NEW YORK CITY COLLEGE OF TECHNOLOGY

CITY TECH

Military & Veteran Resource Guide

WELCOME TO

NEW YORK CITY COLLEGE OF TECHNOLOGY

CITY TECH

This guide is to assist you, our student veterans, active duty personnel, reservists, guardsmen, family and friends, as you begin your transition into our campus community.

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Why City Tech?

Dedicated Office of Veteran Support Services
The Office of Veteran Support Services can assist students with admissions guidance, academic advisement, course registration, educational benefit applications/questions/certification processes, military tuition assistance information, and outside agency referrals.

In-State Tuition for City Tech Student Veterans
Veterans and military dependents approved for Federal G.I. Bill benefits may be charged the same tuition rate as New York State residents. Students should contact the Office of Veteran Support Services for more information and to verify their eligibility at (718) 260-4980.

Veterans Fee Waiver (Application Fee Waiver)
Eligible Military and Veteran Students may obtain an application fee waiver by filling out an application fee waiver form and providing proof of military service. The form can be found at https://www.citytech.cuny.edu/admissions/fee-waiver.aspx

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Priority Registration
Student veterans have priority registration this allows our student veterans to create schedules that work with their personal needs and professional commitments.

Emergency Funding
Funds are often available to assist military/veteran students experiencing emergency financial hardship. Please contact the Office of Veteran Support Services at (718) 260-4980 for assistance.

Special Programming and Events

Throughout the academic year, Veteran Support Services hosts a number of events that are designed to connect student veterans to the rest of the college community. Through various get-togethers, workshops, and other special events such as film screenings, Veteran Support Services at City Tech strives to build connections for our student veterans.

GREETINGS STUDENT VETERANS, FAMILY and FRIENDS!

It is an honor and pleasure to welcome you to New York City College of Technology (City Tech). City Tech is a baccalaureate and associate degree-granting institution committed to providing broad access to high quality technological and professional education for a diverse urban population. We take great pride in ensuring that we provide the best possible services to our students and our community. If there is anything that we can do to assist you in your transition to City Tech, please do not hesitate to contact us or stop by our office.

Regardless of your services status, our goal is to assist our military service members and Veterans by providing services with the utmost amount of professionalism, integrity, and courtesy. You have sacrificed your time away from family and friends and put your life on the line for the betterment and security of our nation, and we are extremely grateful for that. Now let us serve you.

This small guide will be the start of an incredible journey for you here at City Tech! If you feel you

need academic guidance, perhaps gain further insight into another career field, or speak with a counselor who is knowledgeable about the military experience; we can be that resource for you. Veteran Support Services is happy to serve you in any way that we can as you work toward your personal and professional goals.

Thank you for your service and welcome to City Tech!

Cody Tchou
Coordinator, Veteran Support Services

OFFICE of VETERAN SUPPORT SERVICES

Cody Tchou
Coordinator, Veteran Support Services
Library, Room L-236
Office: (718) 260-4980
Email: cody.tchou22@citytech.cuny.edu

We can assist you with the following:

- Academic Advisement for New Student Veterans
- Class Registration
- VA and State Military/Veteran Educational Benefit Information
- Transitioning from military to civilian life
- Career or graduate school exploration
- Classroom and Instructor Concerns
- Concerns related to your physical or mental health
- Any questions, complaints, or concerns

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Student Veteran Services

**Office of Veteran
Support Services**
Library Building, Room L-236
(718) 260-4980

Office of Student Accessibility (Disability SVCS)
Library Building, L-237
(718) 260-5143

Admissions
Namm Building, Room NG-17
(718) 260-5250

Transfer Students
Namm Building, Room N-104
(718) 260-5508

Office of Scholarship and Residency
Namm Building, N-104
(718) 260-5054

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Professional Development Center
Library Building, L-114
(718) 260-5050

Financial Aid
Namm Building, Room NG-13
(718) 260-5700

Student Wellness Center
Academic Building – ALL110
(718) 260-5910

Registrar (VA Certifying Officials)
Jennifer Kearney & Kwesi Reid
Namm Building, NG-15
(718) 260-5800

Bursar
Namm Building, NG-06
(718) 473-8900

Student Life
General Building, Room G-516
(718) 260-5391

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Admissions and Enrollment Guidance for Veterans, Military Personnel and Dependents

The list below describes and provides the links for the different steps in the enrollment process. For additional assistance with your transition to City Tech, please contact the City Tech Office of Veteran Support Services at (718) 260-4980 or veterans@citytech.cuny.edu. We would also like to invite you to visit our office in the Library building, Room L-236.

If you are currently on Active Duty or Deployed:

- Please contact Cody Tchou, Coordinator, Veteran Support Services at veterans@citytech.cuny.edu.

    After the application process has been completed online, academic advisement can possibly be completed over the phone if you are deployed and plan on returning for the next available term.

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Pre-Admission:

Apply to New York City College of Technology (City Tech)

www.cuny.edu/admissions/apply.html

- ***After you submit your admission application, be sure to select the "PAY LATER" option on the payment options screen.***
- If the deadline for online admissions has passed for the desired term, please email veterans@citytech.cuny.edu for guidance on how to apply for direct admissions to City Tech.
- Obtain an Application Fee Waiver https://www.citytech.cuny.edu/admissions/fee-waiver.aspx

  Request an official copy of your Military and/or other transcripts to be sent to the Office of Admissions at CUNY.

  For those utilizing direct admissions process please email Admissions@citytech.cuny.edu for additional guidance

Apply for Federal and/or State Veterans Benefits
www.cuny.edu/about/resources/veterans/financing.html

Our website contains information and eligibility requirements for various benefits. For assistance in deciding which benefit may be best for you, please contact the VA directly at (888)-GI-Bill-1 or visit www.gibill.va.gov

If you need further assistance, please contact the Office of Veteran Support Services at veterans@citytech.cuny.edu or call (718) 260-4980

Apply for Financial Aid and/or TAP
>> www.fafsa.gov
>> www.hesc.ny.gov

Please contact the Office of Financial Aid located in Namm Building NG-13 or call (718) 260-5700.

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ONCE YOU ARE ACCEPTED AT CITY TECH

Take Placement Exams
(Students will be notified of exam dates - if needed)

Turn in a copy of Shot Records/Immunizations to the Admissions Office in Namm NG-13.

Schedule an appointment for Academic Advisement with the STAR Center (Scheduling Testing Advisement Registration). Walk-in academic advisement is also available in the STAR Center located in Namm Building room N-104.

Register for your courses online using CUNYFirst
home.cunyfirst.cuny.edu

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STUDENTS WITH EDUCATIONAL BENEFITS FROM THE DEPARTMENT OF VETERANS AFFAIRS (www.va.gov):

After you register, please visit https://www.citytech.cuny.edu/veterans-cert to complete a Veterans Enrollment Certification form. This form gives the college's certifying official permission to submit your classes to the Department of Veterans Affairs (VA) for billing. Certifications will not be processed unless the certifying official has a copy of the veteran's DD-214 Certificate of Discharge and Certificate of Eligibility Letter issued by the VA to the student. Copies of these documents may be submitted in person to the Office of the Registrar in NG-15.

Please note: *Eligibility for benefits is determined by the VA; if approved, it may take 6-8 weeks to be processed and take effect.*

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Certification Reminders for those receiving VA educational benefits:

- You must be taking courses that are required for your **current** major in order to be VA certified for those courses
- 12 credits are required in the fall/spring to be considered full-time, and 6 credits are required in the winter/summer to be considered full-time (includes equated credits).
- If you are eligible to receive BAH (monthly housing allowance) per your VA chapter benefit, a minimum of 7 credits is required in fall/spring, and 4 credits in winter/summer to receive it (includes equated credits)
- You are able to take online courses and still receive your VA educational benefits, but at least one course each semester must be campus-based in order to avoid receiving the lower online BAH rate. If you take a course where the lab is in-person but the lecture is online, it still will not count as in-person.
- Remember that withdrawing from courses, receiving a WN grade (never attended) or WU grade due to excessive absences may result in a debt to the VA for both tuition and housing allowance

- Recipients of VA educational benefit chapters 30 (Montgomery GI Bill Active Duty), 35 (Dependents Educational Assistance) & 1606 (Montgomery GI Selected Reserve) are responsible for submitting tuition to the College in cases where the balance will not be covered by financial aid or NYS VTA, as well as remaining tuition for Chapter 33 (Post 9/11 GI Bill) who are at less than 100% benefit rate, and where financial aid/VTA doesn't cover the remainder.
- If you are planning to apply for Veterans Readiness and Employment (VR&E) benefits (Chapter 31), make sure to apply while you still have benefit time remaining; do not wait until you have exhausted your benefits! Speak with Veteran Support Services for more info.
- Don't forget that at the end of the month you are required to verify your enrollment with the VA to continue receiving your housing allowance. For more information, please visit https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp

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- **If you're receiving the Montgomery GI Bill Active Duty, MGIB (Chapter 30) or Selected Reserve GI Bill (Chapter 1606), use the [Web Automated Verification of Enrollment (WAVE)](#) or call the toll free Interactive Voice Response (IVR) telephone line at 1-877-VA-ECERT (1-877-823-2378) to verify your attendance on the last day of each month.**

- **Department of Defense Military Tuition Assistance**

  If you are a current service member interested in using your branch of service's tuition assistance program we encourage you to speak with your branch of service's Educational Services Officer (ESO) or counselor prior to enrolling in classes. If you need assistance finding the contact information of your service branch Educational Services Officer or counselor, please email our office at veterans@citytech.cuny.edu or call us at (718) 260-4980.

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- If you are going to miss class for ordered training or any reason related to military duty, please make sure to inform your Professor in advance, and have a copy of your orders ready to present to them if need be. Make sure to bring a copy to Veteran Support Services in L-236 as well. This also applies for any other case where you have advance notice of days you are unable to make it to class. Keeping your Professors in the loop is always a good idea!

• Make sure to check your City Tech email regularly! The College and Professors will ONLY be using that email to communicate with you. Once you log in, you can forward to your personal email to make sure you receive updates. If you need assistance, please visit the Welcome Center in the Library Building, room L-114.

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City Tech Student Veterans Association (CTVETS)

The City Tech Student Veterans Association (CTVETS) is open to all City Tech college students.

CTVETS is primarily a social outlet for its members, but also provides a forum for the exchange of information such as availability of educational assistance, financial perks, and referral information.

Students interested in learning more about CTVETS should contact Veterans Support SVCS.

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Educational Support Services at City Tech

Library

The Ursula C. Schwerin Library at New York City College of Technology is integral to the educational mission of the college, and fosters connections with and supports students, faculty, and staff in their academic pursuits. Library faculty and staff are committed to student success as we implement and acquire those services and resources that will have the greatest positive impact on the diverse City Tech community. The library offers physical and online access to academic resources, information technology, and study space.

Library Building - 4th Floor
300 Jay Street
Circulation: (718)260-5470
Reference: (718)260-5485
https://library.citytech.cuny.edu/

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Atrium Learning Center

Atrium Learning Center (LG-18) at City Tech. It has a computer lab, workshops, and tutoring supplies, and a variety of academic services that are free and available to all City Tech students. MAC computers, the Computer Literacy Program, internet access, computer assistance and subject tutoring.

300 Jay Street
Library Building, Ground Floor LG-18
Brooklyn, NY 11201
Phone: 718-260-5874
https://www.citytech.cuny.edu/alc/

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Student Computer Labs

Multiple student computing labs and technology enhancement centers are dispersed across the campus. There are a variety of computing labs that contain specialized software and hardware and are managed by specific departments. Departmental computer labs are open at times to all students. Students who are majoring in or are taking courses in the department are given priority in use of the equipment.

Lab	Location	Hours
General Open Lab	G600	Monday – Thursday (9:00am - 8:00pm) Friday (9:00am – 7:00pm) Saturday & Sunday (Closed)
ePortfolio Lab	G606	Monday – Thursday (9:00am - 8:00pm) Friday (9:00am – 7:00pm) Saturday & Sunday (Closed)

Lab	Location	Hours
MAC Open Lab	G608	Monday – Thursday (9:00am - 8:00pm) Friday (9:00am – 7:00pm) Saturday & Sunday (Closed)
	V217	Monday – Thursday (9:00am - 9:00pm) Friday (9:00am – 7:00pm) Saturday (11:00am – 4:00pm) Sunday (Closed)
Atrium Learning Center	LG18	Monday – Thursday (9:00am - 8:00pm) Friday (9:00am – 5:00pm) Saturday (10:00am – 5:00pm)

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Office of Student Accessibility

The Center for Student Accessibility is the disabilities service provider at New York City College of Technology. The Center provides support to enrolled students who have documented permanent or temporary disabilities. The Center's primary mission is to support the educational goals for enrolled students with disabilities through access, empowerment, resources, advocacy, collaboration and outreach throughout the College, the University and the community at large.

The Center provides assistance in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations.

<u>Location</u>
Library Building, Room L-237
Phone: 718-260-5143
Fax: 718-254-8539
Email: <u>jcurrie@citytech.cuny.edu</u>

If you need assistance with information regarding U.S. Department of Veterans Affairs Veterans Readiness and Employment Benefits please visit https://www.benefits.va.gov/vocrehab/

or contact the Veteran Support Services office in L-236

Career Services and Professional Development

Professional Development Center

The mission of the Professional Development Center, known on campus as "PDC" is to help students and alumni cultivate essential competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. Working closely with the Office of Public Affairs and Partnerships, PDC facilitates interaction among undergraduate students, graduate students, alumni, employers, and organizations to create access and opportunities that help students pursue their personal and professional objectives.

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Career Services and Professional Development

Services for Students

- One-on-One Career Coaching
- Resume and Cover Letter Critiques
- Interview Preparation and Mock Interviews
- Professional Development Workshops
- Networking Events
- Internship Opportunities
- Employment Opportunities
- On-Campus Recruiting Events
- Employer Information Sessions
- Graduate School Exploration
- Space and Technology Available for Skype Interviews and Video Interviews/ Video Conferencing Interviews

Location

Library Building, Room: L-114
Phone: 718-260-5050
Email: pdc@citytech.cuny.edu

Off Campus Assistance

Brooklyn Vet Center
Located just a short walk from City Tech, the Brooklyn Vet Center provides re-adjustment counseling services for veterans who served in a combat theater or have experienced military sexual trauma (MST) while in service. The goal of the Vet Center program is to provide a broad range of counseling outreach, and referral services to eligible veterans in order to help them make a satisfying post-war readjustment to civilian life.

Location
Brooklyn Vet Center
25 Chapel Street, Suite 604
Brooklyn NY 11201
Phone:
(718)630-2830 or 1-877-WAR-VETS

NYC Department of Veteran Services
www.nyc.gov/vets
(212)416-5250

Remember….

If you have any questions, concerns or need assistance while a student at City Tech please do not hesitate to stop by or contact Veteran Support Services.

Our team is dedicated to support you through your experience at City Tech and we want you to succeed!

City Tech Veteran Support Services
300 Jay Street, Library Building Room L-236
Brooklyn, NY 11201

Phone: (718)260-4980
Email: veterans@citytech.cuny.edu