



Baruch College
College Now Student Handbook

Dear College Now Student:

Welcome to College Now and the Baruch College community!
We are pleased that you are jumpstarting your college career by enrolling in a course at Baruch College.

As a College Now student at Baruch College, you are now a part of a thriving, urban, multicultural institution and a senior college of The City University of New York. Baruch College offers undergraduate and graduate programs through its three schools: the Zicklin School of Business, the largest and one of the most respected business schools in the nation; the Weissman School of Arts and Sciences; and the School of Public Affairs.

The College has been ranked as the most diverse college in the United States, with students from across the wide spectrum of New York City's cosmopolitan population, as well as from 148 other nations around the world. Total enrollment is over 15,000, including nearly 2,500 graduate students.

Baruch College offers exceptional academic support services and recreational facilities and the information in this handbook will help you take advantage of all that we have to offer. Please remember that all credit-bearing College Now courses will appear on your official CUNY transcript and if you attend Baruch College as an undergraduate student, the grade you earn in your College Now course will be included in your GPA.

Congratulations on your achievement and good luck in your studies!

Jennifer Lee
Coordinator of College Now

College Now Email: collegenow@baruch.cuny.edu
College Now Website: <http://www.baruch.cuny.edu/collegenow/>

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Student Responsibilities

Participating in a college course is an exciting opportunity, but it's also a serious responsibility. The rights and responsibilities of students have been codified by the Board of Trustees of The City University of New York and are posted as Articles XV and XVI of the Bylaws on our website at http://www.baruch.cuny.edu/bulletin/documents/ug_bulletin_2002_04.pdf.

Academic Honesty

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the college's educational mission and the students' personal and intellectual growth. Baruch students are expected to bear individual responsibility for their work and to uphold the ideal of academic integrity. Any student who attempts to compromise or devalue the academic process will be sanctioned.

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.

Plagiarism is the act of presenting another person's ideas, research or writing as your own.

Falsification of Records and Official Documents:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Collusion is lending assistance or failing to report witnessed acts of academic misconduct.

Please read the complete policy on academic honesty on our website at http://www.baruch.cuny.edu/academic/academic_honesty.html.

Where can I find the.....?

*Refer to the campus map on the inside, back cover of your planner.

Admissions Office

<http://www.baruch.cuny.edu/undergrad/>

The Admissions Office is located in the Information and Technology Building, 7th floor.

Athletics and Recreation Complex (ARC)

<http://www.baruch.cuny.edu/arc/>

The ARC is located in the basement of the Vertical Campus.

Baruch Performing Arts Center (BPAC)

<http://www.baruch.cuny.edu/bpac/>

The box office is located on the plaza level of the Vertical Campus accessible on the 25th Street side of the building.

Bookstore

The bookstore is located on the plaza level of the Vertical Campus accessible on the 24th Street side of the building.

College Now Office

<http://www.baruch.cuny.edu/collegenow/>

The College Now office is located in Vertical Campus, 5th floor, Center for Advisement and Orientation.

Computer Lab

<http://www.baruch.cuny.edu/bctc/labs/index.html>

The Baruch Computing and Technology Center operates a 250 seat computing lab in the Information and Technology Building, 6th floor.

Library

<http://newman.baruch.cuny.edu/>

The William and Anita Newman Library is located in the Information and Technology Building, 2nd Floor.

Student Academic Consulting Center (SACC)

<http://www.baruch.cuny.edu/sacc/>

SACC is located on the 2nd floor of the Vertical Campus. Take the escalator to the 2nd floor. Turn left and go through the metal doors.

Baruch Computing and Technology Center

<http://www.baruch.cuny.edu/bctc/>

Baruch Username

Your Baruch Username is used to access your Baruch Student WebMail, Blackboard Courses and printing in the Computing Labs and the Library.

Follow the steps below to obtain your Baruch Username.

1. Go to the BCTC homepage <http://www.baruch.cuny.edu/bctc/>
2. Click on the link "Get Your Baruch Username For Webmail, Blackboard and Printing" and follow the directions.

You will be prompted to enter your social security number and a PIN number. If you did not submit your social security number to College Now when you registered, your OSIS number will replace your social security number. Your pin number is your birthday listed as the year, month, day. For example, if your birthday is November 23, 1985, your pin will be 851123.

Baruch WebMail

WebMail is the official student email of Baruch College. WebMail accounts are assigned to currently enrolled students as an official means of communication regarding academic and administrative matters.

Blackboard

Blackboard is an online course management system that provides off-campus access to course materials, assignments and class discussions.

Your Baruch WebMail and Blackboard accounts can be accessed through the BCTC website, <http://www.baruch.cuny.edu/bctc/>.

Baruch Computing and Technology Center

<http://www.baruch.cuny.edu/bctc/>

BCTC conducts the following free technology workshops open to all members of the Baruch College community. Visit the BCTC website for a schedule and registration instructions.

Technology @ Baruch

Students will learn about the array of services available at Baruch College including the Baruch Username, WebMail, Blackboard, lab & library printing, computer labs, online resources, library resources, wireless internet access and Help Desk services.

Wireless Internet Access

Baruch College provides wireless internet access in various "hot-spots" in the Vertical Campus, particularly around the atrium, as well as in some classrooms, the cafeteria, and other areas where students congregate. With one-on-one instruction, students will learn how to configure their laptops for wireless access.

Microsoft Office

- Basic skills and helpful tips for beginner users of Word, Excel, PowerPoint and Access

- Intermediate tricks and topics for more seasoned users of Word, Excel, PowerPoint and Access

Intro to Apple Macintosh

Learn how to use a Mac and about some of its unique features.

Computer Security

This workshop provides information for users interested in protecting their computers from viruses, SPAM, and hackers. Users will learn about anti-virus software, protecting files and implementing personal firewalls.

The William and Anita Newman Library

<http://newman.baruch.cuny.edu/instruct/>

The William and Anita Newman Library conducts the following free workshops. Visit the library website for a schedule and registration instructions.

Database Survival Skills

Learn timesaving techniques for effective searching in the Library's catalog and periodical databases. Learn to formulate effective searches using common database searching techniques including *keyword, phrase, and subject searching, Boolean operators, and truncation.*

Precision Searching

Learn to select and use appropriate databases to find scholarly and professional materials. Learn to formulate precise searches for efficient information retrieval. Develop expertise in the use of *controlled vocabulary and thesauri, simple and combined field searching, date and format limits, nesting, proximity operators, and relevance ranking.* Gain hands-on experience using advanced searching techniques in specialized databases. Learn to evaluate your search queries and results effectively.

Web Research

Learn effective techniques for finding and evaluating information on the World Wide Web. Learn how to use search engines effectively and compensate for their limitations. Gain hands-on experience in using common database searching techniques, such as: boolean, phrase and field searching in the web environment. Access information on the "hidden web," those sites not accessible by search engines. Use direct access methods to locate information on the web. Learn to analyze the authority, scope and currency of information found on the web.

Student Academic Consulting Center (SACC)

<http://www.baruch.cuny.edu/sacc/>

SACC's mission is to help the undergraduates of Baruch College succeed academically and in their chosen professions by helping them throughout their college years to develop the skills and knowledge necessary for future success.

SACC employs outstanding Baruch students who excel in the subjects that they tutor and successfully balance the demands of life and school. In addition, several faculty members work with SACC to assure that the services are of the highest quality.

SACC FAQs

- Tutors are fellow Baruch students and faculty members who are experts in the subjects they tutor.
- SACC services approximately 2000 Baruch students each semester.
- During Spring 2002 SACC provided over 7000 hours of tutoring.
- Our most requested courses are math and English.
- Students may sign-up for individual and/or group tutoring sessions for a one-time visit or on a weekly basis.
- Math tutoring is available only in groups of three.
- All other subjects are conducted one-to-one.
- Sessions are fifty minutes long.

Please visit SACC as soon as the semester begins so that you can get all the help that you need, and remember, the services are free of charge. We look forward to helping you and encourage you to navigate our website for additional support and information.

Study Tips from SACC

- Pacing is all-important.
- Studying should be an ongoing, course-long process.
- Study aggressively.
- When reading textbooks, pay attention to changes in font type or page design; often this signifies IMPORTANT things.
- Frequently review materials.
- Cramming ultimately fails.
- Study with friends in small groups where each person has a responsibility.
- Don't be afraid to ask questions.
- Try to imagine questions you might be asked.
- Rest, relaxation, & sleep are important.
- No more than 30% of reading should be highlighted.
- No more than 30% of classroom time should be spent taking notes.
- Listening is very important; write down things instructors say repeatedly or place on the board.
- At the end of a study session, write a self-exam where you review what you learned.

Test Taking Tips from SACC

- Get plenty of sleep the night before.
- Pacing is all-important.
- Read instructions.
- On multiple-choice exams, quickly do ALL the questions you know, skipping over those that you are unsure of; it is better to go back to difficult questions than to get stuck.
- Don't just guess; make educated guesses.
- Teachers don't psyche-you-out; you psyche yourself out.
- On essay exams, rephrase (don't restate) the topic to show your understanding of the question.
- Essay exams should not have surprises saved for the end.
- Open-book tests are a trap.
- It is OK to finish first or last or anywhere in-between.
- Don't pay attention to what your peers are doing. Some people work fast; others need more time.
- Arrive early and don't discuss the exam; other people's anxiety is catchy.

Athletic and Recreation Complex (ARC)

<http://www.baruch.cuny.edu/arc/>

Through the Athletic and Recreational Complex, Baruch organizes, administers, and promotes a broad and diverse program of activities and services for students, faculty, staff, alumni, and members of the outside community.

A current schedule of events can be found on the ARC website.

Facilities

Auxiliary Gymnasium

The Auxiliary Gym encloses a full basketball court and is equipped for volleyball, tennis and badminton play.

Fitness Center

The fitness center contains state of the art weight training Universal and Hammer Strength equipment, such as lifecycles, recumbent bikes, stair climbers, treadmills and elliptical bicycles. It also contains 8 plasma flat screen television and a surround sound stereo system.

Main Gymnasium

The scene of casual pick-up games as well as a splendid showcase for cheering crowds upward of 1,200, the Main Gym encloses 3 full basketball courts and is equipped for volleyball.

Pool

The Olympic-size pool, 25 meter long with 6 generous lanes, accommodates open and lap swimming. There is a lifeguard on duty at all times.

Racquetball Courts

There are 3 racquetball courts within the ARC. Use of racquetball courts requires reservations, which may be made in person or over the phone by calling the Equipment Office.

Saunas

Saunas are available within the main locker rooms.

Baruch Performing Arts Center (BPAC)

<http://www.baruch.cuny.edu/bpac/>

The Baruch Performing Arts Center serves the Baruch community by integrating the performing arts into all aspects of the life of the college, including the interests of the students, faculty, staff and Alumni of the Baruch Community.

If you are an undergraduate or graduate student; a faculty member in the math department; an Alum from 1974 or a patron of the arts...whoever you are, we will share with you in the upcoming year a rare glimpse of Joseph Conrad's one-acts with the National Asian - American Theatre Company; colorful Brazilian dance with Ologunde; Lyceum -an exciting concert series presenting innovative thematic programs performed on period and modern instruments; the art of flamenco dance with the Andrea Del Conte Danza Espana; new play readings throughout the season; a South Asian Festival; the Silberman Concert Series; The Great Works Readings and hip-hop, jazz, and spoken word performance.

If you think the arts are not for you, think again. What do we remember of Greek Culture, its business or its great plays and sculptures? Or of 18th century Europe, its business practices or its great composers? Exploring and participating in the arts, in music, dance and theater, in the visual arts of painting, photography, video and film is what all the work is for. Think about it. And celebrate life in the arts at the Baruch Performing Arts Center.

The BPAC Box Office and Information Center

The box office is located on the plaza level of the vertical campus accessible on the 25th Street side of the building. (Between 3rd and Lexington Avenues).

The hours are Monday - Friday, 12:30-3:30 pm, and two hours prior to performance start times. Be sure to check the information line (646-312-4085) for current hours as they are subject to change.

A current schedule of events can be found on the BPAC website.

Final Transcript

Request a Transcript

Transcripts can be requested in person at the Registrar's Office, 151 E 25th Street, room 850 or you can download a transcript request form at <http://www.baruch.cuny.edu/registrar/transcript.html>

Official copies are not sent to students but can be sent to other colleges or universities, government agencies, or employers. Each copy of the transcript costs \$4.00. Transcripts sent to other units of CUNY are free.

Understanding Your Final Grades and Transcript

The following table lists the grades that are used at Baruch College.

| Grade | Grade Point Equivalent | Percentage Equivalent |
|-------|------------------------|-----------------------|
| A | 4.0 | 93.0 - 100.0 |
| A- | 3.7 | 90.0 - 92.9 |
| B+ | 3.3 | 87.1 - 89.9 |
| B | 3.0 | 83.0 - 87.0 |
| B- | 2.7 | 80.0 - 82.9 |
| C+ | 2.3 | 77.1 - 79.9 |
| C | 2.0 | 73.0 - 77.0 |
| C- | 1.7 | 70.0 - 72.9 |
| D+ | 1.3 | 67.1 - 69.9 |
| D | 1.0 | 60.0 - 67.0 |
| F | 0.0 | Below 60.0 |

Explanation of Grades

Excellent (A, A-) Paves the way to the Dean's List.

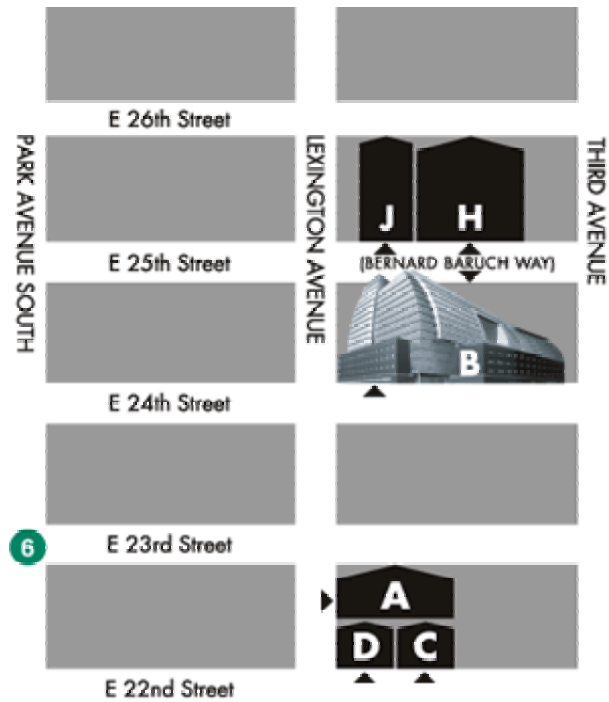
Very good (B+, B, B-)

Average (C+, C)

Poor (C-, D+, D) Merely passing. Enough of these and you can be dismissed.

Failure (F)

The Buildings of Baruch College



- A: 17 Lexington Avenue
- B: Vertical Campus
55 Lexington Avenue
- C: Newman Hall
137 East 22nd Street
- D: Administrative Building
135 East 22nd Street
- H: Information and Technology Building
151 East 25th Street
- J: 137 East 25th Street