) in a variety of courses ranging from Accounting and Economics to Philosophy and Languages in KY 127. Biology, Chemistry and Physics tutoring is available in KY 237.
  2. **Reading Tutoring** (one-hour weekly individual sessions) in KY 131. For appointments, contact the Reading Lab in KY 131 either by phone or in person. A reading library and interactive computer programs are also available.
  3. **Conversation Groups** (one-hour weekly group sessions) for ESL students to practice their English language skills. To sign up, contact the Reading Lab in KY 131 either by phone or in person.
  4. **Pronunciation Practice** (one-hour weekly individual sessions) for ESL students who wish to improve their English language pronunciation. For appointments, contact the Reading Lab in KY 131 either by phone or in person.
  5. **Listening Comprehension and Other Skills Workshops** (weekly one-hour group sessions) are available in listening strategies and other academic skills such as How to Make an Oral Presentation. For appointments or to sign up, contact the Reading Lab in KY 131 either by phone or in person.
6. **Computer Lab** in KY 131 with over 20 computers with Internet access, plug-in stations, study tables, and pay-for-print service.

- **The Writing Center** helps students clarify, organize, and develop their ideas, improve their rhetorical mastery and language mechanics, and reinforce their strengths in writing. Students can make an appointment with a tutor or just drop in. In addition, they can use the **online tutoring service** using MyQC (username: instr\ followed by first initial + last name + a 3-digit number).

- **College English as a Second Language** (CESL) courses are offered for ESL students who must certify in basic skills reading and writing within two years of enrollment at the college. CESL courses are designed to meet that requirement, as well as to improve students' general academic literacy. **Students must enroll in person in Kiely Hall 227.**

- Through its **immersion programs**, the center offers help to students who have not passed one or more of the CUNY Assessment Tests. These programs run during the summer and January intersession.

- **The Math Lab**, located in Kiely Hall 331, provides tutorial services for any math or math-related courses at the college.

- **The Testing Center**, directed by Richard Kaufman, administers all QC assessment testing. Inquiries about what the assessment tests entail and who is required to take the tests, can be made in person in Kiely Hall 232 or by calling 718-997-5680.

In addition, for more specific STEM-related tutoring, the Biology Honors Society provides tutoring in biology and the Chemistry Honors Society provides tutoring in chemistry. CONTACT INFO NEEDED HERE
Transfer Information

At Queensborough Community College there is a Transfer Resource Center [http://www.qcc.cuny.edu/transfer/](http://www.qcc.cuny.edu/transfer/).

It is located in the Administration Building 214; (718) 631-6670.

At Queens College information about transferring to QC may be found by logging into the following url: [http://transfer.qc.cuny.edu/](http://transfer.qc.cuny.edu/)

FOR THE FOLLOWING I JUST WROTE DOWN A COUPLE OF POINTS THAT WERE MADE DURING THE MENTOR TRAINING. OTHER KEY PIECES OF INFORMATION SHOULD BE ADDED HERE!

**Important Mentoring Tips to Keep in Mind**

1. You’re NOT a counselor or psychologist—should mentee attempt to engage you in personal life advice or the sharing of too personal information stop them and suggest a referral.
2. Have the articulation agreements relevant to chem and bio at hand and have some understanding of requirements for professional schools—medical, dental, physical therapy,
3. Have transfer survival info available or know how to help QCC students access the transfer info