Eugenio María de Hostos Community College
of The City University of New York

Catalog Addendum 1996-1997
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Hostos Community College
Twenty-six years of experience, vision, and courage

View of Hostos from the Shirley J. Hinds Allied Health Building towards the Grand Concourse

Photo: Gwathney, Segel & Associates ©1995 Goldberg
Hostos Community College

1996-1997 College Catalog Addendum
To the 1994-1995 College Catalog

Eugenio María de Hostos Community College
500 Grand Concourse & Eugenio María de Hostos Boulevard
Bronx, New York 10451  ▪  Telephone: (718) 518-4444
MISSION

The college's mission is that of providing "educational opportunities leading to socio-economic mobility for first and second generation Hispanic, African American, and other residents of New York who have encountered significant barriers to higher education." To this end, Hostos Community College provides its students with bilingual education. The College is unique in that it is the only bilingual community college in The City University of New York.

It offers bilingual education as a planned instructional approach which utilizes both Spanish and English as the medium of instruction. It is based on the premise that students' growth and development are best met when the students are given the opportunity to learn in their first language and continue to develop mastery of it as they also develop skills in a second language. Thus, the Spanish-dominant student receives instruction in the Spanish language, takes content courses in Spanish, and concurrently, develops English language skills through an English-as-a Second Language (ESL) program. The skills developed in the ESL program enable students to take content courses in English. By the time they graduate, Spanish-dominant students are expected to be able to continue their studies in English at four-year colleges.

In addition, English-dominant students are afforded the opportunity to develop Spanish language competency. Given the inseparable relationship of language and culture, the curriculum consciously fosters multicultural awareness and knowledge. Furthermore, student services, administrative practices and the library, which contain one of the largest collections of Spanish-language texts in the New York metropolitan area, are organized to reinforce the instructional component and are consistent with the goals of the college.

El Colegio Comunal Eugenio María de Hostos ha establecido como misión el proveer "oportunidades educativas que puedan llevar a mobili­d­ad socio-económica ascendente a los hispanos de primera o segunda generación (de inmi­grantes), afri­canos-americanos y a otros resi­dentes de Nueva York que han encontra­do dificultades que limitan su acción a la edu­ca­ción superior."

El Colegio Comunal Hostos es el único en la Universidad de la Ciudad de Nueva York que provee educación bilingüe dirigida a la población adulta hispano-para­l­lante.

La educación bilingüe en el Colegio Comunal Hostos es un enfoque de instruc­ción planificado que utiliza ambos, el español y el inglés, como vehículo de enseñanza. Está basado en la premisa que mejor se logra el crecimiento y desarrollo del estudiante cuando se le provee la oportunidad de aprender en su primer idioma y continúa cultivándolo mientras desarrolla destrezas en un segundo idioma. De este modo, el estudiante de habla hispana se instruye en su propio idioma, tomando cursos de contenido en español y, a la misma vez, desarrolla la habilidad para leer, escribir y hablar el idioma inglés mediante un programa de inglés como segundo idioma, "ESL." Las destrezas desarrolladas en el pro­gra­ma de "ESL" preparan a los estudiantes para tomar cursos de contenido en inglés. Al momento de graduarse, se espera que los estudiantes de habla hispana puedan continuar sus estudios en inglés en los colegios de cuatro años.

También, se les ofrece a los estudiantes anglopar­tlan­tes la oportunidad de desarrollar dominio del español. Dada la inseparable relación entre el idioma y la cultura, el currículo fomenta el conocimiento y la toma de conciencia multicult­ural. Además, los servicios al estudiante, las prácticas administrativas y la biblioteca, la cual contiene una de las mayores colecciones de tex­tos en español en el área metropolitana de Nueva York, están organizados para reforzar el con­poniente educativo y son consistentes con las metas del Colegio.

PRESIDENT / PRESIDENTA
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Felicita Alomar, Recruiter

Isaura Santiago Santiago, Ph.D
HOSTOS CAMPUS:

The glass-enclosed pedestrian walkway, which spans the Grand Concourse just below 149th Street, connects both sides of the Hostos Community College campus. This bridge represents a gateway to opportunity and to the future. The buildings facing the Grand Concourse include the latest addition to the campus, the East Academic Complex, which houses the Business and Accounting, Microcomputer and Secretarial Science programs, the Humanities departments with offices for Latin American and Caribbean studies, Africana studies, Visual and Performing Arts, and Modern Languages, the Physical Education departments and numerous student organization and club offices. The facility contains ten state-of-the-art microcomputing labs, art and dance studios, a gymnasium, exercise and fitness centers as well as a collegiate-size swimming pool. There are two theaters, a museum-grade art gallery and the college bookstore. This building is connected to the Shirley J. Hinds Allied Health Building by the pedestrian bridge. It has won more than five major architectural awards and holds a modern library and fully equipped laboratories for the college’s programs in radiologic technology, dental hygiene, chemistry, biology, physics and medical laboratory technology. The Hostos Children’s Center is also located in this building and can accommodate up to sixty children whose parents are attending Hostos.
How to Use This Addendum

This document represents an addendum to the Eugenio Maria de Hostos Community College Catalog of 1994/1995. As such, it provides additions and changes to statements put forth in that catalog. For ease in locating the section where the addition or updating of text has occurred, page numbers from the 1994/1995 catalog will be found in parentheses after the title of the changed section or after the course. Registering students should consult the full edition of the 1994/1995 catalog together with this addendum to plan their courses of study. Catalogs are available at the:

Office of Admissions & Recruitment
500 Grand Concourse
Bronx, New York 10451
Telephone: (718) 518-6622

An Important Message to Students

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. Wherever the words “equated credits” appears in the 1994/1995 catalog, the words “billable equivalent credits” should be substituted.

Wherever the words “Liberal Arts Program” appears, the words “Liberal Arts and Science” should be substituted.

Accreditations and Affiliations

Hostos Community College is accredited by the Middle States Association of Colleges and Schools. The College offers career programs accredited by such professional organizations as the American Medical Association, Joint Review Committee on Education in Radiologic Technology and the American Dental Association. In addition, Hostos Community College is a member of the American Association of Community and Junior Colleges, the American Association of Higher Education, the American Council on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

This institution is registered by the New York State Education Department.

New York State Education Department
Office of Higher Education and the Professions
Cultural Education Center, Room 5B28
Albany, New York 12230
(518) 474-5851
Accreditation documents are available for viewing by appointment.

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**Fall 1996 Semester**

**Friday August 23**
- Regular Registration - 10 a.m. to 5:30 p.m.

**Monday September 2**
- Labor Day - College Closed

**Thursday September 5**
- Last day to DROP a course with 100% tuition refund (10 a.m. to 5 p.m. at Registrar's Office)

**Friday September 6**
- First Day of Classes

**Monday September 9**
- Late Registration - 10 a.m. to 5:30 p.m.
- Late Registration Fee $15.00

**Wednesday September 11**
- Administrative Changes (canceled courses, misplacements in English/Spanish and Math) 1:00 p.m. to 6:00 p.m.

**Thursday September 12**
- Drop/Add Day - 10 a.m. to 6 p.m.
- Last Day to Add a Course - $10.00 Program Change Fee.
  - To Drop only, go directly to the Registrar's Office.

**Friday September 13**
- Last Day to Drop a Course with 75% Tuition Refund - 10 a.m. to 5 p.m.
- No Classes Scheduled.

**Saturday September 14**
- No Classes Scheduled

**Friday September 20**
- Last Day to Drop a Course with 50% Tuition Refund - 10 a.m. to 5 p.m

**Monday September 23**
- No Classes Scheduled

**Wednesday September 25**
- Conversion Day. No Wednesday classes. Follow Monday's Schedule.
Friday September 27
Last Day to Drop a Course with 25% Tuition Refund - 10 a.m. to 5 p.m.

Thursday October 3
Last Day to File for February 1997 Graduation. Forms are available at the Registrar's Office.

Monday October 14
Columbus Day - College Closed

Wednesday October 23
No Classes Scheduled.

Friday October 25
Last Day to Withdraw a Course with a Grade of "W" - 10 a.m. to 5 p.m.

Friday November 1
Last Day to Complete "I" grades from the Spring '96 semester

Thursday November 7
Conversion Day.
No Thursday Classes
Follow Wednesday's Schedule.

Thursday November 28 - Saturday November 30
Thanksgiving Recess - College Closed

Tuesday December 3
Conversion Day. No Tuesday classes. Follow Thursday's Schedule.

Saturday December 14
Last Day of Classes

Monday December 16
All ESL and SPA 2221 Final Exams

Tuesday December 17 - Monday December 23
All Other Final Examinations and Last Day of the Semester

Tuesday December 24
Winter Recess Begins - No Classes Scheduled

College is Closed

Spring 1997 Semester (Proposed)

Monday January 20
Martin Luther King's Birthday - College Closed

Friday January 24 - Monday February 3
Registration 10 a.m. to 5:30 p.m.

Tuesday February 4
Last Day to Drop a Course with 100% Tuition Refund.
10 a.m. to 5 p.m.
at the Registrar's Office.

Wednesday February 5
First Day of Classes.

Thursday February 6
Late Registration - 10 a.m. to 5:30 p.m.
$15.00 Late Registration Fee

Monday February 10
Administrative Changes
1 p.m. to 6 p.m.

Tuesday February 11
Drop/Add Day. 10 a.m. to 6 p.m.
Last Day to Add a Course. -
$10.00 Program Change Fee.
To Drop a Course, Go Directly to the Registrar's Office.

Wednesday February 12
Lincoln's Birthday - College Closed

Thursday February 13
Last Day to Drop a Course with 75% Tuition Refund.

Monday February 17
President's Day - College Closed

Wednesday February 19
Last day to Drop a Course with 50% Tuition Refund.
10 a.m. to 6:45 p.m.
at the Registrar's Office

Thursday February 20
Conversion Day, Follow Monday's schedule

Wednesday February 26
Last Day to Drop a Course with 25% Tuition Refund. - 10 a.m. to 6:45 p.m.

Thursday February 27
Last Day to File for June and September 1997 Graduation.
Forms available at Registrar's Office.

Wednesday March 26
Last Day to Withdraw a Course with a Grade of "W" - 10 a.m. to 6:45 p.m.

Friday, March 28 - Saturday March 29
No classes scheduled.

Thursday April 3
Last Day to Complete "I" Grades from the Fall 1996 Semester.

Sunday April 20 - Sunday April 27
Spring Recess - No Classes.
Administrative Offices Open.

Saturday May 17
Last Day of Classes.

Monday May 19
All ESL and SPA 2221 exams.

Tuesday May 20 - Tuesday May 27
All Other Final Examinations and Last Day of the Semester

Monday May 26
Memorial Day - College Closed

Monday June 2
Commencement
Admissions & Recruitment

How to Apply

All applicants, including those for non-degree status, are encouraged to apply directly at the Hostos Recruitment Office. An application may be obtained from the following offices:

Hostos Admissions & Recruitment Office
500 Grand Concourse
Room 420
Bronx, NY 10451
(718) 518-6622

CUNY Office of Admission Services
101 West 31st Street
New York, NY 10001
(212) 947-4800

For further information, call (718) 518-6633.

Transfer Students

Students who attended a college or other post-secondary institutions should file a CUNY Transfer Application for Admission. The application requires:

1. An official high school transcript
2. An official transcript from all the accredited colleges or universities attended since high school
3. A $50.00 money order application fee payable to University Application Processing Center.

To be eligible, students must have a minimum Grade Point Average (GPA) based on courses taken at all previous institutions:

<table>
<thead>
<tr>
<th>Credits Completed</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 - upwards</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Credits earned at another college and transferred to Hostos are evaluated by the Credit Evaluator in the Admissions & Recruitment Office. Credits are given only for courses taken at institutions which are accredited by one of the regional accrediting commissions. The maximum number of credits that may be transferred is 30. Credits from accredited non-CUNY colleges may be accepted if a grade of at least “C” was obtained.

Nondegree Admission

Nondegree students do not work toward a degree and are limited to programs of study on a space available basis.

Applications for nondegree status may be obtained from the Admissions & Recruitment Office. Nondegree students must submit:

1. High school transcript and diploma
2. Transcript of all prior college
course work.
3. A $40.00 application fee payable to Hostos Community College

Students Educated Abroad
A student educated abroad must submit official transcripts from a secondary school and, when appropriate, from any post-secondary school attended since high school. All transcripts must be accompanied by an English translation.

Student Visa Applicants
The Admissions & Recruitment Office coordinates all administrative and counseling services for the international student requesting a Student Visa. To obtain an I-20 certificate in order to be eligible for a Student Visa, a student must be in a position to finance the cost of his/her education and living expenses. The cost of a year’s education is approximately $9,000. The I-20 form is issued to students who are accepted as full-time matriculants. International students whose native language is neither English nor Spanish are required to take the TOEFL exam and achieve a score of at least 500 on the examination. TOEFL information may be obtained by writing to:

Test of English as a Foreign Language Education Services
Box 899
Princeton, N.J. 08541

An international student with an F-1 Visa must consult the International Student Advisor before
1. accepting employment,
2. leaving the United States on vacation or
3. permanently transferring to another institution, or
4. withdrawing from college before the end of the semester.

Senior Citizen Students
Bonafide residents of New York City who are 60 years of age or older may be admitted to Hostos by following regular admission procedures. Senior citizens may study tuition-free at the College upon payment of a $65.00 fee on a space available basis. Senior citizens pursuing a degree are required to pay regular tuition fees.

Immunization Requirements & WA Grade Policy
It is the City University of New York policy, in accordance with the mandated PHL 2165, that all students who register for six or more credits/billable credits who are born after December 31, 1956 are required to submit two proofs of immunization for measles and one proof for mumps and rubella to be in attendance at the University. To ensure full compliance, colleges must adequately notify students of the requirements upon entering the University.

The following is the minimal requirement for students to complete the registration process and continue in attendance:

Partial Compliance: One proof of measles, mumps, and rubella and a doctor’s appointment for the second measles vaccination. The second proof of measles must be submitted by the 30th or 45th day of the semester.

Students in partial compliance will be warned by the Admissions & Registrar’s Offices that their attendance, academic record and financial aid eligibility can be affected as well as the possibility of incurring a tuition liability for the semester prior to the first day of class. A second letter is mailed to students in partial compliance after the second day of class, but before the 15th day of class informing students that they will be excluded from class beginning on the 31st or 46th day of the semester and the availability of free on-campus immunization. Students may present such proof until the end of the semester.

Students who do not comply with the minimal requirements must be excluded from class and not allowed to return until they are in full compliance. An administrative withdrawal Grade (WA) will be placed on the student’s academic record in lieu of regular grades.

There are two steps needed to reverse the WA grade, thereby allowing students to return to class and to receive regular letter grade from the instructor.
1. To satisfy the Admissions & Recruitment Office with the proper proof of immunization.
2. To obtain approval to return to class from the instructor.

It is essential that both steps be completed to reverse WA grades. However, the WA grade is not reversible beyond the semester in question. If students satisfy the immunization requirement during the following semester, WA grades will remain on the transcript as permanent grades.
Skills Assessment Tests
(replaces page 17)

Entering Freshmen

Since Hostos is a unit of The City University of New York (CUNY), the College requires that students take the CUNY Skills Assessment Tests in reading, writing, and mathematics. These tests will be administered at centralized test sites for students admitted to the University for Fall 1996. The CUNY test sites are: Lehman College, Queens College, Brooklyn College, College of Staten Island, and Borough of Manhattan Community College. Students will be invited to take the Skills Assessment Tests at the borough site where the college of admission is located. Students may request to be tested at another site by calling the Office of Admission Services. Disabled students may opt to be tested at one of the centralized test sites or at the college of admission. In addition, Hostos administers placement tests in Spanish and English as a Second Language to students for whom English is not their native tongue.

Although they do not affect a student's admission into Hostos, these tests are used to determine a student's placement into English as a Second Language, reading, writing, mathematics, and foreign language courses. The CUNY Skills Assessment Test scores are also used as criteria for acceptance into certain career programs.

In some cases, these tests will be used to determine a student's eligibility for certain Hostos courses, which require a minimum level of reading, writing, mathematics, or foreign language.

Transfer Students: Exemptions

Some students are exempt from taking the placement tests because they have already earned a Bachelor's Degree from another accredited college, or first entered college prior to Fall 1978.

It should be noted, however, that certain technical career programs require that a student take and pass these tests before they can be accepted into these programs.

Transfer students who are exempt from taking these exams, or who have passed them at another CUNY college, should contact the Assessment Center.

Students who do not pass the placement tests at the time they enter Hostos must take the appropriate remedial or developmental courses. They will be given the opportunity to retake these tests after completing these courses.

No student will be permitted to register without taking the placement tests or showing proof of exemption.

A student in the Library
Degree Programs

Hostos Community College offers Associate in Arts (A.A.), and Associate in Science (A.S.) degree programs that prepare students for transfers to four-year colleges upon graduation from Hostos. Also offered are Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers and one Office Assistant certificate program. In the health sciences, credits for the A.A.S. degree vary as follows: in Dental Hygiene, 70 credits; in Medical Laboratory Technology, 60 credits; in Nursing, 67 credits; in Radiologic Technology, 64.5 credits. In addition, requirements for certification and licensure in these programs impose additional restrictions on the time required to complete them.

Effective September 1996, and in concert with the CUNY Board of Trustees Resolution, students in good academic standing may elect to complete their original program of study or follow the new 60-credit sequence. Opportunities will be provided through the College’s Academic Advisement and Counseling Offices so that an informed choice can be made by November 1, 1996.

Candidates for the A.A. degree study the arts and sciences. These include the Behavioral and Social Sciences, English, Mathematics, Africana Studies, Latin American and Caribbean Studies, Modern Languages, Philosophy, and Visual and Performing Arts.

Candidates for the A.S. degree follow programs that closely parallel the A.A. degree program, but provide greater concentration in the areas of Mathematics or Science.

Candidates for the A.A.S. degree may also study Business Administration. In addition, there is no modern language requirement for the A.S. degree.

Candidates for the A.A.S. degree follow programs in which there is concentration in the applied field. The professional fields in which programs are offered include Business and Accounting, Dental Hygiene, Early Childhood Education, Medical Laboratory Technology, Nursing, Public Administration, Radiologic Technology, Secretarial Science, Gerontology, Microcomputers, and Public Interest Paralegal Studies. In keeping with the regulations of the Commissioner of Education of the State of New York, a minimum of 34 credits of the total required in any of the degree programs must be completed at Hostos Community College.

Entering freshmen who are veterans of the United States military service should note that they will be required to fulfill the Physical Education requirement for all degree programs that include it.

Registered Programs
Approved by New York State Education Department

(Enrollment in other than registered or otherwise approved programs may jeopardize a student’s eligibility for certain student aid awards.)

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Degree</th>
<th>HEGIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>A.A.S.</td>
<td>5002</td>
</tr>
<tr>
<td>Business Administration</td>
<td>A.S.</td>
<td>5004</td>
</tr>
<tr>
<td>Data Processing</td>
<td>A.A.S.</td>
<td>5101</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>A.A.S.</td>
<td>5203</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>A.A.S.</td>
<td>5503</td>
</tr>
<tr>
<td>Gerontology</td>
<td>A.A.S.</td>
<td>5506.20</td>
</tr>
<tr>
<td>Liberal Arts &amp; Science</td>
<td>A.A./A.A.S.</td>
<td>5649</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>A.A.S.</td>
<td>5205</td>
</tr>
<tr>
<td>Microcomputers for Business</td>
<td>A.A.S.</td>
<td>5101</td>
</tr>
<tr>
<td>Public Administration</td>
<td>A.A.S.</td>
<td>5508</td>
</tr>
<tr>
<td>Public Interest Paralegal Studies</td>
<td>A.A.S.</td>
<td>5099</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>A.A.S.</td>
<td>5207</td>
</tr>
<tr>
<td>Secretarial Science-Executive</td>
<td>A.A.S.</td>
<td>5005</td>
</tr>
<tr>
<td>Secretarial Science-Medical</td>
<td>A.A.S.</td>
<td>5214</td>
</tr>
<tr>
<td>Undergraduate Nursing</td>
<td>A.A.S.</td>
<td>5208.10</td>
</tr>
<tr>
<td>Office Assistant Certificate</td>
<td></td>
<td>5005</td>
</tr>
</tbody>
</table>
WHAT YOU NEED FOR AN A.A. OR AN A.S. DEGREE

Degree Requirements

Requirements for Associate in Arts (A.A.) and Associate in Science (A.S.) Degree

A minimum of 60 credits is required for either the A.A. or A.S. degree and must include the specified number of credits in each subject area indicated below. Students planning to continue studies leading to a B.A. or B.S. degree should contact either the counseling center or the appropriate Department Chairperson or Program Coordinator at Hostos for information regarding concentrations and procedures for applying to senior colleges. Suggested programs of study for students planning to transfer to a four-year college and continue studies toward a degree in an area not included in the Hostos curriculum can be developed in consultation with a counselor in the Student Development Office. Students will follow these requirements:

<table>
<thead>
<tr>
<th>Distribution of Credits by Degree</th>
<th>A. A.</th>
<th>A. S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>12 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>BEHAVIORAL AND SOCIAL SCIENCES*</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>MODERN LANGUAGES</td>
<td>6 credits**</td>
<td>None</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6 credits</td>
<td>12-14 credits</td>
</tr>
<tr>
<td>VISUAL AND PERFORMING ARTS, AFIRICA STUDIES,</td>
<td>6 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>or LANT AMERICAN AND CARIBBEAN STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYSICAL EDUCATION / ATHLETICS</td>
<td>2 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>NATURAL AND PHYSICAL SCIENCES</td>
<td>8 credits</td>
<td>24 credits***</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>AS REQUIRED</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>60 credits</td>
<td>60 credits</td>
</tr>
</tbody>
</table>

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Modern Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 1-5 for access to these programs.

Note: Three-quarters of the work for the Associate in Arts (A.A.) degree must be in the liberal arts and sciences; one-half of the work for the Associate in Science (A.S.) degree must be in the liberal arts and sciences.

The number of credits required for the A.S. degree is dependent upon the student's level of mathematics preparation.

* Students are allowed three of these credits in Public Administration.

** Once a language is selected, the student is urged to complete six credits in that language, as fewer than six credits are generally not transferable to other colleges.

*** Twelve to sixteen credits in one science: biology, chemistry, or physics - plus eight credits in a different science.
**Tuition and Fees**
*(replaces pages 21-22)*

**New York State Residents**

*Undergraduate* (includes students enrolled prior to 6/1/92 or enrolled as first time freshmen or as non-CUNY transfer students from semesters or sessions beginning on or after 6/1/92)

- **Full-time Matriculated:** $1,250.00 per semester
- **Part-time Matriculated:** $105.00 per billable equivalent credit

*Undergraduate (all others)*

- **Nondegree:** $120.00 per billable equivalent credit
- **Senior Citizen Fee:** $65.00 per semester or session

*All students (including Nondegree and Senior Citizens)*

- **Consolidated Services Fee:** $5.00 per semester or session

**Non-State Residents and Foreign Students**

*Undergraduate* (includes students enrolled prior to 6/1/92 or enrolled as first time freshmen or non-CUNY transfer students for semesters or sessions beginning on or after 6/1/92)

- **Full-time Matriculated:** $1,538.00 per semester
- **Part-time Matriculated:** $130.00 per billable equivalent credit

*Undergraduate (all others)*

- **Nondegree:** $175.00 per billable equivalent credit

*All students (including Nondegree and Senior Citizens)*

- **Consolidated Services Fee:** $5.00 per semester or session

A resident is one who has had his or her principal residence in the City of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal residence in New York City.

A full-time undergraduate student is one who is enrolled for twelve (12) credits or equivalent, or more.

A part-time student is one who is enrolled for fewer than twelve (12) credits or equivalent.

Students taking in excess of 18 academic credits will be charged a “Fee for Accelerated Study” as per the following:

**Fees For Accelerated Study:**

```
Credits In Excess of 18 Fee
less than or equal to 2 ...............$100
greater than 2 but less than or equal to 4 ...............$230
greater than 4 but less than or equal to 6 ...............$460
greater than 6 ......................$690
```

This fee applies to regular semesters only. Study during intersession, summer session, or modules under non-traditional calendars other than spring and fall are not subject to this fee.

This fee does not apply to nondegree students who pay on a per credit basis regardless of the number of credits for which they register. This non-instructional fee will be applied uniformly to resident and non-resident students.

The tuition fee rate to be charged shall be determined by a student’s status as a full-time or part-time student and his/her residency and degree status.

The schedule of tuition fees shall apply to all scheduled sessions, regardless of duration, subject to such special tuition fee rates as may be established by the Board.

A child of a member of the permanent staff of the Board, or a child of a deceased or retired member of such staff who has served for more than five years on an annual salary, or a child of an employee of the City of New York or of a city agency who is required to live outside the City of New York in the performance of his or her official duties, shall be charged resident rates.

The resident rate shall be applicable to a student of another college or university which grants exchange resident rates to a student of a college within The City University of New York.

Evidence of satisfactory educational qualifications must be presented and the approval of the President of such college within the City University is required.
### Special Fees

**For All Students**

**Matriculated & Nonmatriculated**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission</td>
<td>$40.00</td>
</tr>
<tr>
<td>(Freshmen)</td>
<td>(not refundable)</td>
</tr>
<tr>
<td>$50.00</td>
<td>(Transfer Students)</td>
</tr>
<tr>
<td><strong>Student Activities Fee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Full-time</strong></td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>$20.00</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>$20.00</td>
</tr>
<tr>
<td>Summer</td>
<td>$13.00</td>
</tr>
<tr>
<td><strong>University Student Senate Fee</strong></td>
<td>$ .85</td>
</tr>
<tr>
<td><strong>Consolidated Services Fee</strong></td>
<td>$ .50</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>Each additional</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>(no charge for transcripts sent to colleges of CUNY)</td>
<td></td>
</tr>
<tr>
<td><strong>Late Registration</strong></td>
<td>$ 15.00</td>
</tr>
<tr>
<td><strong>Change of Program</strong></td>
<td>$ 10.00</td>
</tr>
<tr>
<td><strong>Duplicate of ID Photo Card</strong></td>
<td>$ 5.00</td>
</tr>
<tr>
<td><strong>Readmission</strong></td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Nonpayment Service Fee</strong></td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Returned check</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Processing Fee</strong></td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Special Examinations</strong></td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>$15.00</td>
</tr>
<tr>
<td>Each additional</td>
<td>$ 5.00</td>
</tr>
<tr>
<td><strong>Senior Citizens</strong></td>
<td>$ 65.00</td>
</tr>
<tr>
<td><strong>Cooperating Teachers</strong></td>
<td>$ 25.00</td>
</tr>
<tr>
<td><strong>Duplicate Diploma</strong></td>
<td>$ 15.00</td>
</tr>
</tbody>
</table>

*In addition, students should expect to spend approximately $125.00 per semester for books and supplies.*

### Refunds For Tuition

All refunds of the tuition charges appearing in the College's catalog/bulletin as well as registration material, regardless of whether paid by cash or money order, are subject to the Refund Entitlement Schedules established by the City University of New York Board of Trustees. Any refunds due are also subject to the review by the College of all student accounts. Authorized refunds will be returned to students in the form of a check at the completion of such review.

#### Refunds Other Than Summer Session

<table>
<thead>
<tr>
<th>Session</th>
<th>Official withdrawal from course before the scheduled opening date of the session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Official withdrawal from course in order to register at another unit of the City University during that semester:

<table>
<thead>
<tr>
<th>Session</th>
<th>Official withdrawal within one week after scheduled opening date of the session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Official withdrawal during second week after scheduled opening date of the session:

<table>
<thead>
<tr>
<th>Session</th>
<th>Official withdrawal during third week after scheduled opening date of the session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Official withdrawal after completion of third week after scheduled opening date of the session:

<table>
<thead>
<tr>
<th>Session</th>
<th>Official withdrawal after completion of third week after scheduled opening date of the session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

### Pro-Rata Refunds For Title IV Recipients

Please note that recent changes in Federal regulations could affect your tuition liability with the college.

First-time Hostos students who receive Title IV Financial Aid (Pell, FSEOG, Federal Work Study, Stafford and/or Perkins Loans) may have the amount of their liability decreased if they do not attend at least sixty (60) percent of the semester. If a refund results from the reduction in your liability, it will be returned to the Title IV program(s) and/or refunded to you in accordance with a formula developed by the federal government.

**NOTE:** The number of refunds which an individual student is allowed will be limited under conditions imposed by the College. All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Trustees of The City University of New York. Should fees or tuition be increased, payments previously made to the College will be counted as partial payment. Notification of additional amounts due, dates due, and methods of payment, will be sent to individuals involved.
Financial Aid
(replaces pages 23-27)

The following represents newly acquired information and/or revised information regarding available financial aid programs for Hostos Community College students. It replaces all information currently contained in the 1994/1995 Hostos College catalog.

Hostos Community College participates in the following financial aid programs: Federal Pell Grant (FPG), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Perkins Loan (FPL), Tuition Assistance Program (TAP), Aid for PartTime Study (APTS) and College Discovery (CD).

- Grants are funds that do not have to be repaid.
- Work Study provides employment opportunities to assist students in paying their educational expenses.
- Loans are borrowed money which must be repaid.

General Information
The Financial Aid Office provides a myriad of student aid related services, ranging from assistance with financial aid forms to job referrals. It serves an average of 4,500 students each semester, awarding Hostos students well over fourteen million dollars annually. Financial aid counseling is provided through group workshops conducted throughout the academic year. Individual counseling is also available by appointment. Student aid related literature is available at the Financial Aid Office. Students are encouraged to take advantage of these services, and to contact the Financial Aid Office at (718)-518-6561 for additional information.

Eligibility Criteria. In general, the student must be currently enrolled, making satisfactory progress, and meeting academic standards. The student must not owe a refund on a Federal Pell Grant (FPG) or a Federal Supplemental Educational Opportunity Grant (FSEOG), nor be in default on any Federal Family Education Loan (FFEL).

Need. In general, student aid is awarded on the basis of need. Need is the difference between the student's estimated cost of attendance - including but not limited to, tuition, fees, and books - and the amount the student and/or his family can afford to pay. For federal student aid programs, a federally approved formula is used to calculate the amount that a family is expected to pay towards educational expenses. This is called the Expected Family Contribution (EFC). This process ensures equity in the awarding process throughout the City University system.

Students with Disabilities. Students with disabilities which necessitate additional educational costs should contact the College Vocational Rehabilitation Counselor.

Breakdown of Estimated Annual Academic Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Books</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$42.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$810.00</td>
</tr>
<tr>
<td>Personal Expenses (including lunch)</td>
<td>$3,297.00</td>
</tr>
<tr>
<td>Housing</td>
<td>$3,802.00</td>
</tr>
<tr>
<td>Consolidated Fee</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Citizenship. A student must be a U.S. citizen, U.S. national, or a U.S. permanent resident who possesses either an I-151, I-551, or I-551C to be eligible for student aid. Individuals in the U.S. with a F1, F2, J1, or J2 Student Visa are not eligible for federal aid.

Transfer Students. If you transfer from one school to another, your financial aid does not automatically transfer to Hostos with you. Procedures vary depending on the particular student aid program and the time at which the transfer occurs.

Method for Selection. There are two basic application forms that are currently used to process student aid requests. The Renewal or Free Application for Federal Student Aid (FAFSA) is used to determine an applicant's eligibility for a Federal Pell Grant. The Financial Aid Supplemental information request form (FASIR) and the Financial Aid Form (CUNY FAF) is used to...
Federal Programs

Academic Standards. Students are required to maintain satisfactory academic progress toward a degree for purposes of receipt of Federal Student Aid (Title IV). The student must achieve the GPA required for probationary status at the institution.

After two years of enrollment at the College, students must have earned at least a "C" average, its equivalent, or academic standing consistent with the requirements for graduation.

Students must also accumulate credits toward the degree according to the following standards:

1. Attempted credits cannot exceed 150% of the credits normally required for completion of the degree, and
2. Accumulated credits are equal to or greater than two-thirds of the cumulative credits attempted, or
3. Accumulated credits are equal to or greater than .875 multiplied by the credits attempted minus 21 credits.

Students will be measured against the above mentioned standard at the end of the spring term. Only students who fall beneath the Conditional Standard ("B" or "C") may appeal through the normal institutional academic appeal process to retain eligibility. The appeal process is not available for students that exceed 150% of the credits normally required for completion of the degree.

Types of Federal Programs

Pell Grants. This is a federal grant. Students registered for one or more credits will be considered for an award. Awards are prorated according to a student’s enrollment status. Based on federal appropriations, the College’s cost of attendance and the applicants EFC, awards for eligible applicants range from approximately $400 to $2,470. All previously mentioned requirements apply.

Campus Based Aid Programs

The three programs discussed in this section are called Campus Based Aid Programs because they are administered directly by The City University of New York and the Hostos Financial Aid Office. Previously mentioned requirements apply. Although each program is different, they have these characteristics in common:

- The amount of aid you receive depends on your financial need, the amount of other aid you will be receiving, and the availability of funds at the College. Once all program funds are depleted, no more awards can be made from that program.
- Each college determines its own deadlines to apply for Campus Based Aid.
- There are no guarantees that an applicant will be granted an award, even if s/he can demonstrate need or if the applicant previously received an award.
- Generally, applicants must be enrolled for at least six credits or more per semester.

Federal Supplemental Educational Opportunity Grant

FSEOG is intended for undergraduates with exceptional need. Priority is given to students with low Expected Family Contributions (EFCs) and to students who are receiving Federal Pell Grants. An FSEOG does not have to be repaid. Award amounts are based on the availability of funds. Based on federal allocations, costs of attendance and the applicant’s EFC, awards for eligible applicants range from approximately $200 to $4,000.

Federal Work Study

The Federal Work Study (FWS) Program provides employment opportunities for qualified job candidates. The program encourages community service and provides funds to help pay educational expenses. A great variety of work experience is available for students who are interested in working off campus. Jobs on campus are limited and subject to federal matching
fund requirements. Based on federal allocations, costs of attendance, and the applicant’s EFC, awards for eligible applicants range from approximately $400 to $2,000.

Federal Perkins Loan
A Federal Perkins Loan is a low interest (5 percent) loan for undergraduate students with exceptional financial need. Federal Perkins Loans are made through The City University of New York and the Hostos Financial Aid Office. Based on federal allocations, cost of attendance and the applicant’s EFC, awards for eligible applicants range from approximately $800 to $5,000.

The City University is the lender and the loan is made with government funds. If the student borrower drops to less than six credits in a semester or leaves school, he/she is entitled to a six month grace period before beginning repayment. The repayment period may extend over a period of ten years. An additional ten years may be granted at the discretion of the institution if an application is made by the borrower. This extension applies to loans made after October 1, 1980 in accordance with the regulations of the Department of Education. Payments are not required for up to the first three years of active U.S. military service, or service in the Peace Corps, Vista, or a similar national program. This also applies for borrowers with disabled dependents. First time borrowers after July 1, 1987 have nine months in which to begin repayment.

New York State Programs
Eligibility Criteria. In addition to the previously mentioned citizenship requirements, student aid applicants must be New York State residents, have taxable incomes below a certain specified amount and maintain satisfactory academic standards.

Academic Standards. For the purpose of receiving state aid, students must adhere to the College’s previously mentioned academic standards and to the following state standards as well. Effective for the 1995-96 academic year students will be permitted a maximum number of six full-time semesters (three years) of TAP. Students enrolled in the College Discovery Program are exempt from this three-year rule.

Pursuit of Program. It is required that students complete the specified minimum number of credits/billable equivalent credits each semester:

<table>
<thead>
<tr>
<th>To be eligible</th>
<th>A student must have completed this % of course work</th>
</tr>
</thead>
<tbody>
<tr>
<td>for TAP Award</td>
<td>No.</td>
</tr>
<tr>
<td>1</td>
<td>.00%</td>
</tr>
<tr>
<td>2</td>
<td>.50%</td>
</tr>
<tr>
<td>3</td>
<td>.50%</td>
</tr>
<tr>
<td>4</td>
<td>.75%</td>
</tr>
<tr>
<td>5</td>
<td>.75%</td>
</tr>
<tr>
<td>6</td>
<td>100%</td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress. It is required that students accumulate the following specified minimum total number of credits and achieve the following specified cumulative Grade Point Average to be eligible for the TAP award number indicated:

<table>
<thead>
<tr>
<th>To be eligible</th>
<th>Minimum Number of Degree Credits per semester (Credits Accrued)</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>for Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0 .00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>.00 .00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>6 .1.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>.18 .1.20</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>.31 .2.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>.45 .2.00</td>
<td></td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress Update
Recently Governor Pataki amended the academic performance guidelines for student aid. Effective in the 1996-1997 academic year. N.Y.S. student aid recipients must have achieved at least a C average accumulated or its equivalent after having completed second academic year. Additional information will be posted throughout the college campus as soon as the financial aid office receives further notices from the New York State Higher Education Services Corporation (N.Y.S.H.E.S.C.).

Other Academic Related Issues.
Students who withdraw from all courses during a semester will lose eligibility for state aid in the next semester.

Students who fail to meet the above standards and can demonstrate that exceptional circumstances beyond their control impacted negatively on their academic achievement may be eligible for a one time Waiver. Waivers will be considered if there is a reasonable probability that the student will regain good academic standing and the student is able to present full documentation to substantiate an appeal. Students who wish to apply for a TAP Waiver must have an appointment with the Dean of Students Office.

Types of Programs

Tuition Assistance Program (TAP)
The Tuition Assistance Program provides tuition assistance to full-time matriculated students. Students must be registered for twelve billable equivalent credits or more for the semester. Awards are based on the family’s net taxable income. The New York State Higher Education Services Corporation (NYSHESC) directly notifies the applicant of his/her award status. Based on state allocations, awards for eligible applicants range from approximately $100 to $2,250 per academic year.

Students who apply early and present their TAP notification before their appointed registration date will receive a credit towards their tuition liability. Students who receive their TAP notification later will be responsible for paying their tuition at registration. The Student Receivables Office will notify the student by mail of their TAP reimbursement.
Supplemental Tuition Assistance Program (STAP)
The Supplemental Tuition Assistance (STAP) Program was created to provide additional support for students who require remediation. Beginning in the 1995-1996 school year STAP will be available for first-time recipients who are entirely enrolled in an approved non-credit bearing remediation program for a summer term.

Aid for Part-Time Study Program (APTS)
Students who intend to register for 3 to 11.5 billable equivalent credits and have not utilized their six semesters of TAP are eligible to apply for an APTS award. Unlike the STAP and TAP program which are entitlements, the APTS Program has limited funds and is directly administered by The City University of New York and the Hostos Financial Aid Office. When these funds are exhausted, additional awards cannot be made for the academic year. Based on state allocations, awards for eligible applicants may range from $90.00 to $575.00 per semester.

Other State Aid Programs
Regents Award for Child of a Veteran (CV) and the Child of a Correction Officer Award.
Contact the NYSHEC at (518)-473-7087 for information and/or an application.

Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters.
Contact the NYSHEC at (518)-473-7087 for information and/or an application.

State Aid to Native Americans
Contact the NYSHEC at (518)-474-0537 for information and/or an application.

Vietnam Veterans Tuition Award Program
Contact NYSHEC at (518)-473-7087 for information and/or an application.

New York State Health Service Corps Scholarship
Contact NYSHEC at (518)-473-7019 for information and/or an application.

Robert C. Byrd Honors Scholarship Program, Paul Douglas Teachers Scholarship Program and the National Science Scholars Program (Federally funded)
Contact NYSHEC at (518)-473-5705 for information and/or an application.

Nursing students at Hostos

Special Programs
College Discovery (CD) is a special program that provides assistance in the form of counseling, tutoring and financial aid to eligible students. This program is limited to students admitted to the College as a College Discovery student. Based on city funding and allocations, awards for eligible applicants range from approximately $340 to $1,000. For additional information you may contact the College Discovery Office at 718-518-6691.

Public Assistance Program
The Human Resources Administration (HRA) has recently made changes to their vocational program.

Work Program
Some Public Assistance students will be called in by HRA/OES and may be required to participate in work activities (WEP) during the Fall of 1996. If you are planning to attend school, please accommodate your school schedule with your work schedule. Many students will be able to start school in the Fall 1996 semester but will be asked to participate in work assignments. Their required hours of work participation will be reduced to accommodate school hours.

Training Related Expenses (T.R.E.S.)
Students receiving TRE's prior to May 1, 1996 will be allowed to receive TRE's for six semesters. New students registering for the Fall 1996 semester will be permitted to receive TRE's for two years (4 semesters).

All public assistance recipients must meet HRA's satisfactory academic progress requirements.

If you have any questions, please contact the Registrars Office, Room B208 and speak to the HRA Liaison.
Academic Policies & Procedures
(replaces pages 28-29)

Policy on Grades and Academic Standards

Hostos Community College awards letter grades to denote the level of achievement for each course. The grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**Other Grades**

- **I** - Incomplete. This grade indicates that the objectives of a course have not been completed for good and sufficient reasons and that there is reasonable expectation that the student can in fact successfully complete the requirements of the course by the end of the eighth week of the next academic semester. No "I" grades are given in the summer session.

- **W** - Withdrawal without penalty. This grade indicates that a student has good and sufficient reasons for withdrawing from the course and is doing so at a time when he or she is doing passing work, prior to the eighth week of the course.

- **WU** - Unofficial Withdrawal. Given for non-attendance. Replaces NC grades and assigned prior to 1980. This grade is included in the computation of the GPA and counts as an F.

- **WA** - All students born on or after January 1, 1957, whether degree or nondegree, who register for six or more credits/billable equivalent credits are required to demonstrate proof of immunization for measles, mumps, and rubella. A nonpunitive Administrative Grade (WA) will be applied to students who are excluded from classes for reasons of non-compliance with the New York State Immunization Law (PHL 2165).

- **R** - This grade is given in courses designed as developmental (remedial courses with credit and excess hours) and remedial courses (with no credit). An "R" grade is given when a student has not reached a minimal level of proficiency for the course, but has fulfilled all three of the following conditions:
  1. Presented a satisfactory attendance record.
  2. Satisfactorily completed in-class homework assignments.
  3. Made satisfactory progress toward the performance objectives of the course.

  The "R" grade is considered a nonpunitive grade and is not included in the computation of the GPA. It is given one time only per course except in the case of ENG 1300 and ENG 1301 where, because of the CUNY writing examinations, the "R" grade is given twice. Other colleges may assign a punitive value.

- **P** - Passing (A grade assigned to SSD 1000 and ENG 1306 only)

- **Z** - No grade submitted by the instructor

- **(F)** - Grade(s) in parentheses denote grades excluded from GPA calculation. Grades not computed in grade point averages are based on CUNY policy effective September 1, 1990:

  "When an undergraduate student receives the earned academic grade of "F" or an administrative failing grade of "WU," and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" or "WU" will no longer be computed in the grade point average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the grade point average shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York."

**Incomplete and Failure Grades**

Students should not repeat a course in which an incomplete "I" is given. Rather, arrangements should be made with the instructor who granted the incomplete grade to complete the remaining work. If this is not done, the incomplete grade will be changed to a failure "F." If a student registers again for a course in which an "I" was awarded, the "I" becomes "F" and the course will appear a second time on the student's transcript with the grade earned.

**College Language Policy**

Entering students whose native language is other than English and who take the ESL Placement Examinations, or whose City University Writing Assessment Test essays are referred to and scored by the ESL Placement Committee, will take a sequence of twelve to fourteen credits in ESL in order to complete the requirements for the A.A. and A.S. Degrees. The number of credits depends on the original level of placement and progress.

There are three distinct sequences for ESL students, depending on placement. Each includes an ESL writing and an ESL reading course. In Elementary ESL 1315 and ESL 1320, students are allowed to take seventy-five percent of the course work in Spanish; in Intermediate ESL 1325 they are allowed fifty percent of their course work to be in Spanish; and in Advanced ESL 1330, students are allowed twenty-five percent of their course work to be in Spanish. Once students finish the ESL sequence, they should not take any more course work in Spanish, except where it is appropriate, i.e., courses in Modern Languages.
Attendance

Students at Hostos Community College are required to attend all classes scheduled for each course for which they are registered. Limited absences are permitted only when:
1. The teacher assigns the student to some alternate learning activity related to the course, or
2. The student is assigned to research activity which will result in a written project that goes beyond the content that might normally be covered in the course.

It is assumed that in such cases student and teacher will confer regularly, and that the teacher will be aware of the student's progress and any problems the student may encounter in his/her course of study.

Faculty members are to maintain attendance records. Each academic department is free to develop a more specific policy on attendance within the general collegewide framework.

Note: A student who has not attended class at least once in the first three weeks is considered non-attending and receives a grade of WU. A student who attends at least once in the first three weeks, but does not attend once in either the fourth or fifth week may receive a WU unless there is evidence that the student has kept abreast of the coursework and plans to return to class.

Dean's List

The Dean's List cites students who have demonstrated outstanding academic achievement. To qualify for the Dean's List, certain criteria have to be met, among them:
(a) 24 or more credits of work at Hostos Community College during a given academic year, and (b) a scholastic index of 3.0 or better with no grades of "D" or "F" within that academic year.

Phi Theta Kappa

Phi Theta Kappa, the national honor society for community and junior college students, was first established in 1908. Induction into Phi Theta Kappa acknowledges outstanding scholastic achievement and is available to students who have attained a record of academic excellence, as defined by the national organization and the college.

The Alpha Kappa Tau Chapter of Phi Theta Kappa was initiated at Hostos Community College in 1985. In order to be eligible for induction, which takes place annually, students must meet the following criteria:

a. Enrollment in Hostos Community College at the time of induction,

b. Completion of a minimum of 15 academic credits by the end of the semester prior to induction,

c. Completion of two full semesters at Hostos Community College and a cumulative grade point average of at least 3.5,

d. Completion of at least two semesters of English or English-as-a-Second-Language courses, or attainment of the ENG 1302 level, if initially placed upon admission to the College, in an English course below 1302,

e. Successful completion of any "I" grades and successful repetition and passing grade (or passed CUNY exam) in cases where a grade of "R" was previously earned,

f. Attainment of academic excellence and good moral character, as judged by the faculty.

Students are required to pay a one-time initiation fee of $20 to the national honor society and to submit a letter of recommendation from a faculty member.

Probation, Dismissal and Appeals Process

Students who fail to achieve the required academic standards will be placed on probation for one semester. Students on probation who fail to achieve the required standards the following semester will be dismissed from the University.

Students who are dismissed may appeal to the Committee on Academic Standards and Awards who will consider each case individually and approve or deny the appeal.

Limited Probation

The Academic Standards and Awards Committee will determine the maximum number of credits which a student whose appeal has been granted will be allowed to register for on the basis of the student's academic record.

Automatic Denial

Students who have opted to use the appeal process but for whom the Committee has determined no probability of meeting minimum GPA standards are to be denied probation extension.

Semester Review

All probationary students' records will be evaluated at the beginning of each semester. Those not meeting minimum GPA standards will be dismissed.

Readmission Standards

Students dismissed under automatic denial who have been readmitted after a minimum of one semester of non-attendance will be allowed only two (2) semesters to meet minimum GPA retention standards.

Student Retention Standards

The following table indicates the minimum cumulative index which must be earned at specific levels of credits attempted and the satisfactory rate of progress expected in each block of credits or billable equivalent credits attempted:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA (Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 - Upward</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Languages or Latin American and Caribbean Studies.
Peer Advisers (page 32)
Paragraph changed as follows:

Peer advisers are carefully selected students who are trained and supervised by the Director of Academic Advisement. They are able to offer extensive academic advisement and counseling to students throughout the year. Students may avail themselves of the services of peer advisers to plan their academic program and to review their progress in detail. The peer advisers may be found in the Counseling Center. Students may drop in to ask questions and receive information regarding any college process or procedure.

Hostos Children’s Center (page 33)
Paragraph changed as follows:

The Hostos Children’s Center provides a safe, nurturing, stimulating environment for up to 60 preschool children during the day and 20 children during the evening. The hours of operation are 7:30 a.m. to 10:00 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Fridays.

The program is built around the children’s developmental needs and includes creative play, music, dance, block play, art, mathematics, multicultural activities, reading readiness, time for group interaction, and time to be alone. The children also participate in neighborhood field trips, city trips, and interdepartmental programs.

The Center presently serves only the children of matriculated Hostos students. It is licensed by the New York City Department of Health’s Bureau of Day Care. Drop-in services are available during the registration periods only. Emergency care during the public school winter break can also be arranged for school age children.
Community & Continuing Education

The Hostos Office of Community and Continuing Education offers a variety of non-credits courses designed to address the educational needs and personal interests of the community. Classes are offered in the areas of educational advancement, career and personal development, and ethnic and cultural studies. Many of these courses require a fee. (See pages 111-113).

Language Development Center’s ESL College Preparatory Program

The Hostos Language Development Center’s ESL College Preparatory Program was established to offer English language instruction and Spanish remediation to Hostos College students whose placement scores fall below entry level ESL, and who need to sharpen their Spanish language skills. Students will be able to master pre-college ESL classwork, and further develop their native language skills without using their Pell and Tap awards.

Students are offered a 21 hour/week day program or 16 hour evening/weekend program of study that includes English Communication Skills, Critical Thinking/Spanish Language Development, and a Computer Workshop.

In addition, returning students who have failed ESL 1315 (Basic ESL) the previous semester, and are not likely to successfully repeat the course, will be referred by their ESL teachers to the College Prep Program.

The program is offered at no cost. For more information please call Ms. Fatiha Makloufi at: (718) 518-6657.

Note: Must be a new or returning Hostos student.

Educaçã0 Contínua y de la Comunidad

Centro del Desarrollo de Idiomas Program de Ingles como Segundo Idioma Pre-Universitario

El programa pre-universitario de Inglés como Segundo Idioma del Centro de Desarrollo de Idiomas de Hostos fue establecido para ofrecerles instrucción del idioma inglés y ayuda remediativa del español a los estudiantes de Hostos cuyas anotaciones en los exámenes de ubicación fueron de un nivel más bajo del requerido y que necesitan mejorar el español, sin utilizar su beca Pell o la ayuda Tap.

A los estudiantes se les ofrece un programa diurno de 21 horas durante los días de semana o un programa de 16 horas por la noche/fines de semana. El programa incluye el desarrollo de habilidades para la comunicación en inglés, desarrollo del idioma español/el pensar con criterios críticos y un taller de computadoras.

Serán referidos al programa por los maestros de ESL (inglés como segundo idioma) aquellos estudiantes que regresan al colegio y que no aprobaron el curso ESL 1315 (ESL Básico) en el semestre anterior y quienes es muy probable no lo aprobarían si lo cursaran una vez más sin ayuda.

Se ofrece este programa sin costo. Para más información favor de llamar a Ms. Fatiha Makloufi al: (718) 518-6657

Nota: Debe ser un nuevo estudiante de Hostos o uno que regresa al Colegio Hostos.
Relaxing in the Library (top), and Hostos Students in the Business Administration class (right)
The City University of New York Policy Against Sexual Harassment

(Please Note: Hostos Community College adopts the new policy on sexual harassment passed by the CUNY Board of Trustees on June 26, 1995. This replaces the previous policy on Sexual Harassment.)

It is the policy of the City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred.

Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

a. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

b. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

(2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or

(3) such conduct has the purpose or effect of unreasonable interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.
c. Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo harassment) include, but are not limited to, the following: requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations); submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexually touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

d. Consensual Relationships

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or
These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, superior, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party. Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has 'professional responsibility' for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, making decisions, or recommendations that confer benefits such as promotions, financial aid awards or other remuneration, that may impact upon other academic or employment opportunities.

**e. Academic Freedom**

This policy shall not be interpreted so as to constitute interference with academic freedom.

**f. False and Malicious Accusations**

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

**g. Procedures**

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

**h. Enforcement**

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and permanent dismissal from the University.

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*Effective October 1, 1995*

*The City University of New York*

*535 East 80th Street*

*New York, New York 10021*
Services for Students with Disabilities
(replaces page 34)

Since passage of the Rehabilitation Act of 1973, colleges and universities have been the setting for sweeping changes in the lives of individuals with disabilities. Section 504 of the Rehabilitation Act requires federal funds recipients, including colleges and universities, to make their programs, services and facilities accessible to disabled individuals. The Americans with Disabilities Act reinforces the mandate of Section 504 and expands it to all institutions of higher education, regardless of whether they receive federal financial assistance.

Section 504 of the Rehabilitation Act requires colleges and universities that receive federal financial assistance (including student loans) to make their programs and facilities accessible to individuals with disabilities. The ADA expands that mandate to include all institutions of higher learning, regardless of whether they are federally funded. Specially, Title I prohibits employers, including private colleges and universities, from discriminating against disabled applicants and workers in all aspects of employment. Title II prohibits public entities including state and local universities, from discriminating on the basis of disability in the programs and services they offer to help ensure that the letter and spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are met, the College has a Coordinator of Disabled Student Services. The Coordinator is located in room B-538 and can be reached by telephone at (718) 518-6702. Office hours vary each semester. Call for the current hours.

Eligible students may receive a variety of services including pre-admission counseling and advisement, special placement testing and registration, ongoing personal, educational and career counseling, and assistance in arranging for readers/note-takers, recorded textbooks and alternate classroom instruction and testing. Liaison is maintained with Vocational and Educational Services for Individuals with Disabilities and the Commission for the Blind and Visually Handicapped to help disabled students determine their eligibility for rehabilitation services and to ensure that sponsored students receive support as they progress toward their educational and career objectives. In addition, consultation with community agencies that provide supportive services, rehabilitation services, disability rights and advocacy training is a regular part of the program for students.

For low vision and blind students, a variety of special equipment is available. Print enlargement (V-Tek) equipment is located in the Library, the Writing Center, and the Math Labs. Tape recorders, braille typewriters are also accessible for student use.

A close working relationship with the College Health Services insures that students with medical problems can receive necessary emergency services, and there is a building evacuation plan to assist mobility-impaired students to evacuate college buildings in the event of an emergency.

Students in the Dental Hygiene Laboratory
Statement on Public Order
(replaces page 45)

Section 15.3
Student Disciplinary Procedures

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of the Dean of Students promptly by the individual, organization or department making the charge.

b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:

(i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;

(ii) Refer the matter to conciliation. If a matter is referred to conciliation, the accused student shall receive a copy of the notice required pursuant to section 15.3.e. of this bylaw; or

(iii) Prefer formal disciplinary charges.

Conciliation Conference:

c. The conciliation conference shall be conducted by the counselor in the office of the Dean of Students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedure shall be in effect at this conference:

1. An effort will be made to resolve the matter by mutual agreement.

2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.

3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.

4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the College by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

e. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.

2. A statement that the student has the following rights:

   (i) to present his/her side of the story;

   (ii) to present witnesses and evidence on his/her behalf;

   (iii) to cross-examine witnesses presenting evidence against the student;

   (iv) to remain silent without assumption of guilt; and

   (v) to be represented by legal counsel or an advisor at the student's expense.

   3. A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedures:

f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student, pleads not guilty, the College shall present its case. At the conclusion of the College’s case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee members or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.

5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee’s normal operations.

6. The College bears the burden of proving the charges(s) by a preponderance of the evidence.

7. The role of the Faculty-student Disciplinary Committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the Committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The College may introduce a copy of the student’s previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the College shall be opened and used by the Committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The Committee shall deliberate in closed session. The Committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the Faculty-student Disciplinary Committee’s decision withing five days of the conclusion of the hearing. The decision shall be final subject to the student’s right of appeal.

11. Where a student is represented by legal counsel, the President of the College may request that a lawyer from the General Counsel’s Office appear at the hearing to present the College’s case.
En Español
Cómo Usar Este Suplemento


500 Grand Concourse
Bronx, New York 10451
Teléfono (718) 518-6622

Mensaje a los Estudiantes

La Junta de Directores (Trustees) de la Universidad de la Ciudad de Nueva York (CUNY) se reserva el derecho a hacer cambios de cualquier tipo en los programas académicos y requisitos de CUNY y los colegios que la constituyen. Todos los programas, requisitos y cursos están sujetos a eliminación o cambio sin previo aviso. Los gastos y cuotas de matrícula expuestos en esta publicación están también sujetos a cambios por parte de la Junta de Directores de CUNY. Donde aparecen las palabras crédito equivalente en el catálogo del 1994-95, deben sustituirse las palabras crédito equivalente pagaré.

Acreditaciones y Afiliaciones

El Colegio Hostos está acreditado por la Asociación de Colegios Universitarios y Escuelas de la Región Medioeste de los Estados Unidos. El Colegio ofrece programas acreditados por organizaciones profesionales como la Asociación Médica Americana, el Comité Asociado de Repaso de la Educación en la Tecnología Radiología y la Asociación Dental Americana. Además, el Colegio Comunal Hostos es miembro de la Asociación Americana de Colegios Comunales y otros Colegios de dos años, la Asociación Americana de Educación Universitaria, el Consejo Americano de Educación, la Asociación Hispana de Colegios y Universidades, la Asociación Americana de Investigación Educativa, la Asociación Nacional para la Educación Bilingüe y otras organizaciones profesionales y académicas dedicadas al avance de la educación. La institución está registrada por el Departamento de Educación del Estado de Nueva York.

New York State Education Department
Office of Higher Education & the Professions
Cultural Education Center, Room B528
Albany, New York 12230
(718) 474-5851

Calendario Colegial 1996-1997

Semestre del Otoño de 1996

viernes, 23 de agosto - viernes, 30 de agosto/Matrícula Regular de 10:00am a 5:30pm

lunes, 2 de septiembre/Día del Trabajo - Colegio Cerrado.

jueves, 5 de septiembre/Ultimo día para darse de baja de un curso con 100% de reembolso. 10:00am a 5:00pm en la Oficina de Registro

viernes, 6 de septiembre/Primer Día de Clases.

lunes, 9 de septiembre/Matrícula Tardía - 10:00am a 5:30pm
Cuota por Matrícula Tardía $15.00

miércoles, 11 de septiembre/Cambios administrativos (cursos cancelados, ubicación errónea en inglés, español o matemáticos.)
1:00pm o 6:00pm

jueves, 12 de septiembre/Día de Añadir/Darse de Baja de Cursos 10:00am a 6:00pm.
Cuota por Cambio en el Programa $10.00.
Para darse de baja solamente, diríjase a la Oficina de Registro.

viernes, 13 de septiembre/Ultimo día para darse de baja de un curso con 75% de reembolso.
10:00am a 5:00pm
No hay clases programadas.
Las Oficinas Administrativas permanecen abiertas.

sábado, 14 de septiembre/No hay clases programadas.

viernes, 20 de septiembre/Ultimo día para darse de baja de un curso con 50% de reembolso.
10:00am a 5:00pm
lunes, 23 de septiembre/No hay clases programadas
miércoles, 25 de septiembre/Cambio de horario se reunirán las clases de los lunes no los de los miércoles.
vieernes, 27 de septiembre/Ultimo día para darse de baja de un curso con 25% de reembolso – 10:00am a 5:00pm
jueves, 3 de octubre/Ultimo día para inscribirse para la graduación de febrero de 1997.
Los formularios estarán disponibles en la Oficina de Registro.
lunes, 14 de octubre /Día de la Raza (Columbus Day) - Colegio cerrado.
miércoles, 23 de octubre/No hay clases programadas
viernes, 25 de octubre/Ultimo día para darse de baja de un curso con nota de "W". – 10:00am a 5:00pm
viernes, 1 de noviembre/Ultimo día para completar un curso con nota "I" del semestre de primavera del 1996.
jueves, 7 de noviembre/Cambio de horario. Se reunirán las clases de los miércoles no las de los jueves.
jueves, 28 de noviembre - sábado 30 de noviembre/Receso de Invierno-No hay clases programadas.
martes, 4 de diciembre/Ultimo día para darse de baja de un curso con nota de "W". – 10:00am a 5:00pm
viernes, 24 de enero-Cumpleaños de Martin Luther King - El Colegio estará cerrado.
viernes, 25 de enero /lunes 3 de febrero/ Matrícula – 10:00am a 5:30pm
viernes, 1 de noviembre/Ultimo día para inscribirse para la graduación junio y septiembre de 1997. Los formularios estarán disponibles en la Oficina de Registro.
miércoles, 26 de marzo/Ultimo día para darse de baja de un curso con nota de "W". – 10:00am a 6:45pm
viernes, 28 de marzo - sábado, 29 de marzo /No hay clases programadas.
jueves, 3 de abril/Ultimo día para completar los "Incompletos" (grado i) del semestre de otoño de 1996.
domingo, 20 de abril - domingo, 27 de abril/Receso de Primavera. No habrá clases. Las Oficinas Administrativas permanecerán cerradas.
sábado, 17 de mayo /Ultimo Día de Clases
lunes , 19 de mayo/Exámenes Finales de ESL y SPA 2221.
martes, 20 de mayo - martes, 27 de mayo/Exámenes Finales y Ultimo día del semestre.
lunes, 26 de mayo/Día de Recordación – El Colegio estará cerrado.
miércoles, 2 de junio/Graduación
Admisiones y Reclutamiento

(reemplaza las páginas 59-60)

La Oficina de Admisiones y Reclutamiento es usualmente el primer punto de contacto entre el colegio y los futuros estudiantes. La Oficina asiste a los estudiantes a completar sus formularios para asistir al colegio.

Además la oficina asiste a los estudiantes a solicitar sus transcripciones oficiales de escuela secundaria y de universidad y/o sus resultados de los Exámenes Generales de Equivalencia. Casi todo el material del colegio es distribuido por esta Oficina. Los folletos, afiches y catálogos se les envían por correo a los futuros estudiantes, a las escuelas secundarias y a las agencias comunales si así lo solicitan. La oficina les notifica a los futuros estudiantes sobre las fechas de admisión y matrícula.

Para más información, favor de llamar al teléfono (718) 518-6633.

Cómo Solicitar

Se le exhorta a toda persona, a solicitar directamente a la Oficina de Reclutamiento de Hostos y en las siguientes oficinas:

Oficina de Admisiones y Reclutamiento de Hostos
500 Grand Concourse
Salón 420
Bronx, New York 10451
(718) 518-6622

Oficina de Admisiones de CUNY
101 West 31st. Street
New York, NY 10001
(212) 947-4800

Admisiones a los Programas Académicos que Culminan en Título Universitario

Estudiantes de primer año
Los estudiantes sin créditos universitarios deben completar una Solicitud de Admisión de Hostos como primera opción. La solicitud requiere:
1. Una copia oficial de la transcripción de notas de escuela secundaria o los resultados de los exámenes de equivalencia.
2. Un diploma original de escuela secundaria.
3. Un giro postal por $40.00 de cuota de solicitud pagadero a University Application Processing Center.

Estudiantes de traslado
Los estudiantes que han estudiado en una universidad u otra institución de educación post-secundaria deben llenar una Solicitud de Admisión de Traslado a CUNY para estudiantes que van a trasladarse. Esta solicitud requiere:
1. Una copia oficial de la transcripción de notas de escuela secundaria.
2. Una copia oficial de la transcripción de notas de todos los colegios o universidades donde haya estudiado desde que se graduó de escuela secundaria.
3. Un giro postal por $50.00 de cuota de solicitud pagadero a University Application Processing Center. A aquellos que al presente estudien en otro colegio de CUNY, no se les exige pagar la cuota de $50.00.

Para ser elegible, el estudiante debe tener un promedio académico mínimo (GPA) basado en los cursos estudiados en instituciones previas.

<table>
<thead>
<tr>
<th>Créditos Completados</th>
<th>Promedio Académico Mínimo (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 19</td>
<td>1.75</td>
</tr>
<tr>
<td>25 o más</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Los créditos aprobados en otras instituciones que sean transferidos a Hostos, son evaluados por un Evaluador de Créditos en la Oficina de Admisiones y Reclutamiento. Sólo se aceptarán aquellos cursos tomados
Admisión a cursos y No a los Programas
Los estudiantes que no deseen obtener un título académico están limitados a la disponibilidad de espacio en los cursos de estudio deseados.

Las solicitudes se pueden obtener en la Oficina de Admisiones y Reclutamiento. Los solicitantes deben someter:

1. Prueba de graduación de escuela secundaria.
2. Transcripción de escuela secundaria.
3. Cuota de solicitud de $40.00 pagadero a Hostos Community College.

Solicitantes Educados en el Extranjero
Los estudiantes educados en el extranjero deben someter copias oficiales de las transcripciones de notas de escuela secundaria, y si es el caso, de aquellas instituciones de educación postsecundaria a las que haya asistido después de haberse graduado de escuela secundaria. Todas las transcripciones deben estar acompañadas de una traducción al inglés.

Solicitantes de Visa de Estudiante
La Oficina de Admisiones y Reclutamiento coordina todos los servicios administrativos y de consejería para el estudiante internacional que solicite una visa de estudiante. Para obtener un certificado I-20 el estudiante debe estar en posición de financiar el costo de su educación y alojamiento. El costo de los estudios es aproximadamente de $9,000 al año.

Se les extiende el formulario I-20 a los estudiantes que hayan sido aceptados como estudiantes de tiempo completo.

Aquellas estudiantes internacionales cuyo primer idioma no sea ni el inglés ni el español tienen que tomar el examen TOEFL y lograr con una puntuación de por lo menos 500 en el examen.

Se puede obtener la información sobre TOEFL escribiendo a:

Test of English as a Foreign Language Education Services
Box 899
Princeton, N.J. 08451

Un estudiante Internacional con visa F-1 debe consultar con el Consejero de Estudiantes Internacionales antes de:
1. Aceptar empleo,
2. Salir de los Estados Unidos de vacaciones o
3. trasladarse a otra institución universitaria, permanentemente o
4. Darse de baja del colegio antes del fin del semestre.

Personas mayores de 65 años
Los residentes bonafide de la ciudad de Nueva York que tengan 65 años de edad o mayores, pueden ser admitidos al completar los procedimientos regulares de admisión.

Las personas mayores pueden, dependiendo de la disponibilidad de espacio, estudiar y pagar una cuota de matrícula de solamente $65.00.

Requisitos de Inmunización
En acuerdo a los mandatos de la ley de salud pública (PHL) 2165, la Universidad de la ciudad de Nueva York (CUNY) requiere que para asistir a la universidad, todo estudiante que esté matriculado para seis o más créditos/equivalente de pago y que haya nacido después de 31 de diciembre del 1956, presente dos (2) pruebas de vacunas en contra del sarampión y una prueba de vacuna en contra de las paperas y la rubéola. Para asegurar el pleno cumplimiento, el colegio le notifica de estos requisitos antes de entrar a la Universidad (CUNY). Para completar el proceso de matrícula y continuar asistiendo al colegio los estudiantes deben cumplir con los requisitos mínimos que siguen:

Cumplimiento Parcial: Una prueba de vacunas de sarampión, paperas y rubéola.
Exámenes de Asesoramiento
(reemplaza la página 61)

Los que Ingresan al Primer Año

Ya que el Colegio Hostos es una unidad de la Universidad de la Ciudad de Nueva York (CUNY), el Colegio requiere que los estudiantes tomen los Exámenes de Asesoramiento de CUNY en lectura, escritura y matemáticas. Además, el Colegio Hostos administra exámenes de ubicación en español e "Inglés como Segundo Idioma" (ESL) a los estudiantes para los cuales el inglés no es su primer idioma.

Aunque éstos no afectan la admisión del estudiante al Colegio Hostos, los resultados sirven para ubicar al estudiante en los cursos de "Inglés como segundo idioma" (ESL), lectura, escritura, matemáticas, e idiomas extranjeros. Los resultados del Examen de Asesoramiento de CUNY también se usan como criterio para la aceptación a ciertos programas de carreras profesionales.

En algunos casos, estos exámenes se utilizarán para determinar la elegibilidad del estudiante a ciertos cursos de Hostos que requieren niveles específicos de lectura, escritura, matemáticas o lengua extranjera.

Estudiantes de Traslado: Exenciones

Algunos estudiantes están exentos de tomar los exámenes de ubicación porque ya han obtenido un grado académico de otra universidad o entraron a la universidad antes del otoño del 1978.

Sin embargo debe estar claro que ciertos programas de carreras técnicas requieren que los estudiantes tomen y aprueben estos exámenes antes de ser aceptados a estos programas.

Los estudiantes de traslado que están exentos de tomar estos exámenes o que los han aprobado en otro colegio de CUNY, deben comunicarse con el Centro de Evaluaciones/Asesoramiento.

Los estudiantes que no aprueben los exámenes de ubicación al ingresar a Hostos, tienen que tomar los cursos remediativos apropiados. Se les dará la oportunidad de volver a tomar estos exámenes después de haber completado estos cursos.

Los estudiantes que no hayan tomado los exámenes de ubicación o que no presenten prueba de exención no podrán matricularse. Para estudiantes admitidos a la Universidad después del otoño del 1996 estos exámenes se administran en locales centralizados. Los lugares para estos exámenes son Lehman College, Queens College, Brooklyn College, College of Staten Island, and Borough of Manhattan Community College.

Se les invitará a los estudiantes a tomar estos exámenes en el condado donde está ubicado el colegio que les ha admitido. El estudiante puede pedir tomar los exámenes en otro centro al llamar a la Oficina de Admisiones. Los estudiantes con discapacidades pueden tomar los exámenes en cualquier centro.
Los Programas Conducentes a Los Títulos de Grado Asociado

El Colegio Comunal Hostos ofrece programas que conducen a los títulos de grados asociados en Artes (A.A.) y en Ciencias (A.S.) que preparan a los estudiantes para trasladarse a colegios de cuatro años al graduarse de Hostos. También se ofrece el título de grado asociado en ciencias aplicadas, (A.A.S.), que prepara a los estudiantes para carreras específicas y un programa de certificado: Procesamiento de Texto. En el caso de las Ciencias Médicas, los requisitos para la certificación y la licenciatura imponen restricciones adicionales al tiempo requerido para completar los programas.

Los candidatos al título de grado asociado en Artes, A. A., toman cursos de artes y de ciencias. Estos incluyen cursos sobre ciencias sociales y del comportamiento, inglés, matemáticas, estudios africanos, estudios latinoamericanos y del caribe, lenguas modernas, filosofía, artes visuales y bellas artes.

Los candidatos al título de grado asociado en ciencias A.S. siguen un programa académico similar al de los que aspiran al título de grado asociado en artes, pero con mayor énfasis en las matemáticas o las ciencias. Además, las lenguas modernas no son requisito para el grado asociado en ciencias A.S.

Los candidatos al título de grado asociado en ciencias aplicadas A.A.S. escogen los programas con concentración en el campo aplicado. Los campos profesionales en los cuales se ofrecen programas son administración comercial, higiene dental, pedagogía, tecnología de laboratorio médico, enfermería, administración pública, tecnología radiológica, ciencias secretariales, microcomputadoras, gerontología y estudios para el interés público paralelos.

De acuerdo a las regulaciones del Comisionado de Educación del Estado de Nueva York, para cada uno de los programas ya descritos se requiere que el estudiante apruebe un mínimo de 34 créditos en las aulas de Hostos.

Los veteranos que ingresan al primer año en Hostos tienen que tomar los cursos de Educación Física según las exigencias de sus respectivos programas académicos.

### Currículos Inscritos en el Registro del Departamento de Educación del estado de Nueva York como programas certificados

<table>
<thead>
<tr>
<th>Currículo</th>
<th>Título</th>
<th>Clave Hegis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contabilidad</td>
<td>A.A.S.</td>
<td>5002.</td>
</tr>
<tr>
<td>Administración Comercial</td>
<td>A.S.</td>
<td>5004.</td>
</tr>
<tr>
<td>Micro-computadoras</td>
<td>A.A.S.</td>
<td>5101.</td>
</tr>
<tr>
<td>Higiene Dental</td>
<td>A.A.S.</td>
<td>5203.</td>
</tr>
<tr>
<td>Educación Preescolar</td>
<td>A.A.S.</td>
<td>5503.</td>
</tr>
<tr>
<td>Gerontología</td>
<td>A.A.S.</td>
<td>5506.20</td>
</tr>
<tr>
<td>Artes Liberales y Ciencias</td>
<td>A.A./A.A.S. 5649.</td>
<td></td>
</tr>
<tr>
<td>Tecnología de Laboratorio Médico</td>
<td>A.A.S.</td>
<td>5205.</td>
</tr>
<tr>
<td>Enfermería</td>
<td>A.A.S.</td>
<td>5208.10</td>
</tr>
<tr>
<td>Administración Pública</td>
<td>A.A.S</td>
<td>5508.</td>
</tr>
<tr>
<td>Tecnología Radiológica</td>
<td>A.A.S.</td>
<td>5207.</td>
</tr>
<tr>
<td>Secretarial Ejecutivo</td>
<td>A.A.S.</td>
<td>5005.</td>
</tr>
<tr>
<td>Secretarial Médico</td>
<td>A.A.S.</td>
<td>5214.</td>
</tr>
<tr>
<td>Estudios Paralegales para el Interés Público</td>
<td>A.A.S.</td>
<td>5099.</td>
</tr>
<tr>
<td>Procesamiento de Texto</td>
<td>Certificado</td>
<td>5005.</td>
</tr>
</tbody>
</table>
Requisitos Para Los Títulos A.A./A.S.
Grado Asociado en Artes (A.A.)
Grado Asociado en Ciencia (A.A.S.)

Se requiere un mínimo de 60 créditos para el título de A.A. o A.S. y tienen que incluir el número especificado de créditos en cada área de estudio. Los estudiantes que planean continuar sus estudios para obtener el título de B.A. o B.S. deben comunicarse con el Centro de Consejería, el jefe de departamento apropiado o el director de programa en Hostos para información en cuanto al área de concentración de estudios y los procedimientos para solicitar a los colegios de cuatro años. Al consultar con un consejero en la oficina de Desarrollo Estudiantil, se puede diseñar un programa de estudios para aquellos estudiantes que planean trasladarse a un colegio de cuatro años para seguir estudios en áreas no incluidas en el currículo de Hostos. Los estudiantes cumplirán con los requisitos que siguen:

### Distribución de Créditos por Título Asociado

<table>
<thead>
<tr>
<th>AREAS</th>
<th>A.A.</th>
<th>A.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INGLÉS</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>CIENCIAS SOCIALES Y DEL COMPORTAMIENTO *</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>IDIOMAS ** (en un idioma)</td>
<td>6</td>
<td>No se requiere</td>
</tr>
<tr>
<td>MATEMÁTICAS</td>
<td>6</td>
<td>12 a 14</td>
</tr>
<tr>
<td>ARTES VISUALES BELLAS ARTES O ESTUDIOS AFRICANOS, LATINO AMERICANOS Y DEL CARIBE</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>EDUCACIÓN FÍSICA ATLETISMO</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIENCIAS ** NATURALES</td>
<td>8</td>
<td>24</td>
</tr>
<tr>
<td>Cursos electivos los que se requieran</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: 60 ... 60
Para recibir el título

Además de los requisitos estipulados para cada título y como parte del modelo bilingüe de transición, se puede requerir que el estudiante tome cursos de Inglés como Segundo Idioma (ESL), de matemáticas remediativas o del desarrollo del idioma español, y/o de los requisitos de la iniciativa preparatoria del colegio (CPI). De acuerdo con la misión bilingüe del Colegio y dependiendo del nivel de preparación del estudiante, estos pueden incluir cursos de inglés, de matemáticas, ciencias naturales, ciencias sociales o del comportamiento humano, las bellas artes u otros idiomas.

Nota: Tres cuartos partes del trabajo para el título de Asociado en Artes (A.A.) tiene que ser en los arts liberales y ciencias; la mitad del trabajo para el título de Asociado en Ciencias (A.S.) tiene que ser en las artes liberales y las ciencias.

El número total de créditos requerido para el título de Asociado en Artes depende del nivel de preparación del estudiante en las matemáticas.

* El estudiante puede tomar tres de estos créditos en cursos de Administración Pública.

** Una vez que se seleccione un idioma se le aconseja al estudiante que complete seis créditos en ese idioma, ya que generalmente no se permite que se trasladen menos de seis créditos a otro colegio.

*** De doce (12) a diecisésis (16) créditos en una rama de ciencias: biología, química o física - más ocho (8) créditos en otra rama de ciencias.
**Gastos y Cuotas de Matrícula**

(Los siguientes son los costos de matrícula en efecto en el Colegio Comunal Hostos)

### Residentes del Estado de Nueva York

**Estudiantes a nivel de grado asociado** (incluye a los matriculados antes del 1ro de junio de 1992 o a aquellos que ingresan al primer año y a los trasladados de otras instituciones que no pertenecen al sistema CUNY o que ingresaron en o después del 1ro de junio de 1992).

- **A tiempo completo:** $1,250.00 por semestre
- **A tiempo parcial:** $105.00 por crédito equivalentes pagará

**Estudiantes a nivel de grado asociado (otros no antes incluidos)**

- **Oyentes:** $120.00 por crédito equivalente pagará

**Cuotas para personas de edad avanzada:** $65.00 por semestre o por sesión

- **Todos los estudiantes (incluyendo a los oyentes y las personas de edad avanzada)**
  - **Cuota de Servicios Consolidado:** $5.00 por semestre o por sesión

### Los no Residentes en el Estado de Nueva York y los Extranjeros

**Estudiantes a nivel de grado asociado** (incluye a los matriculados antes del 1ro de junio de 1992, a aquellos que ingresaran al primer año y a los trasladados de otras instituciones que no pertenecen al sistema CUNY que ingresaran en o después del 1ro de junio de 1992).

- **A tiempo completo:** $1,538.00 por semestre
- **A tiempo parcial:** $130.00 por crédito equivalente pagará

**Estudiantes a nivel de grado asociado (otros no antes incluidos)**

- **Oyentes:** $175.00 por crédito equivalente pagará

**Todos los estudiantes (incluyendo a los oyentes y los de edad avanzada)**

- **Cuota de Servicios Consolidado:** $5.00 por semestre o por sesión

**Residente** es aquel que ha mantenido su residencia principal en el estado de Nueva York por los doce meses consecutivos, inmediatamente antes del primer día de clases, verificada como cierta y quien asegura su intención de vivir permanentemente en y de mantener dicha residencia como su hogar principal en la ciudad de Nueva York.

**Un estudiante a tiempo completo es aquel que lleva doce (12) créditos o más, cada semestre.**

**Un estudiante a tiempo parcial es aquel que lleva once (11) créditos o menos, cada semestre.**

### Cuotas - Estudios Acelerados

Aquellos estudiantes que tomen más de 18 créditos, durante un determinado semestre, tendrán que pagar una cuota adicional por concepto de "estudios acelerados" según las normas siguientes:

- **Más de 18 créditos:**
  - 2 créditos o menos: $100.00
  - Más de 2, pero menos de 4: $230.00
  - Más de 4, pero menos de 6: $460.00
  - Más de 6: $690.00

Esta cuota aplica únicamente a los semestres regulares. No están sujetos al pago de dicha cuota, los cursos que se tomen durante el transcurso del receso de invierno, la sesión de verano o durante épocas que no caen dentro del año académico tradicional. También aplica a los oyentes, quienes pagan por crédito equivalente no obstante la cantidad de créditos que tomen. Se aplica a residentes y a no residentes.
residentes por igual.

El costo de la matrícula se determina basado en si el estudiante escoge un programa a tiempo completo o tiempo parcial, si éste es residente o no de la ciudad de Nueva York y su estatus con referencia a sus estudios.

El importe de la matrícula rige en todas las sesiones del año académico, no obstante su duración y está sujeto a cuotas especiales que puede imponer la Junta de Directores de la Universidad.

A los hijos(hijas) de un empleado permanente de la Junta de Directores; o al hijo/hija de un empleado fallecido o jubilado de la Junta de Directores que hubiese trabajado por cinco años o más con sueldo anual; o los hijos de un empleado de la ciudad de Nueva York o una agencia municipal que tenga que vivir fuera de la ciudad de Nueva York para desempeñar sus obligaciones profesionales, se le cobrará las cuotas de residentes.

Podrá pagar las cuotas de residente un estudiante de intercambio cuya universidad extienda la cuota de residente a los estudiantes de CUNY. Se requiere evidencia de cualificaciones educacionales satisfactorias que tendrán que ser aprobadas por el presidente de dicho colegio de CUNY.

### Devolución del Importe de la Matrícula.

Toda devolución de los cargos de matrícula que aparecen en el catálogo del colegio y en el material de registro, tanto los pagados en efectivo como los pagados por giro postal se rigen por Las Tazas de Devolución establecidas por la Junta de Directores de la Universidad de la Ciudad de Nueva York. Todas las devoluciones están sujetas al repaso de las cuentas estudiantiles por el colegio. Al completarse este repaso, las devoluciones serán remitidas a los estudiantes por cheque.

<table>
<thead>
<tr>
<th>Todas las Sesiones</th>
<th>Menos la Sesión del Verano</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baja oficial antes del comienzo de las clases</td>
<td>100% 100%</td>
</tr>
<tr>
<td>Baja oficial para matricularse en otro recinto de la Universidad de la Ciudad de Nueva York durante ese semestre</td>
<td>100% 100%</td>
</tr>
<tr>
<td>Baja oficial durante la primera semana después de iniciarse las clases</td>
<td>75% 50%</td>
</tr>
<tr>
<td>Baja oficial durante la segunda semana después de iniciarse las clases</td>
<td>50% 25%</td>
</tr>
<tr>
<td>Baja oficial durante la tercera semana después de iniciarse las clases</td>
<td>25% Nada</td>
</tr>
<tr>
<td>Baja oficial luego de haber finalizado la tercera semana de clases</td>
<td>Nada Nada</td>
</tr>
</tbody>
</table>
El estudiante que se ausente de clases permanentemente sin darse de baja oficialmente está obligado a pagar la cantidad total adeudada por conceptos de matrícula y cuotas. Se le debe notificar por escrito a la Oficina de Registros (Registrar’s Office). La devolución del pago de matrícula está sujeta a las estipulaciones de devolución que aparecen en la tabla anterior. La devolución total, el 100% del importe de matrícula, se hace cuando:
1. El colegio haya cancelado los cursos
2. El colegio haya cancelado la matrícula del estudiante
3. El estudiante se da de baja oficialmente para matrícularse en otro recinto del sistema de CUNY
4. El estudiante se da de baja oficialmente antes de la fecha señalada para el inicio del semestre.

Devoluciones Prorrateadas para los Estudiantes que Reciben Becas Según Title IV, del Reglamento Federal

Nota: Cambios recientes en las regulaciones federales pueden afectar su responsabilidad al Colegio por las cuotas de matrículas.

El monto de la matrícula, por el cual son responsables aquellos que asisten a Hostos por primera vez y reciben la asistencia económica que concede el Título IV del Reglamento Federal (PELL, FSEOG, College/Work/Study, Stafford y o "préstamos Perkins"), pudiera verse reducido si no asisten por lo menos un 60% del semestre. Si surge una devolución como resultado de una reducción de su deuda, ésta será devuelta al fondo del programa federal correspondiente o al estudiante, según una fórmula establecida por el gobierno federal.

Nota: El número de devoluciones permitidas a un estudiante ésta sujeto a las condiciones establecidas por el Colegio. El costo de la matrícula y de las cuotas está sujeto a cambio sin previo aviso en cualquier momento y por decisión de la Junta de Directores (Trustees) del sistema CUNY. Si ocurre un aumento en el precio de la matrícula o en las cuotas adicionales, los pagos ya hechos se considerarán como pagos parciales. Se notificará a los individuos afectados de las cantidades, fechas y métodos de pago requeridos.

Gastos adicionales Para todos los estudiantes, sin excepción

a. Solicitud de admisión ..................$40.00
   estudiantes de primer año
   (No hay devolución) ..................$50.00
   estudiantes de traslado
b. Cuota de actividades
   estudiantiles ..................$25.85

<table>
<thead>
<tr>
<th>Semestre de Otoño</th>
<th>A tiempo completo</th>
<th>A tiempo parcial</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00</td>
<td>$13.00</td>
<td></td>
</tr>
<tr>
<td>Semestre de primavera</td>
<td>$20.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Verano</td>
<td>$13.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>c. Cuota del Senado</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Estudiantil Universitario</td>
<td>85¢</td>
<td>85¢</td>
</tr>
<tr>
<td>d. Cuota de Servicios</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Consolidados</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Transcripciones</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>(primera)</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Cada copia adicional</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>(si éstas han de ser enviadas a otra institución de CUNY son gratuitas.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Cargo por matrícula</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>tardía</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Cambio en el programa</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>h. Duplicado de la tarjeta de identificación</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>i. Readmisión</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>j. Cargo por incumplimiento de deuda</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>k. Cargo por devolución de un cheque sin fondos</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>l. Examen especial</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>(primero)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cada examen adicional</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>m. Personas de edad</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>avanzada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. Maestros cooperadores</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>o. Duplicado del diploma</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Se espera que el estudiante incluya en su presupuesto aproximadamente $125.00 adicionales, por semestre, por concepto de gastos de libros y otros materiales.
Ayuda Económica

(reemplaza las páginas 67-70)


El Colegio Comunal Hostos participa en los siguientes programas de ayuda económica: las becas Pell (FPG), Becas Federales, Suplementarias de Oportunidades Educacionales (FSEOG), Programa Federal Trabajo (FWS), Los Préstamos Federales Perkins (FPL), El Programa de ayuda en la Matrícula (TAP), ayuda a Estudiantes de tiempo parcial (ATPS) y el Programa College Discovery (CD).

- Las Becas son fondos que no se tienen que devolver
- El programa de Estudio y Trabajo provee oportunidades de empleo y ayuda a los estudiantes a costear sus estudios.
- Los préstamos son dinero a crédito el cual se tiene que devolver.

Información General

La Oficina de Ayuda Económica provee infinidad de servicios de ayuda al estudiante que van desde la ayuda económica hasta referencia de empleos. Esta provee servicios a un promedio de 4,500 estudiantes cada semestre, proveyéndole a los estudiantes de Hostos sobre catorce millones de dólares en ayuda financiera al año. Se provee consejería de ayuda económica mediante talleres de grupo que se conducen a través del año académico. También se provee consejería individual mediante citas. La literatura relacionada con la ayuda financiera al estudiante está disponible en la Oficina de Ayuda Económica. Para información adicional, puede comunicarse con esta Oficina al (718) 518-6561.

Criterios de Elegibilidad. En términos generales, el estudiante debe estar corrientemente matriculado, en buen estatus y con un progreso académico satisfactorio. El estudiante no puede adeudar reembolso de la Beca Federal Pell (FPG) o la Beca Suplementaria de Oportunidades Educativas (FSEOG), ni estar en incumplimiento de pagos de ningún Préstamo Federal Educativo Familiar (FFEL).

Necesidad. En general, la ayuda económica se adjudica en base a la necesidad. La necesidad es la diferencia entre los costos estimados por la ayuda - incluyendo, pero no limitado a los gastos y cuotas de matrícula y libros - y la cantidad que el estudiante y/o su familia pueda pagar. Para los programas de ayuda federal a estudiantes, se utiliza una fórmula aprobada por el gobierno federal para calcular la cantidad que se espera que una familia pague por gastos educativos. Esto se llama la Contribución Familiar Esperada (EFC). Mediante este proceso, CUNY se asegura de que haya equidad en el proceso de adjudicación financiera a través del sistema universitario.

Estudiantes con Impedimentos. Los estudiantes con una discapacidad en necesidad de costos adicionales de educación, deben comunicarse con el Consejero de Rehabilitación Vocacional del Colegio.

Desglose del Estimado de los Gastos Académicos Anuales.

<table>
<thead>
<tr>
<th>Descripción</th>
<th>Cantidad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matrícula</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Libros</td>
<td>$500.00</td>
</tr>
<tr>
<td>Cuotas</td>
<td>$42.00</td>
</tr>
<tr>
<td>Transportación</td>
<td>$810.00</td>
</tr>
<tr>
<td>Gastos Personales</td>
<td>$3,297.00</td>
</tr>
<tr>
<td>Vivienda</td>
<td>$3,802.00</td>
</tr>
<tr>
<td>Cuota Consolidada</td>
<td>$10.00</td>
</tr>
</tbody>
</table>


Estudiantes de Traslado. Si usted se ha trasladado de un colegio a otro, su
ayuda financiera no se traslada automáticamente con usted. Los procedimientos varían dependiendo del programa particular de ayuda al estudiante y el momento en que ocurre el traslado. Además, usted debe asegurarse de que su antiguo colegio(s) haya enviado una transcripción de su ayuda financiera a la Oficina de Ayuda Económica de Hostos. El no recibir esta transcripción resultará en que el estudiante sea declarado no elegible para recibir ayuda federal.

Método de Selección. Existen dos formularios básicos de solicitud utilizados al presente para procesar las solicitudes de ayuda al estudiante. La solicitud Libre de Renovación de Ayuda Federal al Estudiante (FAFSA) se utiliza para determinar la elegibilidad del estudiante para la Beca Federal Pell. El Formulario de Ayuda Económica de información/suplementaria requerida (FASIR) y (CUNY FAF) se utiliza para procesar tanto la ayuda institucional y para los programas del Estado de Nueva York (TAP). Se requiere un mínimo de seis semanas para procesar las solicitudes. Es la responsabilidad del estudiante revisar la información en la solicitud, llenarla completamente y con exactitud antes de ser enviada por el correo al agente a cargo de procesarlas. Las fechas límites y los procedimientos de los programas están anunciados en el tablero de anuncios de la Oficina de Ayuda Económica. Favor de referirse a estos para estar al día y/o para informarse de los cambios legislativos.

Programas Federales
Normas Académicas. Se requiere a los estudiantes mantener un índice académico satisfactorio hacia un título/graduado para propósitos de Ayuda Federal al Estudiante (Título IV).

El estudiante debe mantener el promedio académico requerido para por lo menos mantener el estatus de probatoria en la institución.

Después de estar dos años matriculados en el colegio, el estudiante debe mantener un promedio de por lo menos “C”, su equivalente, o un índice académico consistente con los
requisitos de graduación.
El estudiante también debe acumular créditos conducentes a su título académico de acuerdo a las normas siguientes:
1. El número de créditos intentados no puede exceder el 150% de los créditos normales requeridos para completar el grado y
2. El número de créditos sea igual o mayor de dos tercios de créditos intentados
3. El número de créditos acumulados sea igual o mayor de 8.75 multiplicado por los créditos intentados menos 21 créditos.

Se evaluará al estudiante mediante las normas arriba mencionadas al final del semestre de primavera. Solo aquellos estudiantes que estén por debajo de la Norma Condicional (“B” o “C”) pueden apelar mediante el proceso institucional académico normal para retener la elegibilidad. El proceso de apelación no está disponible a aquellos estudiantes que excedan el 150% de los créditos normalmente requeridos para completar el grado académico.

Los créditos intentados son aquellos reflejados en el expediente del estudiante. Los créditos acumulados son créditos que el estudiante ha aprobado hacia la realización del programa académico. Las notas “W” (WA, WF, y WU), “F”, “R”, “Incompletos”, los cursos transferidos y repetidos que aparezcan en la transcripción de notas de un estudiante son considerados créditos intentados. Los estudiantes para un segundo título deben hacer que se inicie su estatus para ayuda estudiantil federal (Título IV) utilizando el número de créditos aceptados hacia el segundo título como créditos intentados acumulados y créditos acumulados aprobados.

Se les permite a los beneficiarios de Ayuda Estudiantil Federal (Título IV) un máximo de treinta créditos en cursos reemplatorios. Se excluyen los cursos de ESL de esta regla.

Documentación general requerida.
Al solicitar ayuda económica, debe tener ciertos archivos a mano. La(s) planilla(s) de contribuciones federales (Income Tax) es el record más importante. Otros documentos incluyen los formularios de Seguro Social, records de asistencia pública, tarjetas de residencia y prueba de que el solicitante es independiente. Las solicitudes de ayuda económica están sujetas a un Sistema Federal de Revisión por medio del cual los estudiantes son escogidos para documentar la exactitud de la información sometida por el solicitante. En algunos casos, los solicitantes pueden ser sometidos a un proceso de verificación donde los datos en las peticiones principales de su formulario de ayuda financiera, tienen que documentarse para propósitos de exactitud y racionalidad. El no cumplir con el proceso de verificación resultará en que el estudiante sea declarado ineligible para ayuda federal estudiantil (Título IV).

Tipos de Programas Federales

Becas Pell. Esta es una beca federal. Los estudiantes matriculados en uno o más créditos serán considerados para adjudicación. Las adjudicaciones se prorratean de acuerdo al estatus de matrícula del estudiante. Basado en las asignaciones de fondos federales, el costo de asistencia al colegio y el EFC del solicitante, las adjudicaciones a los solicitantes elegibles fluctúan aproximadamente de $400 a $2,470. Todos los requisitos previamente mencionados aplican.

Beca Federal Suplementaria de Oportunidades Educativas (FSEOG)
FSEOG está dirigida a estudiantes con necesidades excepcionales. Se les da prioridad a los estudiantes con Contribuciones Familiares Esperadas (EFC) bajas y a los estudiantes que reciben las Becas Federales Pell. La FSEOG no se tiene que devolver. Las cantidades a otorgarse se basan en la disponibilidad de los fondos. Basadas en las adjudicaciones federales, los costos de los estudios y la EEC del solicitante, las adjudicaciones a los solicitantes elegibles varían de aproximadamente $200 a $4,000.

Programa Federal de Estudio y Trabajo
El Programa Federal de Estudio y Trabajo (FWS) provee oportunidades de empleo a los candidatos calificados. El programa fomenta el servicio a la comunidad y provee fondos para ayudar a pagar los gastos educacionales. Existe una gran variedad de experiencia de trabajo disponible a los estudiantes que estén interesados en trabajar fuera del campus. Los
empleos en el campus estén limitados y sujetos a los requisitos de fondos parejos federales. Basado en las adjudicaciones federales, los costos de asistencia y la EFC del solicitante, las cantidades otorgadas a los solicitantes elegibles fluctúan de aproximadamente $200 a $2,000.

**Préstamos Federales Perkins**

El Préstamo Federal Perkins es un préstamo a bajo interés (5%) para estudiantes a nivel de bachillerato con necesidades económicas excepcionales. Los Préstamos Federales Perkins se hacen através de CUNY y la Oficina de Ayuda Económica de Hostos. Basado en las adjudicaciones federales, los costos de la ayuda y la EFC del solicitante, las cantidades otorgadas a los solicitantes elegibles fluctúan de $800 a $5,000.

CUNY es el prestamista y el préstamo se hace con fondos gubernamentales. Si el estudiante prestatario está tomando menos de seis créditos en un semestre o se da de baja, él/ella tienen derecho a un periodo de gracia de seis meses antes de comenzar a repagar. El periodo de repagar se puede extender por un periodo de diez años. Se pueden otorgar diez años adicionales a discreción de la institución, si el prestatario así lo solicita. Esta extensión aplica a los préstamos que se hayan hecho después del 1ro de octubre de 1980 de acuerdo con las regulaciones del Departamento de Educación. No se requieren los pagos por hasta los primeros tres años de Servicio Militar activo en los E.E.U.U. o servicios en los Cuerpos de Paz, Vista o un programa nacional similar. Esto también se aplica a los prestatarios con dependientes incapacitados o minusválidos. Los que tomen préstamos por primera vez después del 1ro de julio de 1987, tienen nueve meses para comenzar a repagar.

*Programas del Estado de Nueva York*

**Criterios de Eligibilidad.** Además de los requisitos de ciudadanía previamente mencionados, los solicitantes de ayuda estudianit tienen que ser residentes del Estado de Nueva York, tener ingresos tributables por debajo de cierta cantidad especificada y mantener un índice académico satisfactorio.

**Normas Académicas.** Para recibir ayuda estatal, los estudiantes tienen que cumplir con las normas académicas previamente mencionadas tanto como con las normas del estado. Efectivo con el año académico 1995-96, se les permitirá a los estudiantes **tomar un máximo de seis semestres (tres años) de TAP.** Los estudiantes matriculados en el programa "College Discovery" están exentos de esta regla de tres años.

**Seguimiento del programa.** Se les requiere a los estudiantes completar el mínimo de créditos/ créditos equivalentes estipulados para cada semestre:

<table>
<thead>
<tr>
<th>% de cursos o Requisito la Beca TAP</th>
<th>Número de fase de la Beca TAP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 . 0%</td>
</tr>
<tr>
<td></td>
<td>2 . 50%</td>
</tr>
<tr>
<td></td>
<td>3 . 50%</td>
</tr>
<tr>
<td></td>
<td>4 . 75%</td>
</tr>
<tr>
<td></td>
<td>5 . 75%</td>
</tr>
<tr>
<td></td>
<td>6 . 100%</td>
</tr>
</tbody>
</table>

**Index Académico Satisfactorio.** Efectivo el año académico 1996-1997, el estudiante tiene que haber alcanzado por lo menos un promedio de 'C' o su equivalente después de haber completado su segundo año académico. Se requiere al estudiante el siguiente mínimo de créditos especificados y lograr el siguiente índice académico acumulativo especificado para ser elegible para el número de la beca TAP indicada a continuación:

<table>
<thead>
<tr>
<th>Número de fase de la Beca TAP</th>
<th>Mínimo de créditos acumulados</th>
<th>Índice Académico Mínimo acumulativo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>1.00</td>
</tr>
<tr>
<td>4</td>
<td>18</td>
<td>1.20</td>
</tr>
<tr>
<td>5</td>
<td>31</td>
<td>2.00</td>
</tr>
<tr>
<td>6</td>
<td>45</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Otros Asuntos Académicos Relacionados** Los estudiantes que se den de baja de todos los cursos durante un semestre no serán elegibles para recibir ayuda estatal durante el próximo semestre. Aquellos estudiantes que no cumplan con las normas anteriores pero que puedan demostrar qué circunstancias excepcionales de fuerza mayor han producido un impacto negativo en su aprovechamiento académico serán elegibles para una exención por una sola ocasión. Las exenciones serán consideradas si existe una probabilidad razonable que el estudiante recobrará el índice académico aceptable y que el estudiante pueda proveer documentación justificar su apelación. Los estudiantes que deseen solicitar una exención del TAP, deben hacer una cita con la Oficina del Decano de Estudiantes.

*Tipos de Programas*

**Programa de Ayuda en la Matrícula (TAP)** El programa de la Ayuda en la Matrícula (TAP) les provee ayuda en la matrícula a estudiantes matriculados a tiempo completo. El estudiante tiene que estar matriculado en doces créditos o más por el semestre. Las adjudicaciones se basan en el ingreso neto tributable (sujeto a impuestos) de la familia. La corporación de Servicios de Educación superior del Estado de Nueva York (NYSHESC) le notifica directamente al solicitante sobre su estatus. Basado en las adjudicaciones estatales esta ayuda fluctúa de aproximadamente $100 a $2,250.
Los estudiantes que solicitan a tiempo y presentan su notificación de TAP antes de la fecha de matrícula asignada, recibirán crédito hacia el costo de su matrícula. Los estudiantes que no hayan recibido notificación de TAP a tiempo tendrán que pagar el costo de la matrícula al momento de matricularse. La Oficina estudiantil de Cuentas por Cobrar le notificará al estudiante por correo sobre su reembolso de la TAP.

Programa Suplementario de Ayuda en la Matrícula (STAP)
El programa Suplementario de Ayuda en La Matrícula fue creado para proveer ayuda adicional para estudiantes que requieren trabajo académico remediativo. Efectivo el año académico 1995-96 la STAP estará disponible para aquellos que reciban estos beneficios por primera vez y que estén matriculados en su totalidad en un programa de verano remediativo no conducente a crédito.

Programa de Asistencia a Estudiantes a Tiempo-Parcial (ATPS)
Los estudiantes que planeean matricularse en de 3 a 11.5 créditos y que no hayan utilizado los seis semestres de su beca TAP son elegibles para recibir la ATPS. A diferencia de la ASTAP y la TAP, los cuales son programas reglamentarios, los fondos del Programa ATPS son limitados y se administran directamente a través de CUNY y la Oficina de Ayuda Económica de Hostos. No se otorgará más ayuda de este programa una vez agotados todos los fondos. Basado en las adjudicaciones estatales, ésta puede fluctuar entre $90.00 a $575.00 por semestre.

Otros Programas Estatales de Ayuda Económica


Ayuda Estatal Para Indígenas Americanos.
Comuníquese con NYSHEC al (518)474-0537 para información y/o solicitud.

Programas de Ayuda de Matrícula para Veteranos de Vietnam.
Comuníquese con NYSHEC al (518) 473-7087 para información y/o solicitud.

Beca del Cuerpo de Servicio de Salud del Estado de Nueva York.
Comuníquese con NYSHEC al (518) 473-7019 para información y/o solicitud.

Comuníquese con NYSHEC al (518) 473-5705 para más información y/o solicitud.

Repase los tableros de información para la más reciente información en cuanto a la ayuda financiera.

Programas Especiales

El Programa "College Discovery" (CD) es un programa especial que provee asistencia a modo de consejería, tutoría y ayuda económica a estudiantes elegibles. El programa está limitado a aquellos admitidos al Colegio como estudiantes "College Discovery". Basado en los fondos de la ciudad y las adjudicaciones, éstas fluctúan de $340 a $1,000. Para más información, puede comunicarse con la Oficina de "College Discovery" al (518) 518-6691.

Programa de Ayuda Pública
Recientemente la Administración de Recursos Humanos (HRA) ha hecho cambios en el programa vocacional.

El Programa de Trabajo "HRA/OES" llamará a algunos estudiantes a participar en el programa de trabajo "WEP" durante el semestre de otoño de 1996, por favor, trate de acomodar su horario de clases con su horario de trabajo.

Gastos Relacionados a Entrenamiento (T.R.E.) A los estudiantes que hayan recibido "TRE/Begín" (Transportación y cuidado del niño) antes de 1 de mayo 1996, se les permitirá recibir los beneficios durante 6 semestres. Los estudiantes nuevos que se matriculen para el semestre de otoño 1996 se les permitirá recibir los beneficios solamente por 4 semestres (2 años).

Todos los recibidores de ayuda pública deberán cumplir satisfactoriamente las normas académicas establecidas por "HRA". Para más información puede ponerse en contacto con la Oficina de Matrícula en el salón B-208, (718)518-6778/6765, y hablar con un consejero estudiantil de "HRA".
Normas y Procedimientos Académicos
(reemplaza las páginas 71-72)

Normas académicas sobre Notas y reglas sobre notas académicas

El Colegio Comunal de Hostos determina el logro académico de cada curso mediante el uso de letras. El sistema de notas es el siguiente:

<table>
<thead>
<tr>
<th>Nota</th>
<th>Logro</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100% Excelente</td>
</tr>
<tr>
<td>B</td>
<td>80 - 90% Bueno</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79% Satisfactorio</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69% Aprobado</td>
</tr>
<tr>
<td>F</td>
<td>Menos de 60% Fracasado</td>
</tr>
</tbody>
</table>

Otras Notas

I - Incompleto. Esta nota indica que los objetivos del curso no se han completado por razones suficientemente aceptables y que se espera que el estudiante complete el trabajo con éxito al final de la octava semana del próximo semestre. No se dan notas de "I" durante el semestre de verano.

W - Bajas sin Penalidades. Esta nota indica que el estudiante tiene buenas y suficientes razones para darse de baja del curso y que lo hace cuando está haciendo un trabajo satisfactorio, anterior a la octava semana del curso.

WU - Baja no Oficial. Se les da a los estudiantes que no asistan al curso. Esta reemplaza la nota de NC anterior al 1980. Esta nota se incluye al calcular el índice académico y es considerada como "F".

WA - A todos los estudiantes nacidos en o antes del 1ro de enero de 1957, sin importar si están matriculados en programas conducentes a grados académicos o como oyentes, y que estén matriculados en seis créditos o más de su equivalente, se les requiere mostrar prueba de vacuna en contra del sarampión, papas y rubéola. Se les aplicará una nota administrativa no punitiva (WA) a los estudiantes que se excluyan de los cursos por no cumplir con la Ley del Estado de Nueva York (PHL 2165).

R - Dada en cursos designados como de desarrollo (cursos remediativos que conllevan crédito) y cursos remediativos (que no conllevan crédito). Se da nota de "R" cuando el estudiante no ha alcanzado el nivel mínimo proficiente para el curso, pero ha cumplido con cada una de las tres condiciones siguientes:
   a. Asistencia satisfactoria
   b. Cumplimiento de todas las asignaciones
   c. Progreso satisfactorio hacia los objetivos del curso.

La nota de "R" es una nota no punitiva y no se incluye en el cálculo del índice académico. Esta nota se otorgará una vez por curso excepto en el caso de ENG 1300 y ENG 1301 en lo que, por causa del examen de escritura de CUNY, en grado "R" se puede otorgar dos veces. Otros recintos universitarios pueden darle un valor negativo.

P - Aprobado (Nota asignada solamente a los cursos SSD 1000 y ENG 1306)

Z - El instructor no ha sometido nota.

F - Las notas entre paréntesis indican que éstas han sido excluidas del cálculo del índice académico. Las notas no computadas en el índice académico se basan en las normas de CUNY efectivas el 1ro de septiembre de 1990.

"Cuando un estudiante universitario recibe una nota de "F", o una nota administrativa de fracaso "WU", y ese estudiante retoma el curso y obtiene una nota de "C" o superior, la nota inicial de "F" o "WU" ya no será computada en el índice académico. La "F" permanecerá en la transcripción. El número de créditos fracasados que se pueden eliminar del índice académico está limitado a 16 por la duración del tiempo que el estudiante permanezca matriculado en las instituciones de CUNY (City University of New York).

Grados Incompletos y "F". Los estudiantes no deben repetir un curso donde se haya dado una nota de "I". Se deben hacer arreglos con el instructor que les dió el "incompleto" para completar el trabajo restante del curso. De no hacerse, el incompleto se convertirá en "F". Si el estudiante se matricula en un curso en el cual ya se le haya dado una nota de "I", ésta se convierte en "F", y el curso aparecerá por segunda vez en la transcripción de notas del estudiante con la nota otorgada.

Normas Referentes al Idioma

Los nuevos estudiantes cuyo primer idioma no es el inglés y que han tomado los exámenes de ubicación "ESL", o cuyos ensayos del examen de evaluación de escritura de la universidad son referidos a y evaluados por el Comité de Ubicación de "ESL", tomarán una secuencia de doce a catorce créditos para completar los requisitos de los grados A.A. y A.S., dependiendo del nivel original de ubicación y del progreso.

Existen tres secuencias distintas para los estudiantes "ESL" dependiendo de su ubicación. Cada una incluye un curso de "ESL" de escritura y uno de lectura. En los cursos elementales...
Eugenio María de Hostos Community College of The City University of New York

Asistencia, honores y notas

Asistencia a clase

La asistencia a clase es esencial. Se permite un número limitado de ausencias cuando:

1. El profesor asigna una actividad alternativa relacionada con el curso.
2. El estudiante ha sido asignado a una actividad investigativa que culmine en un proyecto escrito que repase lo que cubre el curso.

En tales casos el estudiante y el profesor se reunirán regularmente y el profesor estará al tanto del adelanto hecho por el estudiante y de los problemas que haya identificado y solucionando en el transcurso de sus estudios. Los profesores mantendrán listas de asistencia. Cada departamento puede desarrollar normas, más específicas de asistencia dentro del marco general de las normas del Colegio.

Nota: El estudiante que no haya asistido por lo menos una vez al curso durante las tres primeras semanas del semestre será considerado ausente del curso y recibirá la nota de WU. Los estudiantes que asistan por lo menos una vez durante las tres primeras semanas, pero que no asistan ni una sola vez, ya sea durante la cuarta o la quinta semana, recibirán una WU, a menos que exista evidencia de que el estudiante se mantuvo al tanto del trabajo realizado en el curso y que, además, haya expresado la intención de regresar a clase.

La lista de honor

La lista de honor incluye a aquellos estudiantes que han obtenido notas sobresalientes. Para integrar esa lista de honor, se ha de haber aprobado 24 créditos o más en el Colegio Comunal Eugenio María de Hostos en el transcurso de un año y haber obtenido un índice académico de 3.0 o más, sin tener notas de “D” o de “F” durante ese mismo año.

Phi Theta Kappa

La Phi Theta Kappa, entidad nacional honoraria fundada en 1908, está integrada por estudiantes con notas sobresalientes que cursan estudios en colegios de dos años. El ingreso a dicha organización premia la excelencia académica. Los criterios para el ingreso están establecidos por la organización conjuntamente con los colegios individuales. El capítuo de la Phi Theta Kappa en el Colegio Comunal de Hostos, Alpha Kappa Tau, se fundó en 1985. Para calificar, los estudiantes deben llenar los siguientes requisitos:

a. Estar matriculados en Hostos.
b. Haber aprobado un mínimo de 15 créditos al finalizar el semestre académico previo al ingreso a la organización.

c. Haber aprobado dos semestres en el Colegio y tener un índice acumulativo de 3.5 o más.
d. Haber aprobado dos semestres de inglés o de inglés como segundo idioma; o haber alcanzado el nivel de ENG 1302, si fue inicialmente ubicado en un curso de menor nivel del 1302 al ser admitido al Colegio.
e. Haber eliminado satisfactoriamente cualquier nota de “I” o haber repetido satisfactoriamente (o aprobado el exámen de CUNY) en los casos donde se haya otorgado previamente una nota de “R.”
f. Haber demostrado excelencia académica además de poseer cualidades éticas y morales dignas de elogio así determinado por la facultad.

Los estudiantes deben además pagar una cuota única de iniciación de $20.00 a la entidad junto con una carta de recomendación de un profesor.

Probatoria, suspensión y procedimiento de apelación

Los estudiantes que no logren mantener el promedio requerido para su nivel se pondrán en probatoria por el plazo de un semestre. Los que no satisfagan los requisitos de la probatoria durante el semestre siguiente a ésta tendrán que darse de baja de la Universidad. El comité que rige las normas académicas considerará las apelaciones individuales y las concederá o negará según los méritos de cada caso.

Probatoria limitada

El Comité de normas y premios académicos (“Academic Standards and Awards Committee”) basándose en su historial académico determina el número máximo de créditos que se le permitirá tomar a un estudiante suspendido, cuya apelación haya sido concedida.

Denegación automática

Se les negará la extensión a la probatoria a aquellos estudiantes que a pesar de ellos mismos que a pesar de sus notas académicas no se correspondan con la política de sus respectivos cursos. Para no perder su estatus en la Universidad, los estudiantes que no logren mantener el promedio académico mínimo requerido.

Evaluación semestral

Al comienzo de cada semestre se revisan los expedientes de los estudiantes en probatoria. Los que no hayan cumplido con las condiciones de la probatoria serán suspendidos permanentemente.

Reingreso

Aquéllos que reingresan, luego de un semestre de ausencia por suspensión, tendrán un plazo de dos semestres para elevar el promedio al nivel requerido y así poder continuar asistiendo al Colegio.

Normas de Retención

La siguiente tabla indica el índice del promedio acumulativo que debe mantenerse según el nivel específico de créditos o créditos equivalentes acumulados.

<table>
<thead>
<tr>
<th>Créditos</th>
<th>Indice Mínimo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intentados</td>
<td>Acumulado (GPA)</td>
</tr>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 o más</td>
<td>2.00</td>
</tr>
</tbody>
</table>
División del Desarrollo del Estudiante

Los estudiantes consejeros son estudiantes seleccionados cuidadosamente, adiestrados y supervisados por el Director de Consejería Académica. Pueden ofrecer asesoramiento académico extenso a otros estudiantes durante el transcurso del año. Los estudiantes pueden aprovechar los servicios de los estudiantes-consejeros para planificar su programa académico y revisar su progreso en detalle. Se pueden comunicar con los estudiantes-consejeros en el Centro de Consejería. Los estudiantes pueden pasar a hacer preguntas y recibir información referente a los procedimientos o procesos del Colegio.

El Centro Infantil de Hostos provee un ambiente seguro, acogedor y estimulante para hasta 60 niños de edad preescolar durante el día y a 20 niños durante la noche. Las horas de operación del centro son de 7:30 a.m. a 10:00 p.m. de lunes a jueves y de 7:30 a.m. a 2:30 p.m. los viernes.

El programa está basado en las necesidades de desarrollo infantil e incluyen juegos creativos, música, bailes, artes, matemáticas, actividades multiculturales, disposición a la lectura, tiempo para interacción de grupo, y tiempo de estar solos. Los niños también participan en viajes por la vecindad, por la ciudad y en programas interdepartamentales.

Al presente el Centro les sirve solo a los hijos de los estudiantes matriculados de Hostos. El Centro está licenciado por el Negociado de Cuidado Diurno del Departamento de Salud de la Ciudad de Nueva York. Los servicios están disponibles solo durante el período de matrícula. Se pueden hacer arreglos de cuidado de emergencia para los niños de edad escolar durante el receso de invierno de las escuelas públicas.
Es política de CUNY el promover un ambiente académico y de trabajo cooperativo en el cual exista el respeto mutuo entre los estudiantes, facultad, y personal de la universidad. El hostigamiento de empleados o estudiantes basado en sexo no es compatible con este objetivo y está en conflicto con la política de la Universidad de igualdad de empleo y oportunidades académicas sin importar edad, sexo, orientación sexual, ciudadanía o condición como extranjero, religión, raza, color, origen nacional o étnico, impedimentos, y estatus de veterano o civil. El hostigamiento sexual es ilegal bajo las leyes Federales, Estatales y de la Ciudad, y no será tolerado dentro de la Universidad.

La Universidad, mediante sus colegios, difundirá esta norma y tomará otras medidas para asegurar que las investigaciones sobre alegaciones de hostigamiento sexual se conduzcan de manera rápida, justa, a fondo, y de la manera más confidencial posible dentro de las circunstancias, y que se tome la acción para corregir y/o disciplinar como lo ameriten las circunstancias al determinarse que sí ha ocurrido hostigamiento sexual. Se les exhorta a los miembros de la comunidad universitaria que crean haber sido afectados bajo esta política, a reportar las alegaciones de hostigamiento sexual.

b. Definición de Hostigamiento Sexual

Para efectos de esta norma, el hostigamiento sexual se define como instinuciones sexuales mal acogidas, solicitudes de favores sexuales, y otro tipo de comunicación oral o escrita, o contacto físico de naturaleza sexual cuando:

(1) el someterse a tal conducta se hace explícita o implícitamente como término o condición de obtención de empleo o estatus académico de un individuo;
(2) el someterse o rechazar tal conducta sea utilizado como término o condición de obtención de empleo o a tomar decisiones académicas que afecten a tal individuo; o
(3) que tal conducta tenga el propósito o efecto de interferir irrazónablemente en el trabajo o aprovechamiento académico, o de crear un ambiente de trabajo o académico de intimidación, hostil u ofensivo.

El hostigamiento sexual puede ocurrir entre individuos de diferentes sexos o del mismo sexo. Aunque el hostigamiento sexual más frecuentemente explota una relación entre individuos con poder desigual (como entre miembros de la facultad/personal y estudiante, supervisor y empleado, o miembros de la facultad con permanencia y sin permanencia), también puede ocurrir entre individuos del mismo poder (como entre estudiantes o compañeros de trabajo), o en algunas circunstancias aún cuando parece que el hostigador tiene menos poder que el individuo hostigado (por ejemplo, un estudiante hostigando sexualmente a un miembro de la facultad). Una falta de intento de asediar puede ser pertinente a, pero no determinante de, si ha o no ha ocurrido hostigamiento sexual.

c. Ejemplos de Hostigamiento Sexual

El hostigamiento sexual puede ser de distintas formas. Utilizar la respuesta de una persona para solicitar favores sexuales como base para la obtención de una decisión académica o de empleo es una forma de hostigamiento sexual. Ejemplos de este tipo de hostigamiento sexual (conocido como hostigamiento Quid Pro Quo) son, pero no se limitan a los siguientes: solicitar o demandar favores sexuales a cambio de empleo u oportunidades académicas (como emplear, otorgar ascensos, notas o recomendaciones); someter evaluaciones académicas o notas injustas o inexactas de empleo o denegar entrenamientos, acceso a otras oportunidades académicas o de empleo, porque las insinuaciones sexuales hayan sido rechazadas.

Otros tipos de conducta de naturaleza...
surgir conflictos de intereses cuando su educación o empleo; que puedan dar lugar a una relación no deseada porque él o ella tema que el rechazar entrar en relaciones sexuales mal acogida también pueden pasar a través de la comunidad universitaria y cualquier otra persona con responsabilidad de supervisión, informe al individuo o individuo designado(s) en cuanto los procedimientos de cualquier querella de hostigamiento sexual. Se requiere que todos los miembros de la comunidad universitaria cooperen en cualquier investigación de una querella de hostigamiento sexual.

h. Cumplimiento

Hay una variedad de penas y acciones correctivas que la Universidad puede tomar en casos de incumplimiento con estas normas. Estarán sujetos a varias penalidades incluyendo la cesantía del empleo y la expulsión permanente de la Universidad aquel(las) miembro(s) del estudiantado, de la facultad, o del personal que se halle, después del aplicable proceso disciplinario, que han quebrantado esta política.

Efectivo 1 de octubre 1995
Universidad de la Ciudad de Nueva York (CUNY)
Servicios Para Estudiantes Con Impedimientos

Desde la aprobación del Acta de Rehabilitación del 1973, los colegios y las universidades han sido el escenario de cambios extensivos en la vida de los estudiantes con incapacidades. La sección 504 de dicha ley requiere que en las instituciones que reciban ayuda federal, incluyendo a los colegios y universidades, los programas, servicios y facilidades de éstos sean accesibles a individuos minusválidos. El Acta para Americanos con Incapacidades (ADA) enfatiza el mandato de la sección 504 y lo extiende a todas las instituciones de educación universitaria que reciban o no ayuda financiera federal.

Especificamente, Título I prohíbe la discriminación de parte de las universidades o colegios privados en contra de sus empleados o solicitante de empleo con incapacidades en todos los aspectos de su labor. El Título II prohíbe la discriminación de parte de las entidades públicas, incluyendo a las universidades estatales o locales en cuanto a los programas o servicios que ofrecen.

En el colegio comunal Hostos el Coordinador para los Estudiantes Incapacitados (Coordinator of Disabled Students) tiene la responsabilidad de asegurar que se cumpla con los reglamentos e intentos de la sección 504 del Acta de Rehabilitación de 1973 y El Acta para Americanos con Incapacidades (ADA) del 1990. El Coordinador se halla en el salón B-538 y se puede comunicar con su oficina al (718) 518-6702. La horas de oficina varían cada semestre. Llame para las horas corrientes de operación.

Los estudiantes elegibles pueden recibir una variedad de servicios que incluyen; consejería antes de la admisión, arreglos especiales para los exámenes de ubicación y el proceso de matrículas, consejería personal, educativa y acerca de profesiones y empleos, y para hacer arreglos para ayuda en el la lectura de textos o al tomar notas, libros de textos grabados e instrucción y formas alternativas de tomar exámenes. Se mantiene una relación con los Servicios Vocacionales y Educativos para Individuos con Incapacidades (VESID) y la Comisión para los No Videntes y los de grandes limitaciones Visuales. A través de esta relación se les ayuda a los estudiantes con incapacidades a determinar su elegibilidad para servicios de rehabilitación y asegurar que los estudiantes con patrocinio reciban apoyo al progresar hacia sus metas educacionales y profesionales. Como parte regular del programa se consulta con agencias comunales que proveen servicios de apoyo o de rehabilitación, entrenamiento de abogado y sobre los derechos de las personas con incapacidades.

Hay una variedad de equipo especial, disponible para los estudiantes ciegos o de visión limitada. Se encuentra equipo para aumentar el tamaño del texto (VTEK) en la biblioteca, en el Centro de Escribir (Writing Center) y en los laboratorios de matemáticas. Grabadoras de cinta, máquinas de transformación al braille, calculadoras parlantes y máquinas de escribir texto o braille están disponibles para el uso de los estudiantes.

La estrecha relación con la Oficina de Servicios de Salud asegura que los estudiantes con problemas médicos reciban el auxilio de emergencia necesario. Existe un plan de evacuación para asistir a los estudiantes con movilidad limitada a salir de los edificios de colegio en caso de una emergencia.
Orden Público

(reemplaza página 87-88)
Sección 15.3
Proceso Disciplinario Estudiantil

a. Todo cargo, acusación o alegato, contra un estudiante que de ser probado amerite acción disciplinaria, debe presentarse por escrito detallada y prontamente a la oficina del Decano de Estudiantes por el individuo, organización o departamento que formula dichos cargos.

b. El oficial principal a cargo de asuntos estudiantiles del Colegio o su designado conducirá una investigación preliminar para determinar si se formularán cargos disciplinarios. Este oficial o su designado; le informará al(a) estudiante del(os) cargo(s) en su contra, consultará con otras partes involucradas o que tengan información acerca del incidente y repasará toda evidencia con relevancia. Seguido a esta investigación preliminaria la cual debe ser concluida dentro de los treinta días de haber sido recibida la queja, el Oficial Principal a cargo de Asuntos Estudiantiles o su delegado tomará una de las siguientes acciones:

(i) Descartar el asunto si no hay base para el(las) alegato(alegaciones) o si el(las) alegato(alegaciones) no amerita(n) acción disciplinaria. Se le notificará a las partes interesadas de esta decisión.

(ii) Referir el asunto a la conciliación. En este caso el(la) estudiante acusado(a) recibirá una copia notificándole de este hecho de acuerdo a la sección 15.3.e del reglamento.

(iii) Formular cargos disciplinarios formales.

Conferencia de Conciliación:

c. La conferencia de conciliación será conducida por el consejero en la oficina del Decano de Estudiantes o por un miembro de facultad o el personal certificado y nombrado por el Oficial Principal de Asuntos Estudiantiles.

Se seguirá el procedimiento anotado durante estas conferencias:

1. Se hará un esfuerzo para hallar una solución por mutuo acuerdo.

2. De llegarse a un acuerdo el consejero o la persona designada rendirá su recomendación al Oficial Principal a cargo de Asuntos Estudiantiles para su aprobación. Si es aprobada, se le notificará al querellante.

3. De no llegarse a un acuerdo o si el estudiante no comparece, el consejero le informará al Oficial Principal a cargo de Asuntos Estudiantiles, quien formulará cargos disciplinarios.

4. El consejero no podrá, durante una vista del Colegio, testificar acerca de cualquier información divulgada durante una conferencia de conciliación.

Notificación de Vista y Cargos:

d. Se le entregará al estudiante ya sea en persona o por carta certificada o registrada y por correo regular a la dirección en los archivos del Colegio: la notificación de los cargos y la fecha y lugar de la vista. La fecha de la audiencia será fijada durante un tiempo razonable después de la formulación de cargos o de la conferencia de conciliación. El estudiante recibirá notificación de la fecha de la vista por lo menos con cinco días laborales de anticipación. El/ella puede consentir a una cita con una fecha adelantada.

e. La notificación incluirá:

1. Una descripción detallada y completa de los cargos, incluyendo las reglas que se le acusa de violar y los posibles castigos por tal conducta.

2. Una declaración de los siguientes derechos del estudiante:
   (i) presentar su versión de lo ocurrido.
   (ii) presentar testigos y evidencia a su favor.
   (iii) poder repreguntar a los testigos que presenten evidencia en su contra.
   (iv) mantener silencio sin la presunción de culpabilidad.
   (v) ser representado por un abogado o asesor legal cuyo costo corre por su cuenta.

3. Procedimientos del Comité de Facultad y Estudiantes de Disciplina.

f. Durante las vistas ante el Comité de Facultad y Estudiantes de Disciplina se observará el siguiente procedimiento:

1. El Presidente del Comité presidirá la audiencia. El Presidente del Comité le informará al estudiante de los cargos, de los procedimientos de la audiencia y de sus derechos.
2. Después de instruir al estudiante de los cargos, de los procedimientos de la audiencia y de sus derechos el presidente del Comité le pedirá al estudiante que se declare culpable o no culpable. Si el estudiante se declara culpable, tendrá la oportunidad de dar una explicación por sus acciones delante del comité. Si el estudiante se declara no culpable, el Colegio presentará su caso. Una vez terminada esta presentación, el estudiante puede presentar una moción para rechazar las cargos. Si esta moción es negada por el Comité, el estudiante tendrá la oportunidad de presentar su defensa.

3. Antes de que se acepte testimonio en la audiencia, el Presidente del Comité tendrá que dictar sobre cualquier moción que cuestione la imparcialidad de cualquier miembro del comité o si ha sido o no adecuada la notificación acerca de los cargos. Una vez completado este proceso, el Presidente del Comité sólo podrá dictar acerca de la suficiencia de la evidencia y podrá excluir evidencia sin relevancia, que sea inmaterial o indebidamente repetitiva. Sin embargo, si cualquiera de las partes desea cuestionar la imparcialidad de algún miembro del comité basándose en evidencia que no estaba disponible al iniciarse la vista, el Presidente del Comité podrá dictar sobre tal moción. El Presidente del Comité podrá excluir a toda persona que ha de servir de testigo con la excepción del estudiante acusado.

4. El Colegio documentará cada audiencia investigativa de alguna forma sea ya por transcripción estenográfica, una grabación auditiva o su equivalente. El/la estudiante que sea disciplinado tendrá derecho a recibir una copia de tal transcripción, cinta, o equivalente sin costo.

5. El estudiante tiene derecho a una vista a puerta cerrada pero también tiene el derecho de solicitar una audiencia abierta y pública. Sin embargo, el Presidente del Comité tiene el derecho a llevar una audiencia a puerta cerrada cuando una audiencia a puerta abierta y pública tendría un efecto negativo e interumpiría las operaciones normales del Comité.

6. El Colegio tiene la responsabilidad de sostener los cargos con una preponderancia de evidencia.

7. Las funciones del Comité de Facultad y Estudiantes de Disciplina incluyen oir el testimonio, hacer preguntas a los testigos, repasar el testimonio y la evidencia presentada durante la audiencia y cualquier documento presenta- do por cualquiera de las partes y rendir una determinación en cuanto a culpabilidad o inocencia. Si el estudiante es hallado culpable, el Comité determinará la sanción o castigo a imponerse.

8. Al finalizar la fase investigativa del hecho de la audiencia, el estudiante podrá presentar material adicional, tales como cartas de referencias. El Colegio podrá presentar una copia del material archivado sobre el anterior record de disciplina del estudiante si se le ha mostrado tal archivo al estudiante ante de comenzar la audiencia. Este archivo debe ser entregado al Comité en un sobre sellado y no se abrirá hasta después que el Comité haya finalizado sus conocimientos de los hechos. En caso que se halle que el estudiante es culpable de los cargos, toda la documentación presentada por el estudiante y por el Colegio se abrirá y será usada por el Comité para hacer su disposición, por ejemplo, para determinar la sanción o castigo a imponerse, si los cargos son sostenidos.

9. El Comité hará sus deliberaciones en sesión cerrada. La decisión del Comité se basará solamente en el testimonio y la evidencia presentada durante la audiencia y en los documentos presentados por ambas partes.

10. Se le enviará al estudiante una copia de la decisión del Comité Facultad/Estudiantil de Disciplina dentro de cinco días una vez completada la audiencia. La decisión tomada será final aunque sujeta al derecho de apelación del estudiante.

11. Cuando el/la estudiante esté representado por un abogado, La Presidente del Colegio puede pedir que un abogado de la Oficina Legal General (General Counsel's Office) presente el caso para el Colegio.
Normas Acerca Del Fumar

La Junta de Directores (Trustees) de la Universidad de la Ciudad de Nueva York (CUNY) votó a favor de prohibir el fumar dentro de todos los edificios de propiedad, alquilados u operados por la Universidad. Durante el semestre de otoño del 1994, el Senado del Colegio Hostos votó abrumadoramente en favor de apoyar esta acción de la Junta. La resolución declara "Como la más grande universidad urbana del país, la Universidad de la Ciudad de Nueva York está comprometida a promover la salud y el bienestar de su facultad, estudiantes, y personal. Los riesgos del uso del tabaco para la salud están bien documentados y directamente vinculados a la muerte de cerca de 390,000 americanos al año..." Una explicación que acompaña a la resolución nota que "Los riesgos significativos a la salud del humo del tabaco tanto para el fumador como para el que no fuma dan clara indicación de la necesidad de crear un medio-ambiente libre del humo dentro de la Universidad. El Colegio Comunal Hostos apoya la prohibición al fumar y vigorosamente implementará esta política.

Clases de microcomputadores.
Dental Hygiene

The Dental Hygiene Program leads to an Associate in Applied Sciences (A.A.S.) degree for students who successfully complete the course of study. Students are prepared to become registered dental hygienists and pass an intensive theory National Board and clinical State Board Examination. Passage of both examinations is required for licensure and employment. The Dental Hygiene Department offers a two or three consecutive semester preparatory Dental Hygiene Course of Study for those students who do not meet the regular entrance requirements. These courses offer students the opportunity to develop requisite reading, writing and mathematics skills, acquire a science background, develop study habits, upgrade their academic standing (GPA) and take pertinent and enriching liberal arts courses geared toward facilitating their entrance into the program.

Approaches to the educational professional development of the students stem from the goal to graduate competent clinicians who can positively affect their community and the dental hygiene profession through personal, academic, intellectual and professional achievements. Students actively provide preventive dental health care, treatment and education in the on-campus Dental Hygiene Clinic.

Goals of the Dental Hygiene Department

The program endeavors to prepare students who are able to:

- Provide quality preventive dental hygiene care to patients in a variety of settings
- Provide effective treatment, care and education for patients based on thorough assessment data
- Successfully complete the dental hygiene curriculum
- Successfully pass the dental hygiene licensure examinations
- Develop and demonstrate professional acuity
- Be a competent contributor to the community and dental hygiene profession

Admissions Requirements

The requirements for admission to the professional curriculum of Dental Hygiene are based on a high level of moral character and a high standard of academics. Nevertheless, the requirements of the Dental Hygiene Program do not negate in any way the admission of any student to Hostos Community College. Applicants to the Dental Hygiene Program must demonstrate the ability to maintain a satisfactory overall academic level in the following ways:

1. The successful completion of the Dental Hygiene Admissions requirements.
2. High School record or GED must reflect that all course work was completed with a minimum grade of 85. The CUNY Assessment Test scores must reflect: English placement into Expository Writing (English 1302); Math placement into Elementary Algebra (MAT 1622); and a passing score in reading.

Students provide dental hygiene care for patients of all ages under the direct guidance and supervision of licensed professional dental hygienists and dentists. Students, staff, faculty, family, and friends have access to free dental hygiene care and oral health maintenance. Two academic years and one summer are required to complete the 70 credit degree program. Graduates are eligible to transfer to senior colleges and receive junior year status.

All eligible students are encouraged to apply for the various academic and health profession scholarships and to join both the local and national Student American Dental Hygienists Association (SADHA). Awards for achievement include the Hu-Friedy Golden Scaler Award, the New York City Dental Hygienist Association Clinical Proficiency Award, the American Dental Association Professional Achievement Award and the Dental Hygiene Department Student Achievement Award. Dental Hygienists find employment in private dental practices, public and private health agencies, hospitals, industrial clinics, government agencies, the U.S. Armed Services, Peace Corps, World Health Organizations, Dental and Dental Hygiene Schools.
3. In-house transfer from liberal arts with acceptable academic profile and 3.0 cumulative GPA.

4. Institutional transfer with acceptable academic profile and 3.0 cumulative GPA.

The order of priority is: new students, in-house transfers, institutional transfers and second degree students. Prior to the final selection into the Dental Hygiene Program, each prospective student is required to present evidence to the Dental Hygiene Department of a complete medical examination which must include a chest X-ray report (not more than 6 months old) and a profile of any medical conditions, past and present. The necessary forms will be provided by the college.

Transfer Students

Students transferring into the Dental Hygiene Program must meet the transfer requirements outlined below in addition to the general admission requirements.

1. Any student with an overall GPA of 3.0 or better is eligible for consideration for admission to the Dental Hygiene Program. However, the credits must include equivalents of English, Math and Science levels taken in English compatible to the entry levels required for Dental Hygiene. All science courses must be passed with at least a "C" grade. Final selection is based on competitive space allocation. Students who fall into this category will be advised by the Dental Hygiene Department or College Counselors.

2. Any student wishing to transfer from a Dental Hygiene Program at another institution will be considered only after a review of transcripts and academic profile in the form of references from the transferring department (2 letters), and a personal conference with the Dental Hygiene Chairperson. Such students can possibly be admitted with advanced standing; however the students must satisfy all the stated requirements of the Hostos Community College Dental Hygiene Department prior to graduation. This circumstance is considered as a special case.

Second Degree Students (e.g., A.A.S., B.S., B.A.)

1. These are extenuating circumstances and as such will require individual consideration after the review of the transcripts and a personal conference.

2. These students are the last in the order of priority and can only be admitted on a space available competitive basis. Prior to the final selection into the Dental Hygiene Program, each prospective student is required to present evidence to the Dental Hygiene department of a complete medical examination which must include a chest X-ray report (not more than six months old) and a profile of any medical conditions, past and present. The necessary form will be provided by the College.

Retention Policy

Scholastic Requirements

1. A Dental Hygiene student is required to maintain a grade point average of 2.5 for each semester of the program.

2. Failure of two (2) dental hygiene courses may result in immediate dismissal from the program.

3. In the case of failure to meet the required GPA, the student's progress will be evaluated by the department and a retention recommendation made.

Readmission Policy

Readmission as a result of a leave of absence will be based on space availability and will not be considered after one year. All students are required to have a physical examination and immunization prior to the commencement of patient treatment. The New York State Department of Health requires that all applicants for licensure be of good moral character. Anyone who has been convicted of a felony must provide documentation of the disposition prior to admission to the program.

Grading System

The basic criterion for grading in the Dental Hygiene Department in all Dental Hygiene courses is:

- A: 93-100
- B: 83-92
- C: 75-82
- D: 70-74
- F: Below 70

All grades below "C" in the Dental Hygiene Program are considered unsatisfactory.

Although the "D" grade is given, "D's" are not accepted by the program and the courses must be repeated if the student is recommended by the faculty to remain in the program.

Program of Study Leading to the Associate in Applied Science (A.A.S.) Degree in Dental Hygiene

<table>
<thead>
<tr>
<th>Liberal Arts</th>
<th>29 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene</td>
<td>41 credits</td>
</tr>
</tbody>
</table>

Total for Degree: 70 credits

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Modern Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10 - 17 for access into this program.

Pre-Dental Hygiene Program of Study

Pre-Dental Hygiene Sequence-LIBRA

Students who place in ENG 1301 (LIBRA) must complete the following additional courses before consideration for admission to the Dental Hygiene Program.
DENTAL HYGIENE

Credits

MAT 1622 Introduction to Algebra 2.0
CHE 4014 Environmental Science I 4.0
BIO 3902 General Biology I Lec./Lab 4.0
BIO 3904 General Biology II Lec./Lab 4.0

Students with high school Biology or Chemistry should consult the Dental Hygiene Coordinator.

Pre-Dental Hygiene Curriculum-ESL

First Semester Credits
ESL 1330 Advanced ESL 2.5
VPA 3614 Voice & Diction 3.0
MAT 1604 Basic Mathematics Skills 1.0
HLT 6501 Health & Human Values 3.0

Subtotal 9.5

Second Semester Credits
ENG 1300 Basic Composition 3.0
ENG 1396 Foundations of Critical Reading 1.0
MAT 1622 Elementary Algebra 2.0

Subtotal 6.0

Third Semester Credits
ENG 1302 English Composition 3.0
HLT 6524 Medical Terminology 2.0
CHE 4014 Environmental Science I 4.0
VPA 3612 Fundamentals of Public Speaking 3.0
BIO 3908 Anatomy and Physiology 4.0

Subtotal 16.0

Students in Pre-Dental Hygiene must have a 3.0 GPA, with a minimum of C in all science courses for admission to the Dental Hygiene Program.

The following represents updated prerequisites for course offering:

DEN 5316 DENTAL RADIOLOGY I: BASIC CONCEPTS
1 credit
1.5 hrs lecture, 1.5 hrs lab
Prerequisites: All first semester courses
Corequisites: All second semester courses

The following represents updated information:

Estimate of Expenses for Prospective Dental Hygiene Students
Enrollment in the Dental Hygiene Program requires a substantial financial investment for greater return upon completion of the program. For training, students are required to purchase instruments, supplies, lab coats, uniforms, white shoes, and books. Estimates of required expenditures are as follows:

First Semester
All students starting the Dental Hygiene curriculum will need the money to buy all first semester books, equipment, and material by the second week of classes. Therefore, students beginning the program must prepare in advance to pay for these expenses:
Books .............350.
Instruments .......400.
Supplies ...........85.
Lab Coat ..........30.
White Shoes .......25.
SADHA Dues ......25.

Perio Models $175.

$1,090.

Second Semester
Books .............250.
Uniforms ..........65.
Lab Coats ..........30.
Clinic Supplies ...75.

SADHA/SNDHA Dues . . .30.
Clinic Supplies ....420.

$1,100.

Third Semester
Books .............250.
Instruments .....100.

SADHA/SNDHA Dues . . .30.
Clinic Supplies ....420.

$420.

Fourth Semester
Books ..................200.
Fees for Licensure Exams NERB State Board . . . .425.
National Board .......75.
Malpractice Insurance . .35.
SADHA Annual Conference ...........150.
NYS Registration Requirement Courses ..........125.
Pins (optional) ..........30.
Clinic Supplies .......60.

$1,100.

TOTAL $3,095.

SADHA = Student American Dental Hygienists Association
SNDHA = Student National Dental Hygienists Association

Comment: Students applying for financial aid should include these expenses. The grand total of $3,095 can make a significant financial impact.

DENTAL HYGIENE FACULTY & STAFF

Selena James, Professor and Coordinator, R.D.H., B.S., M.Ed.
Anita Carter-Cunningham, Professor, R.D.H., B.S., M.S.
Mary Errico, Associate Professor, A.A.S., B.A., D.D.S.
Mildred Feliciano, Assistant Professor, A.A., B.S., M.A.
Alida Pastoriza-Maldonado, Associate Professor, A.A.S., B.S., M.S., M.Ed., Ed.D.
Geraldine M. Perri, Associate Professor, R.D.H., A.A.S., B.S., M.Ed., Ed.D.
Sammy J. Seals, Professor, B.S., D.D.S.
Ernestine Leach, Senior College Laboratory Technician, A.A.S., R.D.H., B.S.
Joy L. Perez, CUNY Office Assistant, A.A.
Medical Laboratory Technology

Medical Laboratory Technology (clinical laboratory science) deals with the performance of laboratory analyses used in the diagnosis and treatment of disease, and in the maintenance of health. Medical laboratory personnel are responsible for the performance of these tests. The physician utilizes these test results for assistance in the diagnosis, treatment and prevention of diseases. Physicians thus rely upon the knowledge, skills and integrity of the medical technologist for the accuracy and validity of the test results.

The Medical Laboratory Technology Program provides training for the student in the basic skills required for a career in medical technology. The Program emphasizes both the basic sciences and clinical laboratory sciences. In addition to the courses offered at Hostos the student will study and work 1,000 hours in an approved hospital laboratory under the supervision of Hostos faculty and hospital personnel. Upon the completion of the required courses and the hospital training, the student receives the Associate in Applied Sciences (A.A.S.) degree and will be eligible to be licensed by the New York City Department of Health as a laboratory technician. Students could also be eligible to sit for nationally certifying examinations such as the Clinical Laboratory Technician (CLT) given by the National Certifying Agency for Medical Laboratory Personnel.

Goals of the Medical Laboratory Program

The Medical Laboratory Technology Program seeks to prepare students to function competently in a clinical laboratory and to undertake the responsibilities associated with clinical laboratory sciences. Upon graduation from the program the student should be able to:

- Demonstrate an understanding of the terms, facts, principles and trends related to the study of clinical laboratory science.
- Possess the practical skills necessary for the performance of clinical laboratory tests and procedures.
- Demonstrate the competencies needed to perform laboratory tests accurately and precisely.
- Become an effective member of the health care team.

Admissions Criteria

Candidates for the Medical Laboratory Technology Program should be:

1. High School graduates with a minimum average of 75%. Priority will be given to students who have had Mathematics, Chemistry and Biology.
2. Non-high school graduates must have a G.E.D. score equivalent to a 75% high school average.

Required Minimum Scores on Math and English Placement Tests

1. Writing proficiency, as determined by the CUNY Writing Assessment Test, for placement into ENG 1302 Expository Writing.
2. Mathematical skills on the CUNY Freshman Skills Assessment Test for placement into MAT 1628 College Algebra.
3. Exemption from reading or permission of the coordinator.
4. Verbal skills in English.

Provisions or options for those who do not meet Admission Criteria

Students who do not qualify for the MLT Program upon entering the College will be considered as Liberal Arts students and must complete all remedial courses in English, Mathematics and Reading. These students are:

1. Classified as Pre-Medical Laboratory students and must follow the Pre-MLT curriculum.
2. Complete the Pre-MLT sequence with a cumulative G.P.A. of at least 2.5.

Transfer

1. Students at Hostos are permitted to transfer to the MLT Program provided that they meet all the admission criteria.
2. Admission with advanced standing. An overall G.P.A. of 2.5 or better for 0-12 credits and 2.25 for 12-24 credits. Courses should include the following:
   a. Expository Writing
   b. Fundamentals of Chemistry
   c. Elementary Algebra
   d. Biology
   e. Permission of the MLT Coordinator

Retention Policies

1. A G.P.A. of 2.5 per semester is required in the Medical Laboratory Program. A G.P.A. of 2.0 is the lowest permissible G.P.A. for the first semester only.
2. A required course can only be repeated once. Any student who fails a given course twice will require special permission of the MLT Coordinator to remain in the MLT Program.
3. In any case of failure to meet the required G.P.A., the student's program will be evaluated by the Coordinator and a determination on retention will be made.
4. Failure of two MLT courses will result in immediate dismissal from the program.
Progression into the Medical Laboratory Technology Sequence

Students who do not meet all the entrance requirements for the MLT Program are placed in the Pre-MLT Program. This provides the students with the opportunity of developing basic reading and mathematical skills necessary for admission into the Medical Laboratory Technology Program while taking some of the required courses. Students enter the MLT Sequence at either Level I or Level II based on the CUNY Assessment Test.

### Level I Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENG1300</td>
<td>Basic Composition</td>
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</tr>
<tr>
<td>ENG1301</td>
<td>Core English (for Libra)</td>
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</tr>
<tr>
<td>ENG1396</td>
<td>Foundations of Critical Reading</td>
<td></td>
</tr>
<tr>
<td>ENG1399</td>
<td>Developmental Reading</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Behavioral or Social Science</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 3902</td>
<td>General Biology I (Lecture and Lab.)</td>
<td>4</td>
</tr>
<tr>
<td>CHE 4000</td>
<td>Fundamentals of Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6524</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MAT 1628</td>
<td>Pre-Calculus</td>
<td>3</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

**First Semester Credits**

- **FIRST YEAR**
  - **Second Semester Credits**
    - BIO 3904 General Biology II (Lecture and Lab.) 4
    - CHE 4002 Chemistry I (Lec.) 3
    - CHE 4102 Chemistry I (Lab.) 1
    - ENG 1303 Literature and Composition 3
    - MLT 5901 Fundamentals of MLT 2
    - **Subtotal** 13

**Second Semester Credits**

- **Fourth Semester Credits**
  - MAT 1690 Computer Literacy 3
  - MLT 5914 Introduction to Immunology 2
  - MLT 5916 Medical Microbiology 4
  - MLT 5910 Clinical Chemistry 4
  - **Subtotal** 13

**Fifth and Sixth Semesters Credits**

- MLT 5920 Hospital Practice 2
- MLT 5922 Hospital Practice I 2

**Total Credits for Degree**

*CHE 4002, 4102, 4004, 4104 can be substituted on recommendation of the Physical Sciences Unit for those students planning to continue in Medical Laboratory Technology at a senior college.*
MLT 5909
HEMATOLOGY & COAGULATION
4 credits
2 hrs. lec. 6 hrs. lab.
Prerequisites:
Successful completion of
CHE 4033-4133 Essentials of General Chemistry or
CHE 4002-4102 General Chemistry I and BIO 3904 General Biology II.
The student will perform routine hematological tests, standard blood-
banking techniques, and basic coagulation tests. The student will also
demonstrate standard routine methods of analysis on urine, physical,
microscopic and chemical tests.

MLT 5910
CLINICAL CHEMISTRY
4 credits
2 hrs. lec. 6 hrs. lab.
Prerequisites:
CHE 4034-4134 Essentials of Organic Chemistry or
CHE 4004-4104 General Chemistry II and MLT 5909 Hematology and Coagulation.
The student will perform standard current biochemical determinations
using both manual techniques and some automated procedures.

MLT 5914
INTRODUCTION TO IMMUNOLOGY & SEROLOGY
2 credits
1 hr. lec. 2 hrs. lab.
Introduction to immunology and the application of immunological princi-
pies to serological testing. The student will study the immune response in
relation to the diagnosis of disease states, laboratory methods for detect-
ing antigen-antibody reactions, and develop skills in the performance of
serological and immuno-chemical pro-
cedures.

MLT 5916
MEDICAL MICROBIOLOGY
4 credits
2 hrs. lec. 4 hrs. lab.
Prerequisite:
BIO 3912 Microbiology
The student will examine, describe and classify microorganisms of med-
ical importance. The student will cul-
tivate and identify the organisms in
the laboratory using the standard
methods of identification.

MLT 5918
HISTOLOGY
4 credits
2 hrs. lec. 4 hrs. lab.
Prerequisites:
CHE 4033-4133 Essentials of General Chemistry or
CHE 4002-4102 General Chemistry I and BIO 3904 General Biology II.
The student will process tissue in
paraffin and frozen sections for
microscopic examination. The stu-
dent will study and identify cells, tis-
sues and organs from human and ani-
mal sources.

MLT 5920 & 5922
HOSPITAL LABORATORY PRACTICE
2 credits each
Prerequisites:
Completion of medical laboratory courses.
The student will perform the standard labor-
atory tests which he/she learned in the
College laboratory in a hospital setting.

Ancillary Expenses for Medical Laboratory Technology Students
Lab coat (approx.) $25.00
Total (approx.) $25.00

Medical Laboratory Technology Program Affiliations
The Hostos Community College Medical Laboratory Technology Program
is affiliated with the follow-
ing hospitals and medical centers:
- Jack D. Weiler Hospital of the
  Albert Einstein College of
  Medicine
- Coler Memorial Hospital
- Harlem Hospital and Medical
  Center
- Lincoln Medical and Mental
  Health Center

Medical Laboratory Technology Faculty and Staff
Winsome DaCosta, Assistant
Professor and Coordinator,
B.S., M.S., D.A., M.T. (ASCP),
C.L.S. (NCA)

NURSING
The Nursing Program leads to an Associate in Applied Science
(A.A.S.) degree for eligible stu-
dents who successfully complete
the five semesters of study. Women
and men are prepared to become
registered nurses upon successful
completion of the course of study
and satisfactory performance on
the National Council Licensure
Examination-Registered Nurse
(NCLEX-RN). The framework for the
nurse education program embraces
basic needs, the nursing
process, and the Associate Degree
Nurse (A.D.N.) competencies.

Students utilize the nursing process
in the care of patients in acute gen-
eral care hospitals and nursing
homes. In addition to hospitals, stu-
dents work in clinics and commu-
nity settings. Teaching/learning
environments also include lecture
halls, and the patient simulated
laboratory where students practice
and achieve proficiency in their
technical skills to prepare them for
patient assignments. Students learn
to provide nursing care for patients
of all ages in a variety of settings,
always under the direct guidance
of qualified professional nurse
instructors. All students are encour-
eged to join the National Student
Nurses Association of New York
and the on-campus Gonzalez-
Tubman Nursing Club. Some
scholarships are available to nurs-
ing students.
Goals of the Nursing Program

The program aims to prepare students, who as A.D.N. graduates are able to:

- Provide comprehensive nursing care based on the use of the nursing process in structured health care environments.
- View men and women from a holistic perspective.
- Integrate knowledge from nursing, and the physical, biological, behavioral and social sciences to meet the needs of individuals, families and community members.
- Demonstrate competence as communicators, providers of patient care, patient teachers, managers of care and as beginning members of the nursing profession.
- Successfully complete the curriculum which includes liberal arts, urban health, biological sciences, physical sciences and nursing courses encompassing both lecture and clinical components.
- Take the NCLEX-RN.

Requirements for Entry into the Nursing Program

- Graduation from High School with a minimum average of 75 or an equivalent General Education Diploma. Students must pass the CUNY Reading Tests and also be exempt from or take MAT 1622.
- Within three years of entry into the Nursing Program, students are required to take the NLN Examination. The NLN Examination may be repeated once after a year has elapsed. A composite AD score of 50 is required.
- Successful completion of prerequisite courses CHE 4012-4018 (or with the permission of the Coordinator, CHE 4019), PSY 1032 and placement in ENG 1302 and permission of the Nursing Coordinator.
- Completion of the pre-nursing sequence of courses with a general grade point average of 2.5.

- A minimum grade of 2.0 is required in every nursing and required course.
- Students may repeat only one clinical and one non-clinical nursing course. Requests for permission to repeat any additional course due to extraordinary circumstances requires the permission of the Coordinator.
- Students may repeat only one required support course.
- Students who fail two or more major components, quizzes, projects, or comprehensive examinations in NUR 7000 Introduction to Concepts in Nursing will be required to take additional work before repeating the course, and will need permission of the Coordinator.

Progression into the Nursing Sequence Courses

Credit Distribution

| Liberal Arts | 30 |
| Nursing     | 37 |

Total Credits for Degree 67

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Modern Languages, depending on the student’s level of preparation, and in congruence with the College’s bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10-17 for access into this program.

Students must complete the following additional courses before consideration for admission to the Nursing Program.

Program of Study Leading to the A.A.S. Degree in Nursing

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1303 Literature &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3908 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 7001 The Scientific Basis of Nursing Practice</td>
<td>7</td>
</tr>
<tr>
<td>NUR 7002 Pharmacology I</td>
<td>2</td>
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</tbody>
</table>

Subtotal 16

SECOND YEAR

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUB 3130 Ethnicity, Health &amp; Illness</td>
<td>4</td>
</tr>
<tr>
<td>CUB 3124 Social Problems of the Minority Communities</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6515 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7004 The Scientific Basis of Nursing Practice III</td>
<td>7</td>
</tr>
</tbody>
</table>

Subtotal 13

Pre-Nursing Semester Credits

| ENG 1302 Expository Writing | 3 |
| BIO 3906 Anatomy & Physiology I | 4 |
| PSY 1037 Lifespan Development of Behavior | 3 |
| NUR 7000 Introduction to Concepts & Principles in Nursing | 2 |

Subtotal 12

It is possible to take the NCLEX-PN after Semester III.
Fourth Semester Credits
MAT 1690 Computer Literacy 3
NUR 7005 The Scientific Basis of Nursing Practice IV 7
NUR 7006 Issues & Trends in Nursing Practice 3

Subtotal 13
Total Credits for Degree 67

It is possible to take the NCLEX-RN after Semester IV.

NUR 7000 INTRODUCTION TO NURSING CONCEPTS AND PRINCIPLES
2 credits
2 hrs. lec.
Prerequisites:
Completion of all entrance requirements.
Corequisites:
ENG 1302, BIO 3906, PSY 1037
The focus is on the philosophy, objectives and conceptual framework of the Nursing Program. Students are introduced to the multiple roles of the nurse as provider of care, manager of care, communicator, teacher and member of the profession. The nursing process is introduced. Case studies may be used to provide background information and enhance the student's understanding of nursing. At the end of the course, the student will be able to describe the program's philosophy, objectives, conceptual framework and the multiple roles of the Associate Degree Nurse, as well as legal and clinical issues in the nursing process.

NUR 7001 THE SCIENTIFIC BASIS OF NURSING PRACTICE I
7 credits
4 hrs. lec., 12 hrs. lab.
Prerequisites:
NUR 7000, ENG 1302, BIO 3906, PSY 1037
Corequisites:
ENG 1303, BIO 3908, NUR 7002
Utilizing the principles of growth and development, the student will learn the biopsychosocial assessment of basic human needs. Emphasis will be on the promotion of wellness where there is an alteration in meeting these needs. The student will utilize the five steps of the nursing process and will demonstrate basic technical skills of assessment. Skills and principles taught in Pre-Nursing and corequisite courses will be integrated into the course. The approach to patient care will reflect the significance of ethical and legal issues, culture and ethnicity and how one adapts to the urban community.

NUR 7002 NURSING PHARMACOLOGY I
2 credits
2 hrs.
Prerequisites:
NUR 7000, ENG 1302, BIO 3906, PSY 1037
Corequisites:
NUR 7001, ENG 1303, BIO 3908
The student will be able to compare brand name and generic drugs, describe the method of drug classification, explain the drug interactions with body tissue, identify how drugs work, explore the use of the nursing process in drug therapy, and successfully demonstrate accurate drug calculations by achieving 80% correct response on tests.

NUR 7003 THE SCIENTIFIC BASIS OF NURSING PRACTICE II
7 credits
4 hrs. lec., 12 hrs. lab.
Prerequisites:
BIO 3908, NUR 7002, NUR 7001, ENG 1303
Corequisites:
NUR 7102, BIO 3912
The student will learn to care for the growing family and use the nursing process to assess, analyze and plan care to meet the needs of the pregnant mother during and after delivery. The nursing focus is on the care of newborns, children, adolescents and young adults. Aspects of the psychosocial needs of the child, adolescent and young adult are interwoven. Alterations in the psychosocial development and relevant nursing interventions are analyzed with emphasis on self understanding in the use of self as a therapeutic tool. The approach to patient care will reflect the student's ability to analyze the significance of ethical/legal issues, culture and ethnicity and how one adapts to the urban community.

NUR 7102 NURSING PHARMACOLOGY II
2 credits
2 hrs. lec.
Prerequisites:
ENG 1303, BIO 3908, PSY 1037, NUR 7001, NUR 7002
Corequisites:
BIO 3912, NUR 7003
The student will be able to describe accurately all major drug classifications, identify commonly used medications in each classification, successfully calculate dosages based upon calculations appropriate for children, adults and the elderly by achieving 80% correct responses on tests, develop nursing strategies for patients receiving drugs in each classification, and list the relevant assessment factors in maintaining nutrient fluid and electrolyte balance.

NUR 7004 THE SCIENTIFIC BASIS OF NURSING PRACTICE III
7 credits
4 hrs. lec., 12 hrs. lab.
Prerequisites:
BIO 3912, NUR 7102, NUR 7003
Corequisites:
CUB 3130 or 3142, HLT 6515
The student will learn to identify responses to illness and provide appropriate nursing processes and biopsychosocial responses common in these age groups. Patient education is aimed at health restoration and maintenance. The approach to patient care will reflect the ability to implement care based on the significance of ethical/legal issues, culture and ethnicity and how one adapts to the urban community.
NUR 7005
THE SCIENTIFIC BASIS OF NURSING PRACTICE IV
7 credits
4 hrs. lec., 12 hrs. lab
Prerequisites:
NUR 7004, CUB 3124 or CUB 3142, HLT 6515
Corequisites:
MAT 1690, NUR 7006
The student continues to learn to identify responses to illness and to provide appropriate nursing care. The focus is on older individuals who are experiencing physiological alterations in how they meet their basic needs. The approach to patient care will reflect students' understanding of the evaluation of care to include ethical and legal issues, culture and ethnicity and how one adapts to the urban community. This course will provide the opportunity for making the transition from student to practitioner.

NUR 7006
ISSUES AND TRENDS IN NURSING PRACTICE
3 credits
3 lec. hrs.
Prerequisites:
NUR 7004, CUB 3124 or CUB 3130, HLT 6515
Corequisites:
NUR 7005, MAT 1690
The student will study and analyze current issues in nursing such as the role of the Associate Degree Nurse in hospital and ambulatory care settings. Writing and interviewing skills necessary for applying for nursing positions will be reviewed. The student will also learn the skills needed to make the transition from student to graduate nurse.

Ancillary Expenses for Nursing Students

Nursing Sequence
National League for Nursing
Pre-Nursing Examinations . . $40.00

Nursing Program
NLN End of Course Examinations for all students ...............$80.00
Uniforms ......................... 80.00
Shoes .................................. 45.00
Caps .................................. 10.00
White Hose .......................... 10.00
Class Pin ......................... 65.00
Instruments and Carry Case . 65.00
National Student Nurse Association .......... 30.00
Mosby Assessment Test ....... 50.00
NCLEX-RN Licensure Exam 232.00

Total ................................ $667.00

These are current prices which may change during the life of the catalog.

Description of the Simulated Laboratory
The Nursing Simulated Laboratory, in which students practice skills in an authentic setting, is housed in spacious quarters in trailers. The Simulated Laboratory provides for practice and teaching/learning activities in a safe, comfortable, and supportive environment, away from the clinical setting. In the Simulated Laboratory, a variety of media are used to provide the student with a total experience. The various media are: audio-visual tutorials, faculty directed activities, and anatomical simulators.

Clinical Facilities
Hebrew Home for the Aged at Riverdale
Jack D. Weiler Hospital of the Albert Einstein College of Medicine,
Montefiore Medical Center
Kingsbridge Home Hospital for the Aged
Morningside House
Lincoln Medical and Mental Health Center
Montefiore Hospital
Our Lady of Mercy Medical Center
St. Barnabas Medical Center
Bronx Lebanon Hospital

Advisory Council of the Nursing Program
Elizabeth L. Errico
Coordinator for Nursing Program,
Hostos Community College
Annamae Hayden
Graduate of Hostos Community College
Jeanette Marrero
Deputy Executive Director, Nursing and Patient Care Services, Lincoln Medical and Mental Health Center
Evelyn Montecer
Director, Staff Development, Lincoln Medical and Mental Health Center
Peggy Powell
Executive Director, Home Care Associates Training Institute
Velma Baltazar
Director of Nursing, Hebrew Home for the Aged at Riverdale
Joan Trendler
Assistant Vice-President Nursing Services, Morningside House

Nursing Faculty and Staff
Elizabeth Errico, Professor and Coordinator, R.N., B.S.N., M.A., Ph.D.
Nieves Aguilera, Associate Professor, R.N., B.S., M.A.
Margaret Brady, Assistant Professor, R.N., B.S.N., M.S.N.
Kathleen Donahue, Assistant Professor, R.N., B.S.N., M.A.
Carol Hilliard, Assistant Professor, R.N., B.S., M.S.
Marie McIllicucky, Associate Professor, R.N., B.S.N., M.S.N., Ph.D.
Riesa Toote, Assistant Professor, R.N., B.S.N., M.S.N.
Irma N. Colon, College Laboratory Technician, A.A.S.
Joan Passalacqua, CUNY Administrative Assistant
RADIOLOGIC TECHNOLOGY

Radiologic Technology is the art and science of using radiation to provide images of the tissues, organs, bones, and vessels that comprise the human body. These images may be recorded on film or displayed on a video monitor. The Radiologic Technologist is responsible for the production of these images and is an essential member of the health care team. The Radiologic Technology Program is designed to provide students, who will work under the direction of a radiologist, with the essential skills needed to use ionizing radiation as a means of determining the nature of disease or injury. Students participate in classroom lectures, in activities in the department's new energized laboratory, and in clinical experiences at affiliated hospitals. Learning approaches include the use of audio tapes, radiographic films, slides, computers and laboratory assignments.

Students will be required to adhere to all regulations and policies as outlined in the Radiologic Technology Student Handbook. Clinical education commences in the spring semester of the freshman year and continues throughout the six semester program.

The Radiologic Technology Program is accredited by The New York State Department of Health, Bureau of Environmental Radiation Protection and the Joint Review Committee on Education in Radiologic Technology.

Program Goals
The faculty and students of the Radiologic Technology Program consistently strive to achieve the following goals:

- Participate in a cooperative educational environment that provides access and opportunity to all students who demonstrate the ability and determination to succeed.
- Achieve terminal objectives which ensure that graduate radiologic technologists assume professional responsibilities related to the patient, self, and others.
- Provide an optimal level of patient care; exercising discretion, judgment, confidentiality and compassion in the performance of medical imaging procedures.
- Maintain high educational standards which ensure successful entry-level skills for graduate radiologic technologists.

The program goals are designed to insure that graduate technologists can successfully:

- Demonstrate knowledge of the principles of radiation protection;
- Apply principles of radiographic technique, positioning and anatomy in the production of optimal quality radiographs;
- Provide patient care essential to medical imaging procedures;
- Become an effective member of the health care team;
- Demonstrate clinical competency;
- Possess professional maturity and maintain good regard for ethical standards.

Admissions Criteria
The Radiologic Technology Program can accept only a limited number of students each year. This number is mandated by the program's accrediting agency - The Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.). Each September, sixty students are admitted into the Program. If more than 60 students qualify for the program, the students with the highest Grade Point Average will be admitted. A departmental committee will review all transcripts and admissions into the program will be competitively evaluated based upon the student's G.P.A., and the number of required courses completed.

All students entering the program must have a high school or G.E.D. diploma. The minimum admissions criteria for the program are as follows:

1. Minimum Grade Point Average of 3.0
2. Successful completion of English 1302
3. Successful completion of Math 1622
4. Completion of one of the following Urban Health Courses:
   a. HLT 6524 Medical Terminology
   b. HLT 6526 Health Care
5. Completion of one of the following Natural Science Courses:
   a. BIO 3902 General Biology I
   b. BIO 3906 Fundamentals of Chemistry
   c. CHE 4000 Environmental Science I
   d. ENV 4014 Environmental Science I

All program prerequisites must be completed by the end of the fall semester as admission decisions for September are made during the spring semester.

Readmission Policy
Readmission as a result of a leave of absence will be based on space availability and will not be considered after one year.

All students are required to have a physical examination and immunization prior to the commencement of clinical practicum.

The New York State Department of Health requires that all applicants for licensure be of good moral character. Anyone who has been convicted of a felony must provide documentation of disposition to the Bureau of Radiologic Technology for approval prior to admission to the program.
Transfer Students
Students transferring into the Radiology Program must meet the entrance requirements outlined above.

Certification
Upon successful completion of all coursework the graduate is eligible to take a national certifying examination sponsored by the American Registry of Radiologic Technologists. Successful completion of this exam will provide the applicant with a New York State License.

Program of Study Leading to the A.A.S. Degree in Radiologic Technology

Credit Distribution
Liberal Arts .......................22.0
Urban Health ..................... 2.0
Radiologic Technology ..........40.5

Total Credits for Degree ........64.5

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Modern Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10-17 for access into this program.

Prerequisite Courses
MAT 1622 Elementary Algebra ..........2.0
ENG 1302 Expository Writing .......... 3.0
HLT 6524 Medical Terminology ..........2.0

Subtotal ............. 7.0

First Year, Fall Trimester Course Sequence:
XRA 5111 Radiologic Science I & Lab 2.5
XRA 5113 Radiography I & Lab 2.5
XRA 5115 Topographic Anatomy I 2.0
XRA 5217 Radiologic Physics 2.0
Elective 3.0

Subtotal 12.0

First Year, Spring Trimester Course Sequence:
XRA 5116 Radiologic Science II & Lab 2.5
XRA 5118 Radiography II & Lab 2.5
XRA 5120 Topographic Anatomy II 1.0
XRA 5121 Radiation Protection 2.0
XRA 5122 Clinical Radiography I 1.0
MAT 1690 Computer Literacy 3.0

Subtotal 13.0

First Year, Summer Trimester Course Sequence:
XRA 5123 Clinical Radiography II 3.0

Subtotal 3.0

Second Year, Fall Trimester Course Sequence:
XRA 5211 Radiation Biology 1.0
XRA 5214 Clinical Radiography III 2.5
XRA 5215 Special Procedures 2.0
BIO 3906 Anatomy & Physiology I 4.0
ENG 1303 Literature & Composition 3.0

Subtotal 12.5

Second Year, Spring Trimester Course Sequence:
XRA 5212 Pathology 2.0
XRA 5218 Imaging Modalities 2.0
XRA 5219 Clinical Radiography IV 2.5
XRA 5317 Applied Quality Assurance 2.0
BIO 3908 Anatomy & Physiology II 4.0

Subtotal 12.5

Second Year, Summer Trimester Course Sequence:
XRA 5216 Seminar 2.0
XRA 5220 Clinical Radiography V 2.5

Subtotal 4.5

Total Credits for Degree 64.5

XRA 5111 RADILOGIC SCIENCE I
2.5 credits
3 hrs. lec., 1.5 hrs. lab
Corequisite: XRA 5217 Radiologic Physics
The student will identify the basic principles of radiographic exposures and image formation as well as the chemistry of the processing solutions, darkroom accessories, and the composition of the radiographic film and film holders.

XRA 5113 RADIGRAPHY I
2.5 credits
3 hrs. lec., 1.5 hrs. lab
Corequisite: XRA 5115 Topographic Anatomy
The students will identify and perform the basic radiographic positions of the body.

XRA 5115 TOPOGRAPHIC ANATOMY I
2 credits
3 hrs. lec.
Corequisite: XRA 5113 Radiography I
The student will identify the radiographic anatomy of the skeleton.
XRA 5116
RADIOGRAPHIC SCIENCE II
2.5 credits
3 hrs. lec., 1.5 hrs. lab
Prerequisite:
XRA 5111 Radiologic Science I
The student will identify the advanced concepts of radiographic exposure, preparation, and use of technique charts, and be introduced to radiographic equipment calibration.

XRA 5118
RADIOGRAPHY II
2.5 credits
3 hrs. lec., 1.5 hrs. lab
Prerequisite:
XRA 5113 Radiography I
Corequisite:
XRA 5120 Topographic Anatomy II
The student will identify and perform the advanced radiographic positions of the body and the skull.

XRA 5120
TOPOGRAPHIC ANATOMY II
1 credit
1.5 hrs. lec.
Prerequisite:
XRA 5115 Topographic Anatomy I
Corequisite:
XRA 5118 Radiography II
The student will identify the basic points, planes, lines and bony anatomy of the skull.

XRA 5121
RADIATION PROTECTION
2 credits
3 hrs. lec.
Prerequisite:
XRA 5111 Radiologic Science I
The student will identify the principles of radiation protection, the interaction of X-rays with matter, quantities and units of radiation.

XRA 5122
CLINICAL RADIOGRAPHY I
1 credit, 3 equated credits
8 hrs. hosp. prac.
Prerequisites:
XRA 5111 Radiologic Science I,
XRA 5113 Radiography I,
XRA 5121 Radiation Protection
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5123
CLINICAL RADIOGRAPHY II
3 credits, 12 equated credits
40 hrs. hosp. prac.
Prerequisites:
XRA 5122 Clinical Radiography I,
XRA 5121 Radiation Protection
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5124
CLINICAL RADIOGRAPHY III
2.5 credits, 6 equated credits
24 hrs. hosp. prac.
Prerequisite:
XRA 5123 Clinical Radiography II
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5125
SPECIAL PROCEDURES
2 credits
3 hrs. lec.
Prerequisite:
XRA 5123 Contrast Media
The student will identify those radiographic examinations involving surgical procedures and specialized equipment which include the circulatory system and reproductive system.

XRA 5126
SEMINAR
2 credits
3 hrs. lec.
The student will be exposed to several guest lecturers who will speak on a variety of topics related to radiography. The student will be required to participate in a comprehensive review of all material covered in previous technical courses.

XRA 5127
RADIOLOGIC PHYSICS
2 credits
3 hrs. lec.
Corequisites:
XRA 5111 Radiologic Science I,
MAT 1622 Elementary Algebra
The student will examine the physics of radiographic equipment, especially the circuitry, accessories, image intensification, optics, and fundamentals of preventive maintenance.

XRA 5128
IMAGING MODALITIES
2 credits
3 hrs. lec.
The student will identify advanced radiographic procedures, fundamentals of optics and imaging, and new emerging modalities.

XRA 5129
CLINICAL RADIOGRAPHY IV
2.5 credits, 6 equated credits
24 hrs. hosp. prac.
Prerequisite:
XRA 5124 Clinical Radiography III
The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.
XRA 5220
CLINICAL RADIOGRAPHY V
2.5 credits, 6 equated credits
24 hrs. hosp. prac.
Prerequisite:
XRA 5219
Clinical Radiography IV
The student will perform the advanced radiographic procedures under the supervision of a qualified radiologic technologist.

XRA 5317
APPLIED QUALITY ASSURANCE
2 credits
1.5 hrs. lec., 1.5 hrs. lab.
Prerequisites:
MAT 1622 Elementary Algebra,
XRA 5111 Radiologic Science I,
XRA 5217 Radiologic Physics
The student will identify test material/equipment, test procedures and evaluation/interpretation, and preventive and corrective maintenance relating to quality assurance and will minimize unnecessary radiation costs, as well as recognize the public’s right to minimal radiation exposure.

Ancillary Expenses for Radiologic Technology Students
Textbooks (approx.) .......... $750.00
Uniforms (approx.) .......... 200.00
Name Tag (approx.) .......... 15.00
Total (approx.) ............ $965.00

Clinical Affiliations and Staff
The Radiologic Technology Program is affiliated with the following Hospitals and Medical Centers. The individuals listed below are designated Clinical Instructors for their institutions.

Mr. Simeon Dujon, R.T.
Bronx Lebanon Medical Center

Mr. Frank Pacheco, R.T.
Lincoln Medical & Mental Health Center

Mr. Cedric Brown, R.T.
Memorial Sloan Kettering Cancer Center

Ms. Barbara Laughinghouse, R.T.
Mount Sinai Medical Center

Mr. Rocco Dacchille, R.T.
Saint Barnabas Hospital

Mr. Arthur Carosi, R.T.
Weiler Hospital, Albert Einstein Medical College

Dr. Marie Gade, Medical Advisor
Saint Barnabas Hospital

Radiologic Technology Faculty and Staff
Allen Solomon,
Professor and Coordinator, B.S.,
M.S.Ed., R.T.

Salvatore Martino,
Professor, B.A., M.P.S., M.S. Ed.,
Ed.D., R.T, L.R.T.

Geraldine Ruiz, Professor, B.S., M.A.,
R.T., L.R.T.

Dennis D. Gibbons,
Assistant Professor, B.A., M.P.H., Ed.M.,
R.D.M.S., R.T., L.R.T., A.R.R.T.

Robert Lippincott, Clinical Coordinator, M.S., R.T.

Ramon Tejeda,
College Laboratory Technician,
A.A.S., R.T.

Elizabeth Vargas,
Secretary, A.A.S.

Hostos students in the Shirley J. Hinds Allied Health Building atrium.
Checking X-rays in the Radiologic Technology Laboratory (above) and Hostos Accounting student (right).
This represents an additional course listing:

**Psychology**

**PSY 1037**  
**LIFE-SPAN DEVELOPMENT OF BEHAVIOR**  
3 credits  
3 hours  
Prerequisite:  
**PSY 1032 General Psychology**  
Corequisite:  
**ENG 1302 Expository Writing**  
The student will learn the major psychological perspectives of human development from prenatal development and birth, infancy, early childhood, middle and late childhood, adolescence, and early adulthood to middle and late adulthood. Students will also become well acquainted with the behavioral, cognitive, emotional, environmental, genetic, physiological and socio-cultural aspects of development across the life span.

NOTE: PSY 1036 and PSY 1038 are equivalent to PSY 1037. Students cannot be given credit for both PSY 1037 and PSY 1036 or PSY 1038. (Nursing students who have taken PSY 1036 can complete their requirement by taking PSY 1038.)

**Public Administration**

The Public Administration Program includes Public Administration, Criminal Justice and Paralegal programs. (Page 113)

The following represent changes in course titles:

**ADM 2504 SUPERVISION**  
(Page 116)  
**ADM 2510 STATE AND LOCAL ADMINISTRATION**  
(Page 116)

The following represents the updated requirements for the A.A.S. degree in Public Administration.

<table>
<thead>
<tr>
<th>Liberal Arts</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral &amp; Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>4</td>
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<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>6</td>
</tr>
</tbody>
</table>

Subtotal 28

The A.A.S. in Public Administration requires a minimum of 24 credits from any of the following courses:

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 2502 Fundamentals of Public Administration (required)</td>
</tr>
<tr>
<td>ADM 2504 Supervision</td>
</tr>
<tr>
<td>ADM 2507 Bureaucracy</td>
</tr>
<tr>
<td>ADM 2508 Field Practicum</td>
</tr>
<tr>
<td>ADM 2510 State and Local Administration</td>
</tr>
<tr>
<td>ADM 2512 Women in Management</td>
</tr>
<tr>
<td>ADM 2514 Unions</td>
</tr>
<tr>
<td>ADM 2519 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>ADM 2520 Penal Law</td>
</tr>
<tr>
<td>ADM 2521 Role of the Police in the Community</td>
</tr>
<tr>
<td>ADM 2522 Law and Social Change</td>
</tr>
<tr>
<td>ADM 2525 Immigration Law</td>
</tr>
<tr>
<td>ADM 2530 Critical Issues in Law Enforcement Policy</td>
</tr>
<tr>
<td>ADM 2531 Criminal Justice Workshop</td>
</tr>
<tr>
<td>ADM 2532 Social Services Administration</td>
</tr>
<tr>
<td>ADM 2533 Health and Hospital Administration</td>
</tr>
</tbody>
</table>

Subtotal 24

Electives 8

Electives may be chosen from the above Public Administration and Criminal Justice Courses in order to meet the total credits required for the A.A.S. degree.

It is strongly urged that elective credits be taken from the Public Administration and Criminal Justice selection of courses.

Total Credits for Degree 60

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation.
Suggested Program of Study
A.A.S. Degree-Public Administration

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ADM 2502 Fundamentals of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective Humanities/Modern Languages</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 1303 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1632 or 1634 Introductory College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>ADM 2504 Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective Behavioral/Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Elective Humanities/Modern Languages</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>14</td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENV 4014 or BIO 3902</td>
<td>4</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective Behavioral/Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Elective (ADM Elective recommended)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program of Study Leading to the A.A.S. Degree in Paralegal Studies**

The following represents the updated Liberal Arts requirements for the Paralegal Studies Program:

**Liberal Arts**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (excludes ESL courses)</td>
</tr>
<tr>
<td>Math</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
</tr>
<tr>
<td>Elective</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
</tr>
</tbody>
</table>

**Paralegal Studies**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits for Degree</td>
</tr>
</tbody>
</table>

**In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10 to 17 for access into this program.**
### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 8550</td>
<td>Hearing and Trial Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>LEG 8543</td>
<td>Legal Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>LEG 8532</td>
<td>Legal Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Behavioral/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities</td>
<td>2</td>
</tr>
</tbody>
</table>

**Subtotal**: 4

**Total Credits for Degree**: 60

### Behavioral and Social Sciences Faculty

- **Anita Carter-Cunningham**, Acting Chairperson, Behavioral and Social Sciences, R.D.H, B.S., M.S.
- **Marta Rivera**, Lecturer, Coordinator, Behavioral Sciences, B.A., M.A., M.A.
- **Peter Roman**, Associate Professor, Coordinator, Social Sciences, B.A., M.A.
- **Eleanor Pam Juceam**, Professor, Coordinator, Public Administration and Paralegal Studies, B.A., M.A., M.A., Ph.D.
- **Leslie Ault**, Professor, Behavioral Sciences, B.A., M.A., Ph.D.
- **Adrian Benítez**, Assistant Professor, Social Sciences, B.A., M.S.
- **Felix Cardona**, Assistant Professor, Public Administration, B.A., J.D.
- **Oliver Crespo**, Associate Professor, Behavioral Sciences, B.A., M.S.W., M.A., Ph.D.
- **Marguerite A. Guinta**, Assistant Professor, Public Administration, B.A., M.A., M.Phil., Ph.D.
- **Synos Mangazva**, Lecturer, Social Sciences, B.A., M.A.
- **Gerald Meyer**, Professor, Social Sciences, B.A., M.A., Ph.D.
- **Patricia Oldham**, Lecturer, Social Sciences, B.A., M.A.
- **Amy Ramson**, Assistant Professor, Public Administration, B.A., J.D.
- **Nancy Rodriguez**, Instructor, Behavioral Science, B.A., M.A.
- **Allen Wernick**, Associate Professor, Public Administration, B.A., J.D.
- **Jacqueline Ruiz**, CUNY Office Assistant
Entrance Requirements for Accounting and Business Administration

(Page 121)

2. For Spanish dominant students:
The student must be exempt from or have completed SPA 2221 (Basic Spanish Composition II) AND must be able to register in or have completed ESL 1325 (Intermediate English as a Second Language) or ESL 1384 (Intensive ESL Reading and Conversation II) AND MAT 1622.

Accounting

The following represents changes in the credit distribution and requirements for the Program of Studies Leading to the A.A.S. Degree in Accounting:

Credit Distribution

Liberal Arts ..................................20
Business Core ................................30
Accounting ..................................10

Total Credits for Degree .............60

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10-17 for access into this program.

Program of Study Leading to the A.A.S. Degree in Accounting

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>Social and Behavioral Sciences ..</td>
<td>.3</td>
</tr>
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<td>Humanities ..</td>
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<tr>
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<table>
<thead>
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<tr>
<td>BUS 1802 Introduction to Business</td>
<td>.3</td>
</tr>
<tr>
<td>ACC 1852 Financial Accounting</td>
<td>.4</td>
</tr>
<tr>
<td>CIP 2308 Data Processing</td>
<td>.3</td>
</tr>
<tr>
<td>CIP 2312 Microcomputer Applications I</td>
<td>.4</td>
</tr>
<tr>
<td>MSS 5602 Basic Computer Applications for Document Processing</td>
<td>.3</td>
</tr>
<tr>
<td>MSS 5656 Communications and Procedures for the Electronic Office</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 1805 Personal Financial Planning</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 1809 Business Law</td>
<td>.3</td>
</tr>
<tr>
<td>ACC 1855 Management Accounting</td>
<td>.4</td>
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</table>

Accounting Option

| ACC 1814 Internship | .1 |
| ACC 1856 Intermediate Accounting | .3 |
| ACC 1866 Federal Personal Taxes | .3 |
| ACC 1868 Federal Business Taxes | .3 |

OR

Taxation Option

| ACC 1866 Federal Personal Taxes | .3 |
| ACC 1867 Tax Preparation Program | .1 |
| ACC 1868 Federal Business Taxes | .3 |
| ACC 1869 NYS & NYC Taxes | .3 |

A.A.S in Accounting

(recommended sequence for Accounting Option)

FIRST YEAR

First Semester Credits

ENG 1302 Expository Writing .3
BUS 1802 Introduction to Business ..3
MAT 1628 Pre-Calculus ..3
MSS 5602 Basic Computer Applications for Document Processing ..3
Elective Humanities

(ECO 4643 recommended) ..3

Subtotal ..15

Second Semester

ENG 1303 Literature and Composition ..3
ACC 1852 Financial Accounting ..4
CIP 2308 Introduction to Data Processing ..3
Elective Natural Science ..4
PED 0100 Physical Fitness ..1

Subtotal ..15

SECOND YEAR

Third Semester

CIP 2312 Microcomputer Applications I ..4
MSS 5656 Communications and Procedures for the Electronic Office ..3
BUS 1805 Personal Financial Planning ..3
BUS 1809 Business Law ..3
ACC 1855 Management Accounting ..4

Subtotal ..17
### BUSINESS ADMINISTRATION

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACC1814</td>
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<tr>
<td>ACC1856</td>
<td>Intermediate Accounting</td>
<td>3</td>
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<td>ACC1866</td>
<td>Federal Personal Taxes</td>
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<td>ACC1868</td>
<td>Federal Business Taxes</td>
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<tr>
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<td>Humanities (VPA 3612 recommended)</td>
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</table>

**Subtotal**: 13

**Total Credits For Degree**: 60

### A.A.S in Accounting (recommend ed sequence for Taxation Option)

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>ENG 1302 Expository Writing</td>
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<tr>
<td>BUS 1802 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1628 Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MSS 5602 Basic Computer Applications for Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Elective Humanities (ECO 4643 recommended)</td>
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**Subtotal**: 15

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Second Semester</td>
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</tr>
<tr>
<td>ENG 1303 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1852 Financial Accounting</td>
<td>4</td>
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<tr>
<td>CIP 2308 Introduction to Data Processing</td>
<td>5</td>
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<tr>
<td>PED 0100 Physical Fitness</td>
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**Subtotal**: 15

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>CIP 2312 Microcomputer Applications I</td>
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<tr>
<td>MSS 5656 Communications and Procedures for the Electronic Office</td>
<td>3</td>
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<tr>
<td>BUS 1805 Personal Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>ACC1866 Federal Personal Taxes</td>
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<tr>
<td>Elective Humanities (VPA 3612 recommended)</td>
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**Subtotal**: 16

### BUSINESS ADMINISTRATION

#### Credit Distribution

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<tr>
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<tr>
<td>Business</td>
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</table>

**Total Credits for Degree**: 60

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10 to 17 for access into this program.

The following is a new course offering:

**PIL 1817 ENTERTAINMENT AND SPORTS MARKETING**

3 credits, 3 hours

**Prerequisites:**

- BUS 1802 Introduction to Business

### ACC 1852 FINANCIAL ACCOUNTING

4 credits, 3 hrs. lec./3 hrs. lab

**Prerequisites:**

- BUS 1802
- MAT 1622

**Corequisites:**

- ENG 1300

The student will become familiar with the recording process and acquire an understanding of the accounting cycle. The student will learn the techniques of recording transactions in special journals, summarizing the transactions, adjusting and closing the accounts, and preparing the financial statements. The student will study accounts receivable and payable, merchandise inventory, plan assets, and analyze and record various transactions involving prepaid expenses and accrued liabilities. The student will be introduced to accounting systems and basic internal control procedures to corporate and partnership forms of business organization, including topics such as the nature and formation of a corporation, stock transactions, elements affecting retained earnings, and long-term liabilities and investments in stocks and bonds. The need and the preparation of the statement of cash flows is covered, along with basic analytical procedures and tools for financial statement analysis and reporting of unusual events. Basic theoretical concepts and principles are also explored. Microcomputers will be used in the laboratory to solve problems and prepare sets.
ACC 1855  
PRINCIPLES OF MANAGEMENT ACCOUNTING  
4 credits, 3 hrs. lec./1.5 hrs. lab  
(replaces ACC 1854)  
Prerequisite: ACC 1852  
The student will study in detail the techniques and methods of managerial accounting. Areas of concentration will include: cost concepts and analysis of costs; materials control; accounting of labor; the nature and application of manufacturing overhead; job order cost systems; process cost systems; cost/volume profit analysis; budgeting; and standard costing. A microcomputer practice set will be assigned.

ACC 1856  
INTERMEDIATE ACCOUNTING  
3 credits, 3 hrs. lec./1.5 hrs. lab  
Prerequisite: ACC 1855

ACC 1869  
NEW YORK CITY AND STATE BUSINESS TAXES  
(Please ACC 1860)

BUS 1802  
INTRODUCTION TO BUSINESS  
3 credits, 3 hrs. lec./1.5 hrs. lab  
Corequisites: MAT 1604 and English Sections: ENG 1301 (for Libra Program) or ENG 1300.  
Spanish Sections: Students must have completed or be exempt from SPA 2221 and must have completed ESL 1320.  
The student will discuss and analyze problems relating to financing and operating a business, and will demonstrate his/her knowledge of the functions of a business including items such as human resources and market management. The student will explain the principles of business management such as planning, staffing, organizing, directing, and decision making. The student will participate in individual and group written analysis and oral presentation of cases. The student will also apply analytical thinking by solving business problems using microcomputers in a laboratory setting. Offered in English and Spanish.

BUS 1805  
PERSONAL FINANCIAL PLANNING  
3 credits  
Prerequisite: ACC 1852  
The student will learn the skills needed by a personal financial counselor. Topics will include consumer credit, budgets, home ownership, insurance, pensions, investing, taxes, and wills and trusts. Computer spreadsheets and case studies will be used.

ACC 1814  
ACCOUNTING INTERNSHIP SEMINAR  
1 credit  
Prerequisite: Completion of 14 credits in Accounting and permission of the Coordinator. The student will be in his/her last semester of the A.A.S. in Accounting program and will be enrolled in or have completed ENG 1302.  
(The work assignment will be equivalent to 6 hours per week for a semester).

MICROCOMPUTING  
FOR BUSINESS

Credit Distribution

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
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<td>Liberal Arts</td>
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<tr>
<td>Math</td>
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</tr>
<tr>
<td>Behavioral and Social Sciences Elective</td>
<td>3</td>
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<td>Humanities</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Elective (Behavioral and Social Sciences, Humanities (except VPA), Natural Sciences, or Math)</td>
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Subtotal ............................................20

<table>
<thead>
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<td>Business</td>
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<tr>
<td>BUS 1802</td>
<td>3</td>
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<tr>
<td>MSS 5664</td>
<td>3</td>
</tr>
<tr>
<td>Required Data Processing Courses:</td>
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</tr>
<tr>
<td>CIP 2308</td>
<td>3</td>
</tr>
<tr>
<td>CIP 2310</td>
<td>4</td>
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<td>CIP 2312</td>
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<td>CIP 2314</td>
<td>4</td>
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<td>CIP 2318</td>
<td>2</td>
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<tr>
<td>CIP 2330</td>
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</table>

Any eight credits may be taken from:*  
CIP2320; CIP 2336; CIP 2338, CIP2340 ..........................8  
CIP 2350 Internship .....................6

Subtotal ............................................40

Total Credits for Degree .............60  
*Additional courses may be added to this list.

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10-17 for access to this program.

Program of Study Leading to the A.A.S. Degree in Microcomputing for Business

First Year

<table>
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<tr>
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<tr>
<td>ENG 1302</td>
<td>Expository Writing</td>
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<tr>
<td>MAT 1628</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>CIP 2308</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>BUS 1802</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>VPA 3612</td>
<td>Fundamentals of Public Speaking</td>
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Subtotal ............................................15

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ENG 1303</td>
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<td>PED 0100</td>
<td>Physical Fitness</td>
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<tr>
<td>CIP 2310</td>
<td>Computer Programming</td>
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<tr>
<td>CIP 2312</td>
<td>Microcomputer Applications</td>
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Subtotal ............................................12
### Second Year

#### Third Semester

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIP 2314</td>
<td>Microcomputer Applications II</td>
<td>4</td>
<td>3</td>
<td>3</td>
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<tr>
<td>CIP 2320 or CIP 2336 or CIP 2338</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>MSS 5664</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
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<tbody>
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<td>CIP 2318</td>
<td>Advanced Microcomputer Concepts</td>
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<td>CIP 2340</td>
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<td>MSS 5602</td>
<td>Basic Computer Applications for Document Processing</td>
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**Subtotal** 13 credits

### Fourth Semester

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<td>CIP 2330</td>
<td>Operating Systems</td>
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<td>CIP 2320 or CIP 2336 or CIP 2338 or CIP 2340</td>
<td>Electives</td>
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</table>

<table>
<thead>
<tr>
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<th>Credits</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>CIP 2314</td>
<td>MICROCOMPETTER APPLICATIONS (page 128)</td>
<td>4 credits, 3 hrs. lec./3 hrs. lab.</td>
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<tr>
<td>CIP 2320</td>
<td>COBOL PROGRAMMING I (page 128)</td>
<td>4 credits, 3 hrs lec./3 hrs. lab.</td>
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**Subtotal** 14 credits

### Fifth Semester

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</thead>
<tbody>
<tr>
<td>CIP 2350</td>
<td>Internship</td>
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</tbody>
</table>

**Subtotal** 6 credits

**Total Credits for Degree** 60 credits

---

**SECRETARIAL SCIENCE**

The career-oriented Secretarial Science Program offers the interested student an opportunity to acquire keyboarding, communications, computer software, machine transcription, and office skills, along with work attitudes essential for successful employment in the area of office support services either in the business world or the allied health field. Secretarial Science is planned to include additional important learning experiences within other relevant liberal arts areas of study.

Students are able to begin taking Secretarial Science Program courses as soon as course prerequisites have been met. The length of time it takes to complete the Program will depend upon the initial English placement of the student at the college. Students who initially test into ENG 1302 Expository Writing are able to complete the program in two years. Students who test below ENG 1302 Expository Writing will take two-and-one-half years or more to complete the Program.

Courses in keyboarding and computer software are sequential in nature and must be taken in order. Students must meet course prerequisites, which are listed in the catalog, for all courses before being able to register for them.

Students must be able to register for ESL 1325 Intermediate English as a Second Language or must have successfully completed ESL 1320 Basic English as a Second Language II in order to register for MSS 5602 Basic Computer Applications for Document Processing.

Students are expected to attend all classes. Credits in each course are earned by successfully completing the stated success criteria of the course. Credit for previous experience in skill courses is given on the basis of proficiency examinations.

Upon completion of either the administrative or medical options, students will receive an A.A.S. degree from the Secretarial Science Program and will be prepared for productive employment in the area of office support services within the business world or allied health field or will be able to transfer to a four year college. Upon completion of the Office Assistant Certificate Program, students will be prepared for entry-level employment in the area of office support services.

All students are invited to participate in the Secretarial Science Club and join Collegiate Secretaries International. Awards are given at graduation to outstanding Secretarial Science students.
The Goals and Objectives of the Secretarial Science Program are:

- To enable students to acquire computer software, keyboarding, communications, machine transcription and office skills, along with work attitudes essential for both initial employment and promotional opportunities in either the allied health field or the business world.
- To prepare students for transfer to the senior college, particularly in the field of business education.
- To enable students enrolled in the English as a Second Language Program, the Libra Program, liberal arts majors and students enrolled in other career programs to take courses offered by the Secretarial Science Program.
- To give students with previous experience in the allied health field or the business world the opportunity to take proficiency examinations and be awarded college credit if the success criteria of the proficiency examination are met.
- To encourage students to utilize the computer laboratory.
- To develop the whole individual and help students grow to full potential.

Secretarial Science Program

Program of Study Leading to the A.A.S. Degree in Secretarial Sciences

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
<th>Courses</th>
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<td>Liberal Arts</td>
<td>20</td>
<td>English</td>
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<tr>
<td></td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social &amp; Behavioral Sciences Elective (ADM 2512 recommended)</td>
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<td></td>
<td>Humanities Elective (VPA 3612 recommended)</td>
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<td></td>
<td></td>
<td>Natural Science Elective (BIO 3902 recommended)</td>
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<td>Health &amp; Human Services Elective (PED 0100 recommended)</td>
</tr>
<tr>
<td>Business Core</td>
<td>20</td>
<td>BUS 1802 Introduction to Business</td>
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<tr>
<td></td>
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<td>ACC 1852 Financial Accounting</td>
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<tr>
<td></td>
<td></td>
<td>CIP 2308 Introduction to Data Processing</td>
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<tr>
<td></td>
<td></td>
<td>CIP 2312 Microcomputer Applications I</td>
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<td></td>
<td>MSS 5602 Computer Applications for Document Processing</td>
</tr>
<tr>
<td></td>
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<td>MSS 5656 Communications and Procedures for the Electronic Office</td>
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<tr>
<td>Office Core</td>
<td>9</td>
<td>MSS 5604 Document Formatting and Production</td>
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<td>MSS 5664 Computerized Office Communications</td>
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<td>MSS 5670 Computer Software</td>
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<td>MSS 5605 Processing Documents for Business</td>
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<td>MSS 5632 Office Skills for Business</td>
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<td>MSS 5634 Internship</td>
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<tr>
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<td></td>
<td>MSS 5671 Desktop Publishing and Spreadsheets</td>
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<td>Or Medical Office Manager Option</td>
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<td>MSS 5650 Medical Office Management</td>
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<td>MSS 5651 Medical Billing &amp; Insurance</td>
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<td>MSS 5634 Internship</td>
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<tr>
<td></td>
<td></td>
<td>MSS 5658 Processing Medical Documents</td>
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</table>

Total Credits for Degree 60

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student’s level of preparation, and in congruence with the College’s bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10-17 for access into this program.

Administrative Assistant Option

(recommended sequence)

First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
<td>ENG 1302 Expository Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 1802 Introduction to Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSS 5602 Basic Computer Applications for Document Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (ADM 2512 recommended)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (VPA 3612 recommended)</td>
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<td></td>
<td></td>
<td>Elective (PED 0100 recommended)</td>
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Second Semester

<table>
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<tr>
<th>Credits</th>
<th>ENG 1303 Literature and Composition</th>
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<tr>
<td></td>
<td>MAT 1682 Probability and Statistics</td>
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<tr>
<td></td>
<td>MSS 5656 Communications and Procedures for the Electronic Office</td>
</tr>
<tr>
<td></td>
<td>MSS 5604 Document Formatting and Production</td>
</tr>
<tr>
<td></td>
<td>MSS 5670 Computer Software for Document Processing</td>
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Subtotal 15
### Second Year

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<tr>
<th>Third Semester</th>
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<tr>
<td>ACC 1852</td>
<td>Financial Accounting</td>
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<tr>
<td>CIP 2308</td>
<td>Introduction to Data Processing</td>
</tr>
<tr>
<td>MSS 5664</td>
<td>Computerized Office Communications</td>
</tr>
<tr>
<td>MSS 5606</td>
<td>Processing Documents for Business</td>
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<tr>
<td>MSS 5632</td>
<td>Office Skills for Business</td>
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<tr>
<th>Fourth Semester</th>
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<tr>
<td>CIP 2312</td>
<td>Microcomputer Applications</td>
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<tr>
<td>MSS 5634</td>
<td>Internship</td>
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<tr>
<td>MSS 5671</td>
<td>Desktop Publishing and Spreadsheets</td>
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<tr>
<td>Elective (BIO 3902 recommended)</td>
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<td><strong>Subtotal</strong></td>
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| Total Credits for Degree | **60** |

### Medical Office Manager Option (recommended sequence)

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<th>First Year</th>
<th>Credits</th>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>ENG 1302</td>
<td>Expository Writing</td>
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<td>BUS 1802</td>
<td>Introduction to Business</td>
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<td>MSS 5602</td>
<td>Basic Computer Applications for Document Processing</td>
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<tr>
<td>Elective (ADM 2512 recommended)</td>
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<tr>
<td>Elective (VPA 3612 recommended)</td>
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<td><strong>Subtotal</strong></td>
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</table>

| **Second Semester** | |
| ENG 1303 | Literature and Composition | .3 |
| MAT 1682 | Probability and Statistics | .3 |
| CIP 2308 | Introduction to Data Processing | .3 |
| MSS 5604 | Document Formatting and Production | .3 |
| MSS 5670 | Computer Software for Document Processing | .3 |
| **Subtotal** | **15** |

### Office Assistant Certificate Program

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>MSS 5604</td>
<td>Document Formatting and Production</td>
</tr>
<tr>
<td>MSS 5656</td>
<td>Communications and Procedures for the Electronic Office</td>
</tr>
<tr>
<td>MSS 5664</td>
<td>Computerized Office Communications</td>
</tr>
<tr>
<td>CIP 2312</td>
<td>Microcomputer Applications</td>
</tr>
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<td>Elective (BIO 3902 recommended)</td>
<td>.4</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>12</strong></td>
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</tbody>
</table>

| **Second Semester** | |
| MSS 5606 | Processing Documents for Business | .3 |
| MSS 5664 | Computerized Office Communications | .3 |
| MSS 5671 | Desktop Publishing and Spreadsheets | .3 |
| **Subtotal** | **12** |

### Total Credits for Certificate | **27**

In addition to the stated certificate requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 1 - 5 for access into this program.

The following represent changes in course names, descriptions, credits and/or hours, and pre/corequisites. New course offerings are also listed.

### MSS 5602

**BASIC COMPUTER APPLICATIONS FOR DOCUMENT PROCESSING**

(page 133 - formerly Elementary Keyboarding I)

3 credits, 4 hours

**Prerequisite:** ESL 1320

The student will acquire basic computer skills requisite for success in an office environment. The student will learn computer terminology, format and process documents using word processing software, compose at the computer, and develop English skills. The student will be required to key a minimum of 25 wpm for three minutes.

### MSS 5604

**DOCUMENT FORMATTING AND PRODUCTION**

(page 133 - formerly Intermediate Keyboarding II)

3 credits, 4 hours

**Prerequisite:** MSS 5602 or equivalent
The student will demonstrate the skill as demonstrated on a proficiency examination. The student will demonstrate the ability to format unarranged documents such as manuscripts, outlines, tables, two-page letters and other documents using word processing and other software. The student will compose documents at the computer and will work in teams on projects. The student will be required to key a minimum of 35 words per minute for five minutes.

**MSS 5606 PROCESSING DOCUMENTS FOR BUSINESS**  
(Page 134 - formerly Advanced Keyboarding III)  
3 credits, 4 hours  
Prerequisite: MSS 5604 or equivalent skill as demonstrated on a proficiency examination. The student will demonstrate the ability to format business documents such as accounting projects, legal papers, medical and technical materials using word processing and other software. The student will work in teams to complete projects and will expand composing skills at the computer. The student will key a minimum of 45 words per minute for five minutes.

**MSS 5632 OFFICE SKILLS FOR BUSINESS**  
(Page 135 - formerly Office Simulation)  
3 credits, 3 hours  
Prerequisite: MSS 5656  
The student will demonstrate decision-making and follow-through skills by handling tasks, planning for meetings, and making travel arrangements. The student will develop machine transcription skills and will originate business documents at the computer. The student will become familiar with time management techniques and procedures related to information storage and retrieval. The student will become cognizant of the need for human relations skills and will participate in a simulated job interview.

**MSS 5634 SECRETARIAL SCIENCE INTERNSHIP**  
(page 136)  
2 credits  
Prerequisite: MSS 5632 or 5664  
The student will apply theory and the technical skills of an office worker to assigned work situations in an actual office in the business world and/or allied health field. The student will be required to meet regularly with the cooperating program faculty member and will be evaluated by both the faculty member and the job site supervisor. The student will be required to keep a journal of work experience. Local employers or the college will provide job sites.

**MSS 5650 MEDICAL OFFICE MANAGEMENT**  
3 credits, 3 hours  
Prerequisite: MSS 5656  
Corequisites: MSS 5658 and MSS 5651  
The student will learn to work effectively in a medical office environment by becoming familiar with computer applications, the importance of patient relation techniques, health insurance, and billing and collection procedures. The student will learn to schedule appointments and manage medical records. The student will be introduced to medical machine transcription and will participate in the job application process. Students will work in teams to complete projects.

**MSS 5651 MEDICAL BILLING & INSURANCE**  
3 credits, 4 hours  
Prerequisite: MSS 5656  
Corequisites: MSS 5658 and MSS 5650  
The student will become familiar with medical billing software and will apply software to the development of solutions to financial operations. The student will use the computer for patient scheduling, patient billing, managing data with a computerized system, entering and using patient information, producing reports, printing statements and insurance forms, and processing data at the end of the month. The student will become familiar with various types of health coverage and insurance programs.

**MSS 5656 COMMUNICATIONS AND PROCEDURES FOR THE ELECTRONIC OFFICE**  
(page 135 - formerly World of Work)  
3 credits, 3 hours  
Prerequisite: ESL 1325; MSS 5602  
The student will be introduced to office concepts, technology, and procedures. The student will develop written and verbal communication skills while mastering telephone techniques and equipment, managing traditional and electronic office mail, and acquiring electronic management skills. The student will participate in a simulated job search project.

**MSS 5658 PROCESSING MEDICAL DOCUMENTS**  
(page 134 - formerly Medical Keyboarding IV)  
3 credits, 4 hours  
Prerequisite: MSS 5606  
The student will demonstrate the ability to format medical documents including treatment records, reports, and other medical forms related to various medical specialties using a variety of medical software. Students will work in groups to resolve and compose responses to human relations and other situations that are characteristic of the medical environment. Students are required to extract data from verbal and written information in order to compose documents on related hospital templates.

**MSS 5664 COMPUTERIZED OFFICE COMMUNICATIONS**  
(page 135 - formerly Business Communications)  
3 credits, 3 hours  
Prerequisite: MSS 5602 or CIP 2308 AND ESL 1330  
The student will compose and format a variety of business communications at the computer by applying positive qualities of effective written and oral communication. These include cover
letters and memos, employment letters, letters of inquiry, responses to requests, thank you notes, and other routine business correspondence.

**MSS 5670**

**COMPUTER SOFTWARE FOR DOCUMENT PROCESSING**

*(page 134 - formerly Computer Applications for Administrative Assistants I)*

3 credits, 4 hours

**Prerequisite:** MSS 5602

Computer Software for Document Processing will enable students to have hands-on experience on computers and become familiar with the use of software applications including spreadsheets, integrated software, and electronic mail. The student will become familiar with the background of the evolving field of information systems, its basic concepts, and its role in the office environment. Students will learn to use and evaluate word processing software.

**MSS 5671**

**DESKTOP PUBLISHING AND SPREADSHEETS**

*(page 134 - formerly Computer Applications for Administrative Assistants II)*

3 credits, 4 hours

**Prerequisite:** MSS 5670

The student will demonstrate the ability to utilize the features of desktop publishing to integrate text and graphics in a document. The student will gain knowledge of techniques required to produce documents such as flyers, brochures, invitations, newsletters, and other documents, as well as create their own publications. Students will design and implement basic spreadsheet applications.

**Business Faculty and Staff**

Bibiano Rosa, Assistant Professor, Chairperson, Business, B.A., M.B.A., J.D.

Riccardo Boehm, Associate Professor, Coordinator, Accounting and Business Administration, B.A., M.B.A.

Julio Gallardo, Associate Professor, Coordinator of Data Processing, Licenciado en Física, M.S., Ph.D.

Sharon Hill Jones, Lecturer, Coordinator, Secretarial Science, B.A., M.A.T

Faye L. Carson, Assistant Professor, Secretarial Science, B.S., M.S., Ph.D.

George Cheng, Assistant Professor, Data Processing, B.B.A, M.S.

Joyce Dunston, Assistant Professor, Data Processing, B.A., M.B.A.

Sandra Figueroa, Assistant Professor, Secretarial Science, B.S., M.S.

Leonard Ledereich, Professor, Accounting and Business Administration, B.A., M.B.A., J.D., C.P.A.

Pauline Helen Mosley, Instructor, Data Processing, B.S., B.S., M.S.

Patricia Parzych, Professor, Secretarial Science, B.S., M.S.

Hector Rivera, Assistant Professor, Accounting and Business Administration, B.S., M.B.A., C.P.A.

Fred Soussa, Professor, Accounting and Business Administration, B.A., M.B.A., C.P.A.

Kathleen Engram, College Laboratory Technician, Secretarial Science, B.A., M.S.

Carol Huie, College Laboratory Technician, Data Processing, A.A.S., B.S.

Rosa E. Colon, CUNY Secretarial Assistant

Ellie P. Stewart, CUNY Office Assistant
English as a Second Language (ESL Program) (Page 138)

Entering students whose native language is other than English and who take the ESL Placement Examination, or whose City University Writing Assessment Test essays are referred to and scored by the ESL Placement Committee, will take a fifteen to seventeen credit sequence in English to complete the requirements for the A.A. and A.S. Degrees. The number of credits will depend on their original level of placement and progress. Students placed in English as a Second Language courses are placed into one of four levels.

Courses are as follows:

- ESL 1315 Basic English as a Second Language I
- ESL 1320 Basic English as a Second Language II
- ESL 1325 Intermediate English as a Second Language
- ESL 1330 Advanced English as a Second Language

In Basic ESL 1315 and ESL 1320 students are allowed to take 75% of their course work in Spanish; in Intermediate ESL 1325 they are allowed 50% of their course work in Spanish; and in Advanced ESL 1330 students are allowed 25% of their course work in Spanish. Once students finish the ESL sequence, they should not take any more course work in Spanish, except where it is appropriate, i.e., in courses in Modern Languages or Latin American and Caribbean Studies.

After completing the ESL sequence, students must pass ENG 1300 Basic Composition as well as ENG 1306 Foundations of Critical Reading (unless exempted by passing the CUNY Reading Assessment Test) in order to be admitted to ENG 1302 Expository Writing.

- All students placed in either Basic ESL I (ESL 1315) or Basic ESL II (ESL 1320) are required to complete Expository Writing (ENG 1302) for graduation.
- All students placed in Intermediate ESL (ESL 1325) are required to complete Literature and Composition (ENG 1303) for graduation.
- All students placed in Advanced ESL (ESL 1330) are required to complete Literature and Composition (ENG 1303) and an additional English elective (3 credits).

Note: Students in the Intensive Program who have completed four courses but have received only eleven credits may apply for an exemption from the twelve credit requirement.

All ESL offerings are under review and may change during the life of this catalogue or addendum.

College Language Policy (Page 138)

College Language Policy

Entering students whose native language is other than English and who take the ESL Placement Examinations, or whose City University Writing Assessment Test essays are referred to and scored by the ESL Placement Committee, will take a sequence of twelve to fourteen credits in ESL in order to complete the requirements for the A.A. and A.S. Degrees. The number of credits depend on the original level of placement and progress.

There are three distinct sequences for ESL students, depending on placement. Each includes an ESL writing and an ESL reading course. In Elementary ESL 1315 and ESL 1320, students are allowed to take seventy-five percent of the course work in Spanish; in Intermediate ESL 1325 they are allowed fifty percent of their course work to be in Spanish; in Advanced ESL 1330, students are allowed twenty-five percent of their course work to be in Spanish. Once students finish the ESL sequence, they should not take any more course work in Spanish, except where it is appropriate, i.e., courses in Modern Languages or Latin American and Caribbean Studies.
ENGLISH

Languages or Latin American and Caribbean Studies.

The following represent changes in the prerequisites necessary to enroll in current English course offerings:

ESL 1325
INTERMEDIATE ENGLISH AS A SECOND LANGUAGE
(Page 140)
Prerequisite: Placement decision or successful completion of ESL 1320 BASIC ENGLISH AS A SECOND LANGUAGE II

ESL 1330
ADVANCED ENGLISH AS A SECOND LANGUAGE
(Page 140)
Prerequisite: Placement decision or successful completion of ESL 1325 INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

Writing and Literature
(Page 142)

The following represents new course offerings:

ENG 1341
TOPICS IN LANGUAGE AND SOCIETY: AN INTRODUCTION
3 credits
3 hours
Prerequisite: ENG 1303 LITERATURE AND COMPOSITION
This course will introduce students to some of the major issues in the cultural, anthropological and political aspects of language. Students will be asked to make connections to language issues in their native countries or geographical regions.

ENG 1351
LITERATURE AND PSYCHOLOGY
3 credits
3 hours
Prerequisite: ENG 1303
Students will study fiction, poetry, and drama by using psychological theory to illuminate characterization, symbols, theme, and narrative strategies. Literary texts will be included that portray archetypal images, identity formation, personal motivation, conflicts in moral decision-making, struggles with authority and the complexity of intimate relationships.

ENG 1365
READINGS IN POETRY
3 credits
3 hours
Prerequisite: ENG 1303 LITERATURE AND COMPOSITION
This is an introductory course to poetry in the English language. The student will be introduced to a selection of poems in English which are accessible in terms of language, ideas, and form and are also generally regarded as classics. The student will read, understand, and learn to discuss and interpret these poems. For this purpose, the student will be made familiar with terms which are commonly used in talking about poetry, such as image, metaphor, alliteration, onomatopoeia, pun, rhyme, rhythm, blank verse, free verse, and stanza. (The list is merely illustrative and not meant to be either prescriptive or exhaustive). However, no knowledge of literary theory or critical scholarship will be required, and only so much of literary history will be emphasized as is necessary to create a context for understanding the poems. Apart from participating in reading and discussions, the student will be expected to write assignments of varying lengths offering explications and critical commentary on selected texts.

The following replaces course descriptions in the Catalog:

ENG 1348
INTRODUCTION TO CHILDREN’S LITERATURE
(Page 143)
3 credits
3 hours
Prerequisite: ENG 1303 LITERATURE AND COMPOSITION
This course will introduce students to the culturally diverse body of children's literature as a field of literary study. After a brief historical introduction in which the development of writing for children is presented within a socio-cultural context, students will read and respond, orally and in writing, to outstanding selections reflecting the multicultural heritage of this literature. Through lecture, class discussion and supplemental textbook and journal article readings, students will analyze, synthesize and evaluate readings in folklore, fairy tales, fantasy, poetry and realistic fiction written for varying developmental levels from pre-school through young adult. As a final project, students will conduct an in-depth author, genre or cultural study.

ENG 1364
LITERATURE AND AGING
(Page 144)
3 credits
3 hours
Prerequisite: ENG 1303 LITERATURE AND COMPOSITION
Students will be introduced to the varying representations of aging in literature through poetry, fiction and drama. They will study the aging process with respect to self-identity, community and the family, looking into the multicultural perspectives on aging as well. Students will be required to produce four to six short papers on the subject, as well as a longer research project. This course may be supplemented by the viewing of films.
# English Faculty and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Program</th>
<th>Degree(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfredo Villanueva-Collado</td>
<td>Professor and Chairperson, B.A., M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Cynthia Jones</td>
<td>Lecturer, Libra Program Coordinator, B.A., M.A.</td>
<td></td>
</tr>
<tr>
<td>Jerilyn Fisher</td>
<td>Assistant Professor, Chief Reader and Writing Coordinator, B.A., M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Lewis Levine</td>
<td>Lecturer, Intensive ESL Program Coordinator, B.A., M.A.</td>
<td></td>
</tr>
<tr>
<td>Frances B. Singh</td>
<td>Associate Professor, ESL Program Coordinator, B.A., M.Phil., Ph.D.</td>
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</tr>
<tr>
<td>Rafael Arias</td>
<td>Instructor, B.A., Ed.M.</td>
<td></td>
</tr>
<tr>
<td>Alexander Astor</td>
<td>Instructor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Rosemary Benedetto</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Maria Bennett</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Vernell Blanding</td>
<td>Lecturer, B.A., M.A., M.Ed.</td>
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<tr>
<td>Fred Byron</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>José Cruz-Matos</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Socorro De Jesús</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Diana Díaz</td>
<td>Professor, B.A., M.A., Ed.D.</td>
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<tr>
<td>Sue Dicker</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Audre Grice</td>
<td>Lecturer, A.A., B.S., M.S., M.S.Ed.</td>
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<tr>
<td>Linda Hirsch</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Lucinda Hughey-Wiley</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Paul Italia</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Nelly T. Justicia</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Kathleen Kane</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Francis Kayondo</td>
<td>Associate Professor, B.A., M.A., M.Ed., Ed.D.</td>
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<tr>
<td>Henry Lesnick</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Thomas Mencher</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Hilda Mundo-Lopez</td>
<td>Instructor, B.A., M.A., M.Phil.</td>
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<tr>
<td>Jamileo Nibungco</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Aida Ortiz-Ruiz</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Dorothy Pam</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Norma Pena de Llorenz</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Merce Pujol</td>
<td>Assistant Professor, B.A., M.A., Ed.D.</td>
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<tr>
<td>Mildred Rabry</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Barbara Radin</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Ralph Ranald</td>
<td>Professor, B.A., M.A., M.A., Ph.D.</td>
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<tr>
<td>Heather Rosario-Sievert</td>
<td>Associate Professor, B.A., M.A., M.Phil., Ph.D.</td>
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</tr>
<tr>
<td>Remy Roussetzki</td>
<td>Instructor, B.A., M.A.</td>
<td></td>
</tr>
<tr>
<td>John Scarry</td>
<td>Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Maya Sharma</td>
<td>Assistant Professor, B.A., B.Ed., M.A., M.Ed., Ed.D.</td>
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<tr>
<td>Evelyn Silverman</td>
<td>Lecturer, B.A., M.A.</td>
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<tr>
<td>Brijraj Singh</td>
<td>Professor, B.A., M.A., M.A., M.Phil, Ph.D.</td>
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<tr>
<td>Silvio Torres-Saillant</td>
<td>Assistant Professor, B.A., M.A., Ph.D.</td>
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<tr>
<td>Halima Toure</td>
<td>Lecturer, B.A., M.A., M.Phil.</td>
<td></td>
</tr>
<tr>
<td>Clara Velázquez</td>
<td>Professor, B.A., M.Ed., Ed.D.</td>
<td></td>
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<tr>
<td>Linda Watkins-Goffman</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>David Weiser</td>
<td>Assistant Professor, B.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Bowman Wiley</td>
<td>Associate Professor, B.A., M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Mary Williams</td>
<td>Assistant Professor, B.A., M.A., M.A.T., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Diosa Carmona</td>
<td>CUNY Office Assistant</td>
<td></td>
</tr>
<tr>
<td>Dolores Pollard</td>
<td>CUNY Office Assistant</td>
<td></td>
</tr>
</tbody>
</table>
# Health & Human Services

## Early Childhood Education (page 146)

Please note: The recommended Courses of Study listed on page 146 of the 1994/95 catalog have been revised and are replaced by the new recommendations listed below.

**Recommended Courses of Study Leading to A.A.S. and A.A. Degree with Electives in Early Childhood Education**

(Effective September 1995. For Parent Education Option, consult the Early Childhood Coordinator)

### Liberal Arts

<table>
<thead>
<tr>
<th>Course Description</th>
<th>A.A. Credits</th>
<th>A.A.S. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
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<tr>
<td>BEHAVIORAL AND SOCIAL SCIENCES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1036 Developmental Psychology I</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>SOC 1232 Introduction to Sociology</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>BIOLOGY OR ENVIRONMENTAL SCIENCE</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>MODERN LANGUAGE (Spanish recommended)</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>SPA 2222 Basic Spanish Composition II (minimum placement)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VISUAL AND PERFORMING ARTS, LATIN AMERICAN &amp; CARIBBEAN STUDIES, AFRICANA STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective in any of the above (VPA, CUP, CUB)</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>HEALTH AND PHYSICAL EDUCATION</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>URBAN HEALTH STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 6511 Health and the Young Child OR</td>
<td>not required</td>
<td></td>
</tr>
<tr>
<td>HLT 6509 Mental Health</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6511 Health and the Young Child</td>
<td>not required</td>
<td>3</td>
</tr>
</tbody>
</table>

### Early Childhood Education

<table>
<thead>
<tr>
<th>Course Description</th>
<th>A.A. Credits</th>
<th>A.A.S. Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 6802 Introduction to Early Childhood Education</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6804 Language Arts for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6805 Social Studies for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6807 Creative Art Activities for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6809 Music and Rhythmic Activities for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6811 Science and Mathematics for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6813 Field Experience in Early Childhood Education I OR</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6815 Field Experience in Early Childhood Education II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6816 Development of the Young Child OR</td>
<td>3</td>
<td>3</td>
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<tr>
<td>ECE 6820 Introduction to Special Education OR</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6821 Parent Education OR</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6822 Field Experience in Parent Education</td>
<td>3</td>
<td>6</td>
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</tbody>
</table>

**Total Credits for Degree:**

<table>
<thead>
<tr>
<th>A.A.</th>
<th>A.A.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10 - 17 for access into this program.
Bilingual Early Childhood Education (page 147)

Please note: The recommended Courses of Study listed on page 147 of the 1994/95 catalog have been revised and are replaced by the new recommendations listed below.

Recommended Courses of Study Leading to A.A.S. and A.A. Degree with Electives in Bilingual Early Childhood Education

(Effective September 1995. For Parent Education Option, consult the Early Childhood Coordinator)

### Liberal Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Credits</th>
</tr>
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<tbody>
<tr>
<td>COMMUNICATION SKILLS AND ENGLISH</td>
<td>12</td>
</tr>
<tr>
<td>BEHAVIORAL AND SOCIAL SCIENCES</td>
<td></td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1036 Developmental Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1232 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>not required</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>8</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6</td>
</tr>
<tr>
<td>MODERN LANGUAGE (Spanish)</td>
<td>6</td>
</tr>
<tr>
<td>SPA 2222 Basic Spanish Composition II (minimum placement)</td>
<td>6</td>
</tr>
<tr>
<td>VISUAL AND PERFORMING ARTS, LATIN AMERICAN AND CARIBBEAN STUDIES, AFRICANA STUDIES</td>
<td></td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Elective in any of the above (VPA, CUP, CUB)</td>
<td>3</td>
</tr>
<tr>
<td>HEALTH AND PHYSICAL EDUCATION</td>
<td>2</td>
</tr>
<tr>
<td>URBAN HEALTH STUDIES</td>
<td>not required</td>
</tr>
</tbody>
</table>

**Total Credits for Degree**: 60

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10-17 for access into this program.
Please note: The following section on Urban Health Studies represents additional information regarding the recommended courses of study for Hostos Community College graduates who wish to pursue a B.S. degree program at Lehman College.

The curriculum in urban health studies serves to introduce students to a wide range of educational experiences within the health field by providing them with an overview of basic health concepts. Emphasis is placed on the human relations skills essential for effective performance in the health professions. The generic curriculum is organized around three major components: scientific knowledge, attitudinal exploration, and behavioral concepts related to health.

The Urban Health Studies provide students enrolled in career programs with courses designed to augment their professional studies. Courses are regularly scheduled and reserved in order to accommodate their rigorous professional schedule. The Urban Health curriculum relies heavily on the interdisciplinary approach in developing guided learning experiences which are applicable to these emerging health professionals as they carry out their individual but related responsibilities.

The Urban Health Studies Unit provides interested students with pre-professional learning experiences to transfer to a bachelor degree program at the senior college level. Students are advised to follow a prescribed articulated curriculum, with emphasis based on their preprofessional studies in specific health disciplines.

An articulation agreement with Lehman College has recently been developed for Hostos students who wish to pursue the following degrees: B.S. Degree program in Health Services Administration, B.S. Degree Program in Health N-12, and a B.S. Degree Program in Health Education and Promotion.

Dietetics, Food and Nutrition

Requirements and Recommended sequence for students transferring to Lehman College from Hostos with the A.S. Degree.

First Year
First Semester Credits
ENG 1302 Expository Writing 3
BIO 3902 General Biology I 4
MAT 1624 Intermediate Algebra 2
PSY 1032 General Psychology 3
HLT 6503 Interpersonal Relations 3

Second Semester
ENG 1303 Literature and Composition 3
BIO 3904 General Biology II 4
MAT 1628 College Algebra 3
HLT 6515 Nutrition 3
CHE 4000 Fundamentals of Chemistry 2

Second Year
Third Semester
ENG Elective 3
BIO 3906 Anatomy and Physiology I 4
MAT 1682 Probability and Statistics 3
CHE 4002/4102 General Chemistry I 4
PED 0100 Personal Physical Fitness 1

Fourth Semester
ENG Elective 3
BIO 3908 Anatomy and Physiology II 4
MAT 1690 Computer Literacy 3
CHE 4004/4104 General Chemistry 4

Fifth Semester
SOC 1232 Introduction to Sociology 3
MAT Math Elective 3
VPA 3612 Fundamentals of Public Speaking 3
PED Elective 1
HLT 6524 Medical Terminology 2
### Health Services Administration Requirements and Recommended Sequence for students transferring to Lehman College with the A.A. Degree

**First Year**

**First Semester**
- ENG 1302 Expository Writing . .3
- BIO 3906 Anatomy and Physiology ........3
- PSY 1032 General Psychology . .3
- CUB 3130 Ethnicity Health and Illness ..........3
- PED 0100 Personal Fitness ........1

**Second Semester**
- ENG 1303 Literature and Composition ..........3
- HLT 6507 Contemporary Health Issues I .......3
- PSY 1036 Developmental Psychology I .........3
- VPA 3612 Fundamentals of Public Speaking ......3
- BIO 3908 Anatomy and Physiology II ........4

**Second Year**

**Third Semester**
- ENG Elective ................................3
- HLT 6509 Mental Health .....................3
- SOC 1232 Introduction to Sociology ..........3
- MAT 1682 Probability and Statistics ..........3
- PED Elective ................................1

**Fourth Semester**
- ENG Elective ................................3
- HLT 6518 Introduction to Community Health .3
- POL 4701 American Government ...............3
- MAT 1690 Computer Literacy .......3
- PED Elective ................................1

### Health Education N-12
Teacher/Health Education and Promotion Requirements and recommended sequence for students transferring to Lehman College from Hostos with the A.A. Degree.

**First Year**

**First Semester**
- ENG 1302 Expository Writing . .3
- BIO 3906 Anatomy & Physiology4
- PSY 1032 General Psychology . .3
- VPA 3612 Fundamentals of Public Speaking . .3
- CUB 3130 Ethnicity, Health & Illness ..........3

**Second Semester**
- ENG1303 Literature & Composition ..........3
- HLT 6507 Contemporary Health Issues I .......3
- PSY 1036 Developmental Psychology I .........3
- BIO 3908 Anatomy & Physiology II ........4
- PED 0100 Personal Physical Fitness ........1

**Second Year**

**Third Semester**
- ENG Elective ................................3
- HLT 6509 Mental Health .....................3
- SOC 1232 Introduction to Sociology ..........3
- MAT 1682 Probability & Statistics ..........3

**Fourth Semester**
- ENG Elective ................................3
- HLT 6518 Introduction to Community Health .3
- POL 4701 American Government ...............3
- MAT 1690 Computer Literacy .......3
- PED Elective ................................1
Physical Education/Athletics

The following represents changes in the prerequisites and/or course descriptions:

PED 0180
PHYSICAL EDUCATION AND RECREATION PROGRAMS FOR THE AGING
(Page 152)
3 credits
3 hrs.
The student will discuss the organization, administration, and conduct of physical education and recreational programs for the aging. The course will emphasize the topics of leisure, physical fitness, transportation, barrier-free facilities and other ancillary features that pertain to the older population. Students will review the various types of recreational services and be able to demonstrate activity programs. This course is only open to gerontology majors. Other students may take this course for elective credit on a space-available basis.

PED 0177
FIRST AID AND SAFETY
(page 150)
2 credits, 2 hours
Prerequisite: ESL 1325
The student will analyze and perform immediate and temporary care for an accident victim. The student will also demonstrate knowledge of accident prevention principles and practices of safety education in the home, in school, on the job, and in the community with special attention given to sport-derived injuries. (This course does not fulfill the two-credit PED requirement for students in any degree program.)

Gerontology

Suggested Program of Study
A.A.S. Degree - Gerontology

First Year
First semester Credits
HLT 6530 Introduction to Gerontology 3
HLT 6531 Health Perspectives for the Aging 3
ENG 1302 Expository Writing 3
PSY 1032 General Psychology 3
PED 0100 Physical Fitness 1
Elective 3
Subtotal 16

Second semester
HLT 6503 Interpersonal Relations and Teamwork 3
HLT 6515 Nutrition 3
ENG 1303 Literature and Composition 3
SOC 1232 Introduction to Sociology 3
MAT 1622 Elementary Algebra 2
Elective 3
Subtotal 17

Second Year
Third semester Credits
BIO 3902 General Biology I 4
PED 0180 Physical Education and Recreation for the Aging 3
PSY 1080 Psychology of Aging 3
ENG Elective 3
PED Elective 1
Subtotal 14

Fourth semester Credits
BIO 3904 General Biology II 4
SOC 1200 Introduction to Social Work or ADM 2532 Social Service Administration 3
CUB 3130 Ethnicity and Health or CUP 3212 Puerto Rican Society and Culture or CUP 3218 Caribbean Society and Culture 3
HLT 6532 Fieldwork with an Older Population 3
Subtotal 13

Total Credits for Degree 60

In addition to the stated degree requirements and as part of the transitional bilingual model, a student may be required to take ESL, Math, and Spanish remedial/developmental courses to fulfill language, math, and/or college preparatory initiative (CPI) requirements. These may include courses in English, Math, Natural Sciences, Behavioral and Social Sciences, Fine Arts, and/or Foreign Languages, depending on the student's level of preparation, and in congruence with the College's bilingual mission. Depending on the preparation and placement of the student, the credits for such courses may range from 10 -17 for access into this program.
The following represent the new prerequisites and corequisites for all of the Urban Health Studies course offerings:

**HLT 6501**
**HEALTH AND HUMAN VALUES**  
(Page 153)  
Pre/Corequisites:  
ESL 1325 Intermediate English as a Second Language Conversation II

**HLT 6503**
**INTERPERSONAL RELATIONS AND TEAMWORK**  
(Page 153)  
For English Sections:  
ENG 1300/1301 Basic Composition and Core English  
For Spanish Sections:  
SPA 2221 Basic Spanish Composition I

**HLT 6507**
**CONTEMPORARY HEALTH ISSUES**  
(Page 153)  
Pre/Corequisites:  
For English Sections:  
ENG 1300/1301 Basic Composition and Core English  
For Spanish Sections:  
SPA 2221 Basic Spanish Composition I

**HLT 6509**
**MENTAL HEALTH**  
(Page 153)  
Pre/Corequisites:  
For English Sections:  
ENG 1300/1301 Basic Composition and Core English  
For Spanish Sections:  
SPA 2221 Basic Spanish Composition I

**HLT 6511**
**HEALTH AND THE YOUNG CHILD**  
(Page 153)  
Pre/Corequisites:  
For English Sections:  
ENG 1300/1301 Basic Composition and Core English  
For Spanish Sections:  
SPA 2221 Basic Spanish Composition I

**HLT 6515**
**NUTRITION**  
(Page 153)  
Pre/Corequisites:  
ENG 1302 Expository Writing

**HLT 6518**
**INTRODUCTION TO COMMUNITY HEALTH**  
(Page 153)  
Pre/Corequisites:  
ENG 1302 Expository Writing

**HLT 6524**
**MEDICAL TERMINOLOGY**  
(Page 153)  
Pre/Corequisites:  
ENG 1302 Expository Writing

**HLT 6525**
**DYNAMICS OF PATIENT CARE**  
(Page 153)  
Pre/Corequisites:  
ENG 1302 Expository Writing

**HLT 6526**
**INTRODUCTION TO HEALTH CARE**  
(Page 154)  
Pre/Corequisites:  
ENG 1302 Expository Writing

**HLT 6530**
**INTRODUCTION TO GERONTOLOGY**  
(Page 154)  
Pre/Corequisites:  
ENG 1300 Basic Composition

**HLT 6531**
**HEALTH PERSPECTIVES FOR THE AGING**  
(Page 154)  
Pre/Corequisites:  
ENG 1300 Basic Composition

This represents new information for the following course:

**HLT 6532**
**FIELDWORK WITH AN OLDER POPULATION**  
(Page 154)  
Pre/Corequisites:  
ENG 1302 Expository Writing,  
HLT 6530 Introduction to Gerontology, and  
PED 0180 Physical Education and Recreation Programs for the Aging  
The fieldwork course will give students an opportunity for firsthand experience in working with the elderly in such places as senior citizen centers, nutrition sites, recreation centers and nursing homes. It will include a weekly seminar so that students may increase their knowledge, exchange ideas and discuss any problems that may occur. This course is only open to gerontology majors who have completed the required prerequisites.

**Health and Human Services Faculty and Staff**

Juan Preciado, Chairperson, Health and Human Services, Professor, Urban Health, B.A., M.A., Ph.D.

Minerva Rosario, Associate Professor and Coordinator, Early Childhood Education, B.A., M.S.

Robert Taylor, Associate Professor and Coordinator, Physical Education, B.S., M.A.

Diane Penner, Associate Professor and Coordinator, Gerontology, B.S., M.S.

Carlos A. Acevedo, Professor, Early Childhood, B.A., M.A., Ed.D.

America Trinidad, Lecturer, Physical Education, B.S., M.S.

Keith M. Hinton, College Laboratory Technician, Physical Education

Leonidas López, College Laboratory Technician, Physical Education, A.S., B.S., M.S.

Beverly Jones, CUNY Office Assistant, A.A.
The following represents new information on this course.

**PHI 3403**  
**INTRODUCTION TO PHILOSOPHY**  
Page 163)  
Prerequisite:  
Completion of  
**HUM 3001 INTRODUCTION TO THE HUMANITIES**  
and completion or exemption from  
**ENG 1300 BASIC COMPOSITION**  
3 credits  
3 hours  
Students will analyze and compare the basic ways in which philosophers have interpreted reality and the meaning of life. The basic terminology and concepts used in philosophy will also be introduced. The readings include selections by Aristotle, Plato, Saint Augustine, St. Thomas Aquinas, Erasmus, Machiavelli, Descartes, Rousseau, Mill, Marx, Ortega y Gasset, Sartre and works in Buddhist and African philosophy.

The following represent changes in course names and descriptions.

**CUB 3106**  
**THE AFRICAN-AMERICAN EXPERIENCE I**  
(formerly History of African People in the Americas I)  
3 credits  
The student will be introduced, through a series of readings, to the experiences of peoples of African descent from Africa's genesis through the Middle Passage, Slavery, Emancipation, the Reconstruction and the aftermath of de jure slavery in the Americas. The literary, economic, socio-psychological and cultural aspects of the African-American experience till the end of the 19th Century will be discussed and analyzed.

**CUB 3108**  
**THE AFRICAN-AMERICAN EXPERIENCE II**  
(formerly History of African People in the Americas II)  
3 credits  
The student will be introduced, through a series of readings, to the experiences of peoples of African descent in the Americas. After a brief overview of the preceding periods of Black presence in the New World, the experiences of African-American peoples from the Reconstruction Era to the eve of the 21st century will be discussed and analyzed. The student will become familiar with the unique history, literature, music and the Arts of that experience which has emerged.

**CUB 3114**  
**SOCIOCULTURAL DEVELOPMENT OF THE MINORITY CHILD**  
(formerly Psychosocial Development of the African-American Child)  
3 credits  
The student will be introduced through a series of guided readings, to the study of the development of minority children from conception to adulthood. The social influences on the development of physical, emotional, intellectual, personality, language and social characteristics will be discussed and analyzed.

**HUMANITIES FACULTY & STAFF**

Pablo A. Cabrera-Ramirez, Professor and Chairperson, Humanities, B.S., M.A.

Maria Piñeiro, Lecturer and Coordinator, Latin American and Caribbean Studies, B.A.

Edward S. Maynard, Professor, and Coordinator, Africana Studies, B.A., M.A., Ph.D., M.Phil., Ph.D.

Magda Vasillov, Professor and Coordinator, Visual and Performing Arts, B.A., M.A.

Patricia Iñiguez-Perez, Lecturer and Coordinator, Modern Languages, B.A., M.A., M.Phil.

Alberto Bird, Associate Professor, Visual and Performing Arts, B.M., M.M., M.A.

Orlando Hernández, Assistant Professor, Modern Languages, B.A., M.A., Ph.D.

Alvin C. Hollingsworth, Professor, Visual and Performing Arts, B.A., M.A.

Isabel Li, Lecturer, Modern Languages, B.A., M.A., M.Phil.

Carmen L. Marin, Lecturer, Latin American and Caribbean Studies, B.A.

Michael C. Mbauku, Professor of Africana Studies, B.A., M.A., D.Lit.

Roberto Pucci, Instructor, Visual and Performing Arts, B.A., M.A.

Manuel A. Ramos, Professor, Modern Languages, B.A., M.A., Ph.D.

Laura S. Sabani, Instructor, Modern Languages, B.A., M.A.

Carmen Clemente, College Laboratory Technician, Modern Languages, A.A.S., B.S.W., M.S.W.

Rose Johnson, CUNY Administrative Assistant
The following represent changes in the prerequisites and course descriptions for the following courses:

**MAT 1604**
BASIC MATHEMATICS SKILLS - SCIENCE  
(Page 166)  
Prerequisite: ESL 1320  
Corequisite: ESL 1325  
This course provides the basic arithmetic skills that will be utilized in all subsequent mathematics and science courses. Topics: operations with whole numbers, fractions and decimals; ratio, proportion and percent; scientific notation; the metric system; word problems and applications.

**MAT 1632**
INTRODUCTORY COLLEGE MATHEMATICS I  
(Page 167)  
Prerequisite: MAT 1612 or 1622 or placement via CUNY Assessment Examination and ESL 1325  
Corequisite: ESL 1330.

**MAT 1634**
INTRODUCTORY COLLEGE MATHEMATICS II  
(Page 167)  
Prerequisite: MAT 1612 or MAT 1622 or a comprehensive Calculus I Test and ESL 1325  
Corequisite: ESL 1330.

**MAT 1642**
CALCULUS I  
(Page 167)  
Prerequisite: MAT 1624 or placement via CUNY Assessment Examination and ESL 1325  
Corequisite: ESL 1330.

**MAT 1644**
CALCULUS II  
(Page 167)  
Prerequisite: MAT 1642 or a comprehensive Calculus II Test and ESL 1325  
Corequisite: ESL 1330.

**MAT 1646**
CALCULUS III  
(Page 167)  
Prerequisite: MAT 1644 or a comprehensive Calculus III Test and ESL 1325  
Corequisite: ESL 1330.

**MAT 1682**
INTRODUCTION TO PROBABILITY AND STATISTICS  
(Page 167)  
Prerequisite: MAT 1624 or placement via CUNY Assessment Examination and ESL 1325  
Corequisite: ESL 1330.

**MAT 1690**
COMPUTER LITERACY  
(Page 167)  
Prerequisite: MAT 1612 or 1622 or placement via CUNY Assessment Examination and ESL 1325  
Corequisite: ENG 1300 or ENG 1301.

**MAT 1722**
LINEAR ALGEBRA  
(page 167)  
Prerequisite: MAT 1644 or a comprehensive Calculus II Test and ESL 1325  
Corequisite: ESL 1330.

**MATHEMATICS FACULTY & STAFF**
Humberto Cañate, Associate Professor and Chairperson, B.S., M.A., Ed.D.  
William Baker, Assistant Professor, B.A., M.A., Ph.D.  
Terence Brenner, Associate Professor, B.A., M.A., Ph.D.  
Bronislaw Czarnocha, Assistant Professor, M.A., Ph.D.  
Isaias Dejesús, Assistant Professor, B.A., M.A.  
Leontina Díaz, Lecturer with Doctoral Degree, B.S., M.S., EdM., EdD.  
Aníbal Galiana, Lecturer, B.A., M.A., Thomas T. Joyce, Assistant Professor, B.A., M.A.  
Ricardo López, Assistant Professor, B.S., M.S., M.A., Ed.M., Ed.D.  
Daniel Maysonet, Assistant Professor, B.A., M.S., M.S., Ed.D.  
Loreto Porte de Pérez, Professor, B.A., M.S., M.A., Ed.D.  
John Randall, Lecturer, B.S., M.A., Victo Garrido, Senior College Laboratory Technician, B.A., M.S.  
Balbina Vásquez, CUNY Office Assistant, A.A.
Natural Sciences

The following courses are no longer offered by the department:

BIO 3900  
GENERAL BIOLOGY FOR PRE-NURSING;

PHY 4306  
ASTRONOMY;

PHY 4406  
ASTRONOMY LABORATORY;

SCI 3901  
CONCEPTS IN SCIENCE I;

SCI 3902  
CONCEPTS IN SCIENCE II.

NATURAL SCIENCES FACULTY & STAFF

Victor de Léon, Professor and Chairperson, Natural Sciences,  
Coordinator, Biology, B.S., M.A., Ph.D.

Peter Castillo, Professor and  
Coordinator, Physical Sciences, B.S., M.S., Ph.D.

Eugenio Barrios, Professor, Biology,  
B.A., M.A.

Amanda Bernal-Carlo, Assistant  
Professor, Biology, B.A., M.S., Ph.D.

Louis Browne, Professor, Biology,  
B.A., M.A., M.S., Ph.D.

Joseph P. Corrigan, Professor, Physical Sciences, B.A., M.S., Ph.D.

John Gillen, Assistant Professor,  
Biology, B.S., M.A., Ph.D.

Sylvia Greer, Lecturer, Biology, B.A.,  
M.A., M.S.

Clara Warnick, Professor, Physical Sciences, B.S., M.S., Ph.D.

Franklin Campbell, College Laboratory Technician, B.S., M.S.

Sandra Gonzalez, College Laboratory Technician, Biology, B.S.

Suzette Quintana, CUNY Administrative Assistant, Physical Sciences, A.A., B.A.

Linda Scott, CUNY Administrative Assistant, Biology, A.A.
LIBRARY

LOCATION
The library entrance is located on the third floor of the 475 Grand Concourse Building, Room A308.

HOURS
Fall and Spring
Monday - Thursday
9:00 AM - 8:00 PM
Friday
9:00 AM - 5:00 PM
Saturday
10:00 AM - 5:00 PM
Sunday CLOSED

MISSION
The library’s mission is to support, reinforce, and contribute to the major objectives of the academic programs. As an integral part of the teaching-learning process, it seeks to provide the necessary instructional materials and related equipment and services. These assist the College in meeting its educational, cultural, and social obligations. The library accomplishes this by acquiring, organizing, and dispensing a collection of well-chosen materials; both print and non-print. These materials meet the specific needs of an inner-city, multiracial community college whose educational philosophy and methodology encompass such concepts as multicultural studies, bilingual education innovation, experimentation, and alternate modes of instruction.

RESOURCES
The library focuses on its responsibilities for meeting the overall objectives of the College, and guarantees that only the most optimally useful and needs-related materials are acquired with available resources. The library’s resources include a collection of books, periodicals, newspapers, computer software, and audiovisual materials, such as films, audio/video materials, slides, filmstrips, and microforms.

Online computer terminals located throughout the library provide access to CUNY+, the City University’s integrated library system, and to periodicals, newspaper and other databases. Ethnic News Watch, a multicultural general reference database in both English and Spanish, is available via the Library’s Local Area Network (LAN) system. Through interlibrary loans, faculty members may request books and articles that are not in the Hostos Collection, and through the METRO Courtesy Card, students, faculty, and staff may use materials in participating libraries in the metropolitan area.

Hostos faculty and students with valid identification cards can borrow and return materials directly from and to other CUNY libraries, and have reading privileges in libraries in the New York Metropolitan Reference and Research Library Agency (METRO) network. Through a special arrangement, they also have reading privileges at the Lincoln Hospital Library, which is located near the College. This opportunity is vital to the information needs of the Hostos students who are enrolled in allied health programs.

Library instruction has been commonly offered through the SSD1000 courses (College Orientation and Academic Planning), which are offered by the Counseling Department in both English and Spanish. This is a required course for all entering freshmen, and library orientation is a component of this course.

TECHNICAL SERVICES
In the present, fast-paced, changing information and communication environment, the library has been making changes in technology to meet the increasing needs and demands of faculty and students in their use of electronic technology to search for and retrieve information. Recently, the library implemented the installation of 20 computer workstations with connections to CUNY+ and Internet. The new system will allow the user to employ either in-house workstations or the LAN system to index library catalogs.

FINES
Lost Books: $10.00 processing charge, plus cost of book AND, if overdue, the accumulated fine to date book was reported lost.

LIBRARY FACULTY & STAFF
Carole M. Berotte Joseph, Associate Dean of Academic Affairs, Acting Chief Librarian, B.A., M.S.Ed., Ph.D.
Daniel Dávila, Professor, B.A., M.S., M.A.
José A. Díaz, Associate Professor, B.A., M.A., M.L.S.
Ching-leou Liu, Assistant Professor, L.L.B., M.L.S.
Raymond Durant, Senior College Laboratory Technician, B.A.
Julio Figueroa, Assistant Media Services Technician, A.A.
Emma Alvarado, CUNY Office Assistant
Mindy Feliciano, CUNY Office Assistant
Daisy Gerena, CUNY Office Assistant
Luisa Mazar, CUNY Office Assistant
Facility & Staff

The City University of New York (CUNY) is a public institution comprising ten senior colleges, seven community colleges, a law school and an affiliated medical school. The university-wide doctoral program is supervised from the Graduate School and University Center in mid-Manhattan. The Board of Trustees is the governing board for the university.

The University dates from 1847, when the needs of the city for free higher education were first met by the establishment of The Free Academy — now City College — as the result of a public referendum. In 1961, seven municipal colleges, then operated by the Board of Higher Education, became The City University of New York through state legislation.

<table>
<thead>
<tr>
<th>Members of the Board</th>
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<tbody>
<tr>
<td>Satish K. Babbar</td>
</tr>
<tr>
<td>Herman Badillo</td>
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<tr>
<td>Jerome S. Berg</td>
</tr>
<tr>
<td>Sylvia Bloom</td>
</tr>
<tr>
<td>John J. Calandra</td>
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<tr>
<td>Rev. Michael C. Crimmins</td>
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<tr>
<td>Charles E. Innis</td>
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<tr>
<td>Ronald J. Marino</td>
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<tr>
<td>Susan Moore Mounier</td>
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<td>Anne A. Paolucci</td>
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<td>Robert Price</td>
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<td>George J. Rios</td>
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<td>Nilda Soto Ruiz</td>
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<td>Richard B. Stone</td>
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<th>Members ex officio</th>
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<tbody>
<tr>
<td>William Negron</td>
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<tr>
<td>Chairperson, University Student Senate</td>
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<tr>
<td>Sandie E. Cooper</td>
</tr>
<tr>
<td>Chairperson, University Faculty Senate</td>
</tr>
<tr>
<td>Robert E. Diaz</td>
</tr>
<tr>
<td>General Counsel and Vice Chancellor for Legal Affairs</td>
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<tr>
<td>Genevieve Mullin</td>
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<tr>
<td>Secretary of the Board</td>
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<th>Officers of The City University of New York, Central Administration</th>
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<tbody>
<tr>
<td>W. Ann Reynolds</td>
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<tr>
<td>Chancellor</td>
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<tr>
<td>Laurence F. Mucciolo</td>
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<tr>
<td>Deputy Chancellor</td>
</tr>
<tr>
<td>Robert E. Diaz</td>
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<tr>
<td>General Counsel and Vice Chancellor for Legal Affairs</td>
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| Anne Martin                                                        |
| Vice Chancellor for Academic Affairs (Acting)                     |
| Jay Hershenson                                                    |
| Vice Chancellor for University Relations                           |
| Emma E. Marcari                                                   |
| Vice Chancellor for Facilities, Planning, Construction & Management|
| Brenda Richardson Malone                                          |
| Vice Chancellor for Faculty & Staff Relations                     |
| Elsa Nuñez-Freeland                                               |
| Vice Chancellor for Student Affairs and University Dean for Undergraduate Studies |
| Richard F. Rothbard                                               |
| Vice Chancellor for Budget, Finance & Information Services        |
| Allan H. Clark                                                    |
| University Dean for Research and Executive Vice-President for the Research Foundation |
| Seymour P. Lachman                                               |
| University Dean for Community Development                         |
| Angelo B. Proto                                                   |
| University Dean for Student Services                              |
| Michael Ribaudo                                                  |
| University Dean for Academic Computing                            |
| Dave Fields                                                       |
| Special Counsel to the Chancellor                                 |

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<th>Presidents of the Colleges of The City University of New York</th>
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<tr>
<td>Mathew Goldstein</td>
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<tr>
<td>The Bernard M. Baruch College</td>
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<tr>
<td>Vernon E. Lattin</td>
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<tr>
<td>Brooklyn College</td>
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<td>Yolanda T. Moses</td>
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<td>The City College</td>
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<tr>
<td>Edison O. Jackson</td>
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<tr>
<td>Medgar Evers College</td>
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<tr>
<td>Blanche Blank (Acting)</td>
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<tr>
<td>Hunter College</td>
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<tr>
<td>Gerald W. Lynch</td>
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<tr>
<td>John Jay College of Criminal Justice</td>
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</table>
Hostos Community College

Office of the President

Isaura Santiago Santiago
President
Ana Garcia
Special Assistant to the President
Alyce Zimerman
Administrative Assistant & Database Manager
Seneca Turner
Director, Faculty & Staff Relations, Labor Designee
Michael Haynes
Director of Personnel
Jean Davis
Affirmative Action Officer

Office of the Dean of Faculty and Academic Affairs

Luis A. Baéz
Dean of Faculty & Academic Affairs
Carole M. Berotte Joseph
Associate Dean of Academic Affairs
Nan Brian Hu
Assistant to the Dean & Coordinator of Academic Administration
Sonji Denise Keizs
Director of the College Opportunity to Prepare for Employment (COPE) Program
Keisha Davis
Site Director of the Retraining and Educational Access to Careers in Health and Human Services (REACH) Program

Office of the Dean of Administration

Mary Coleman
Dean of Administration & Finance
Steven B. Delgado
Director of Facilities & Campus Planning
Donald Prince
Assistant Director of Security
Jagdish Patel
Budget Director
Eugene Hamond
Health and Safety Officer
Carlos Hargraves
Director of Administrative Services

Office of the Dean of Students

Eugenio Barrios
Dean of Students
Lourdes Maldonado
Associate Dean of Students
Virginia Maldonado
Assistant and Database Manager
Peter Martin
Enrollment Manager
Nydia Rodríguez-Edgecombe
Director, Admissions & Recruitment
Joseph Alicea
Director, Financial Aid
Nélida Crespo
Registrar
Virginia Paris
Director, Counseling Services
Bette Kerr
Director, Academic Advisement
Maria Rivera
Director, College Discovery
Michael Stimola
Coordinator for Students with Disabilities
Cheryl Horton
Coordinator, Career Development Services
Mercedes Moscat
Coordinator, Women’s Center
Teri Morales
Director, Student Services
Ayleen Guzman
Director, Hostos Children’s Center
Vilma Brown
Nurse, Health Services

Office of the Dean for Planning, Development and Community & Continuing Education

Awilda Orta
Dean for Planning, Development and Community & Continuing Education
Carmen Vásquez
Assistant to the Dean & Database Manager
Charles Lesperance
Director of College Computing
Lourdes Torres
Director, Office of Development
Wallace I. Edgecombe
Director, Office of College Relations
### FACULTY & STAFF

**Laurel Huggins**  
Director of Community & Continuing Education

**Virginia Moreno,**  
Director, Office of Institutional Research

**Betsy Hernandez,**  
Director, Center for Pre-College Initiatives

**Reineiro Hernandez,**  
Environmental Center

#### Department Chairpersons

- **Salvatore Martino**  
  Allied Health Sciences  
- **Anita Carter-Cunningham**  
  Behavioral & Social Sciences  
- **Bibiano Rosa**  
  Accounting & Business Administration
- **Alfredo Villanueva-Collado**  
  English  
- **Carole M. Berotte Joseph**  
  Library (Acting)
- **Juan Preciado**  
  Health & Human Services
- **Pablo Cabrera-Ramírez**  
  Humanities
- **Humberto Cañete**  
  Mathematics
- **Victor DelLéon**  
  Natural Sciences

#### Coordinators & Program Directors

- **Riccardo Boehm**  
  Accounting & Business Administration
- **Edward S. Maynard**  
  Africana Studies  
- **Martha Rivera**  
  Behavioral Sciences
- **Victor de Léon**  
  Biology
- **Julio Gallardo**  
  Data Processing
- **Selena James**  
  Dental Hygiene
- **Minerva Rosario**  
  Early Childhood Education
- **Frances B. Singh**  
  ESL Program
- **Diane Penner**  
  Gerontology
- **Lewis Levine**  
  Intensive ESL Program
- **Maria Pitiéiro**  
  Latin American & Caribbean Studies
- **Cynthia Jones**  
  Libra Program
- **Winsome DaCosta**  
  Medical Laboratory Technology
- **Patricia Jimenez-Perez**  
  Modern Languages
- **Elizabeth Errico**  
  Nursing

### Faculty & Staff

- **Robert Taylor**  
  Physical Education
- **Peter Castillo**  
  Physical Sciences
- **Eleanor Pam Juceam**  
  Public Administration  
- **Allen Solomon**  
  Radiologic Technology
- **Sharon Hill Jones**  
  Secretarial Science
- **Peter Roman**  
  Social Sciences
- **Juan Preciado**  
  Urban Health
- **Magda Vasillov**  
  Visual & Performing Arts
- **Jerilyn Fisher**  
  Writing Coordinator

- **Alexander, Renee**  
  Job Developer, Career Development  
- **Alicea, Joseph**  
  Director, Financial Aid
- **Alvarado, Emma**  
  CUNY Office Assistant, Library
- **Alvarez, Fernando L.**  
  Associate Professor, Counseling
- **Anderson-Barbosa, Linda**  
  Assistant Professor and Coordinator, Behavioral Sciences
- **Aguilera, Nieves**  
  Associate Professor, Nursing
- **Akinsola, Jonathon**  
  Campus Security Officer Level I

### Other Positions

- **Alomar, Felicita**  
  College Recruiter, Student Development  
- **Akinsola, Jonathon**  
  Campus Security Officer Level I
- **Alvarado, Emma**  
  CUNY Office Assistant, Library

- **Amendolia, Pasquale F.**  
  Associate Professor, Counseling  
- **Anderson-Barbosa, Linda**  
  Assistant Professor and Coordinator, Behavioral Sciences
- **Aguilera, Nieves**  
  Associate Professor, Nursing  
- **Akinsola, Jonathon**  
  Campus Security Officer Level I

- **Arias, Rafael**  
  Instructor, English  
- **Aguilera, Nieves**  
  Associate Professor, Nursing  
- **Akinsola, Jonathon**  
  Campus Security Officer Level I

- **Akinsola, Jonathon**  
  Campus Security Officer Level I
- **Aguilera, Nieves**  
  Associate Professor, Nursing
- **Akinsola, Jonathon**  
  Campus Security Officer Level I
Astor, Alexander
*Instructor, English*
B.A., M.A., Ph.D., Moscow State University

Ault, Leslie
*Professor, Behavioral Sciences*
B.A., Columbia University; M.A., University of Michigan; Ph.D., Columbia University

Báez, Luis A.
*Dean of Faculty and Academic Affairs (Acting)*
B.A., M.S., Ph.D., University of Wisconsin - Milwaukee

Báez, Marycruz
*Institutional Research Computer Aide*
A.A.S. Hostos Community College
B.A. Hunter College

Bakare, Sulaiman
*Campus Security Officer, Level I*

Baker, William
*Assistant Professor, Mathematics*
A.A., Duchess Community College; B.A., Syracuse University; M.A., Herbert H. Lehman College; Ph.D., CUNY Graduate Center

Ballet, Ana
*CUNY Office Assistant, Admissions and Recruitment*

Balint, Steve
*Maintenance Worker, Facilities*

Ballard, Gene
*Campus Security Officer, Level I*

Baretto, César
*Computer Specialist, Planning, Development and Community Continuing Education*
A.A.S., Hostos Community College

Barr, Calvin
*City Custodial Assistant, Facilities*

Barrios, Eugenio
*Dean of Students*
B.A., Columbia University
M.A., Lehman College
Beckett, Diane
*College Print Shop Assistant, Duplicating*

Benedetto, Rosemary
*Assistant Professor, English*
B.A., Queens College; M.A., Ph.D., New York University

Benitez, Adrian
*Assistant Professor, Behavioral Sciences*
B.A., M.S., Roger Bacon College

Bennett, Maria
*Assistant Professor, English*
B.A., SUNY at Purchase; M.A., Pennsylvania State University; Ph.D., City University Graduate Center

Berberrena, Nellie
*College Assistant, Personnel*
A.A., Hostos Community College; B.A., Queens College

Bernabe, Arnaldo
*Campus Security Officer, Level III*

Bernal-Carlo, Amanda
*Assistant Professor, Biology*
B.A., Columbia National University; M.S., City College; Ph.D., CUNY Graduate Center

Bird, Alberto
*Associate Professor, Humanities, Visual and Performing Arts*
B.M., M.M., M.A., Indiana University

Bittman, Ruth
*CUNY Administrative Aide, Library*

Blanding, Vermell
*Lecturer, English*
B.A., City College
M.A., M.Ed., Teachers College, Columbia University

Boehm, Riccardo
*Associate Professor and Coordinator, Accounting and Business Administration*
B.A., Harvard College; M.B.A., Columbia University

Bonilla, Belkis
*Campus Security Officer Level I*

Bourgeois, Anne
*Program Manager, Adult Basic Education and CUNY GED*
B.A., Bennington College; M.S.W., Hunter College School of Social Work

Brady, Margaret
*Assistant Professor, Nursing*
R.N., London, England; B.S.N., M.S.N., Pace University

Branch, Joseph
*Thermastar Repairer, Engineering*

Brennan, Patrick A.
*Laborer, Facilities*

Brenner, Terence
*Associate Professor, Mathematics*
B.A., M.A., Lehman College; Ph.D., Yeshiva University

Brown, King
*Custodial Assistant, Facilities*

Brown, Vilma
*Staff Nurse, Health Services*
B.S., R.N., Nursing C.W. Post College of Long Island University

Brown, Louis
*Professor, Biology*
B.A., Hunter College; M.A., Ph.D., New York University

Buonocore, Angelo
*Accounting Assistant, Office of the Dean of Academic Affairs*
B.B.A., Sona College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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<tbody>
<tr>
<td>Burlakowski, Ryzcard</td>
<td>Painter, Facilities</td>
<td></td>
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<tr>
<td>Buttafuoco, Dominick</td>
<td>Thermostat Repairer, Facilities</td>
<td></td>
</tr>
<tr>
<td>Byron, Fred</td>
<td>Lecturer, English</td>
<td>B.A., M.A., City College of New York</td>
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<tr>
<td>Caballero, Julio</td>
<td>Custodial Assistant, Facilities</td>
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<tr>
<td>Cabassa, Migdalia</td>
<td>Office Aide, Hostos Children's Center</td>
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<tr>
<td>Cabrera-Ramirez, Pablo A.</td>
<td>Professor and Chairperson, Humanities</td>
<td>B.S., University of Puerto Rico; M.A., SUNY at Buffalo</td>
</tr>
<tr>
<td>Calabrisotto, Salvatore</td>
<td>Plant Tender, Engineering</td>
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<td>Caldari, Julius</td>
<td>Plant Tender, Facilities</td>
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<td>Campbell, Franklin</td>
<td>College Laboratory Technician, Physical Sciences</td>
<td>B.S., City College; M.S., Long Island University</td>
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<tr>
<td>Caffite, Humberto</td>
<td>Chair &amp; Associate Professor and Chairperson, Mathematics</td>
<td>B.S., University of Panama; M.A., City College; Ed.D., Teachers College, Columbia Univ</td>
</tr>
<tr>
<td>Cardona, Felix</td>
<td>Assistant Professor, Public Administration</td>
<td>B.A., Fordham University; J.D., University of Pennsylvania</td>
</tr>
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<td>Carmona, Diosa</td>
<td>CUNY Office Assistant, English</td>
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<td>Carrier, Clarence A.</td>
<td>Campus Security Officer, Level III</td>
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<tr>
<td>Carson, Faye L.</td>
<td>Assistant Professor, Secretarial Science</td>
<td>A.A., Morristown Junior College; B.S., Tennessee A. Y. State College; M.S., Teachers College, Columbia University; Ph.D.,</td>
</tr>
<tr>
<td>Carter-Cunningham, Anita</td>
<td>Professor, Dental Hygiene</td>
<td>Acting Chairperson, Behavioral and Social Sciences Certificate of Oral Hygiene, Howard University; B.A., M.S., Columbia University; Registered Dental Hygienist</td>
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<tr>
<td>Castillo, Peter</td>
<td>Professor and Coordinator of Physical Sciences</td>
<td>B.S., M.S., Ph.D., Louisiana State University</td>
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<tr>
<td>Cataldi, Michele</td>
<td>Principal</td>
<td>Hostos Lincoln-Academy of Science B.A., Hunter College; M.A., Middlebury College; Litt.D., University of Florence</td>
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<td>Chavies, Eva D.</td>
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<td>Checo, Casilda</td>
<td>College Assistant, Planning, Development and Community &amp; Continuing Education</td>
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<td>Cheng, George</td>
<td>Assistant Professor, Data Processing</td>
<td>B.B.A., Fu Jen Catholic University; M.S., University of Kentucky</td>
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<tr>
<td>Cherry, Charmetta</td>
<td>Case Manager/HRA Liaison, COPE</td>
<td>B.S., Howard University M.Ed., The College of William and Mary</td>
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<td>Chillo, Michael</td>
<td>Plant Tender, Engineering</td>
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<td>Cirilo, Vilma</td>
<td>Office Aide, Registrar's Office</td>
<td>A.A., Hostos Community College</td>
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<td>Clemente, Carmen</td>
<td>College Laboratory Technician, Modern Languages</td>
<td>A.A.S., Hostos Community College; B.S.W., Lehman College; M.S.W., Hunter College</td>
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<tr>
<td>Coleman, Mary E.</td>
<td>Dean of Administration and Finance</td>
<td>B.A., Jackson State University; M.B.A., Columbia University</td>
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<td>Collantes, Augurio</td>
<td>Associate Professor, Library</td>
<td>B.S., University of the Philippines; M.L.S., Rutgers University; M.A., Long Island University</td>
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<td>Collins, Ivonne</td>
<td>Substitute Assistant Professor, Biology</td>
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<td>Colon, Irma N.</td>
<td>College Laboratory Technician Nursing</td>
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<td>CUNY Secretarial Assistant, Data Processing</td>
<td>A.A., Hostos Community College</td>
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<td>Corrigan, Joseph P.</td>
<td>Professor, Physical Sciences</td>
<td>B.A., M.S., Ph.D., Secon Hall University</td>
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<td>Crespo, Nelida</td>
<td>Registrar</td>
<td>A.A.S., Manhattan Community; B.A., Lehman College; M.A., Hunter College</td>
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<td>Crespo, Oliver</td>
<td>Associate Professor, Behavioral Sciences</td>
<td>B.A., City University of New York; M.S.W., New York University; M.A., City College; Ph.D., City University of New York</td>
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<tr>
<td>Name</td>
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<td>Education/Experience</td>
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<td>Cruz, Jesusa</td>
<td>College Recruiter, Student Development</td>
<td>A.A., Hostos Community College</td>
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<td>Cruz, Leonardo</td>
<td>CUNY Office Assistant, Registrar's Office</td>
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<td>Cruz, Madeline</td>
<td>CUNY Office Assistant, Office of the President</td>
<td>A.A., Hostos Community College</td>
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<td>Cruz, Nathaniel</td>
<td>Assistant Director of Financial Aid</td>
<td>B.A., Lehman College</td>
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<td>Cruz, Nelly</td>
<td>Assistant, Financial Aid</td>
<td>A.A., Hostos Community College</td>
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<td>Cruz-Matos, José</td>
<td>Lecturer, English</td>
<td>B.A., InterAmerican University of Puerto Rico; M.A., Teachers College, Columbia Univ.</td>
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<tr>
<td>Cunningham, Anita</td>
<td>Chair, Behavioral and Social Science</td>
<td>Certificate of Oral Hygiene, Howard University; B.A., M.S., Columbia University; Registered Dental Hygienist</td>
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<td>Cunningham, Joseph</td>
<td>Locksmith, Facilities</td>
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<td>Curry, Robert B.</td>
<td>Campus Security Officer, Level III</td>
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<td>Czarnocha, Bronislaw</td>
<td>Assistant Professor, Mathematics</td>
<td>M.A., Yeshiva University; Ph.D., Yeshiva University</td>
</tr>
<tr>
<td>DaCosta, Winsome P</td>
<td>Assistant Professor and Coordinator, Medical Laboratory Technology</td>
<td>M.T. (ASCP); C.L.S. (NCA); B.S., Long Island University; M.S., C.W. Post College; D.A., The Catholic University of America</td>
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<td>R.T., New York Hospital, Cornell Medical College; R.D.M.S., New York University Medical College; B.A., Baruch College M.P.H., New York University; Ed.M., Teachers College, Columbia University L.T.R., A.R.R.T., State and National Certifications in Radiography and Diagnostic Medical Sonography</td>
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<td>Tsevdos, Anne</td>
<td>Case Manager, COPE Program</td>
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<td>B.A., Fordham University; M.S., Hunter College; J.D., CUNY School of Law at Queens College</td>
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<tr>
<td>Turner, Seneca</td>
<td>Director, Faculty and Staff Relations, Labor Designee</td>
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<td>B.A., California State University at Los Angeles; J.D., University of West Los Angeles School of Law</td>
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<tr>
<td>Valdés, Blanca</td>
<td>Switchboard Operator</td>
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<tr>
<td>Vargas, Elizabeth</td>
<td>CUNY Office Assistant, Radiologic Technology</td>
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<td>A.A.S., Hostos Community College</td>
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<tr>
<td>Vasíllov, Magda</td>
<td>Professor and Coordinator, Visual and Performing Arts</td>
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<td>B.A., Wellesley College; M.A., Institute of Fine Arts, New York University</td>
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<td>Name</td>
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<tr>
<td>Vásquez-Luciano, Balbina</td>
<td>CUNY Office Assistant, Mathematics</td>
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<td>Vásquez, Blanca</td>
<td>CUNY Office Assistant, Office of the President</td>
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<td>Vásquez, Carmen</td>
<td>Assistant to the Dean &amp; Database Manager</td>
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<tr>
<td>Vásquez, Evelyn</td>
<td>Custodial Assistant, Facilities</td>
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<tr>
<td>Vásquez-Ferrer, Carmen</td>
<td>Lecturer, Director of College Discovery</td>
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<tr>
<td>Vásquez, Maria</td>
<td>Systems Security Coordinator, College</td>
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<td>Vela, Froilan</td>
<td>Laborer, Facilities</td>
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<td>Velázquez, Clara</td>
<td>Professor, English</td>
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<td>Velázquez, Rosa</td>
<td>Substitute Instructor, Humanities, Modern Languages</td>
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<tr>
<td>Verdejo, Angela</td>
<td>CUNY Office Assistant, Academic Affairs</td>
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<td>Vila, Dely</td>
<td>CUNY Office Assistant, Counseling</td>
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<td>Villanueva-Collado, Alfredo</td>
<td>Professor and Chairperson, English</td>
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<td>Viron, Frank</td>
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<td>Vives, Luz</td>
<td>College Nurse, Health Services</td>
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<td>Wahab, Abdul S.</td>
<td>Campus Security Officer, Level I</td>
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<tr>
<td>Walker, Andre</td>
<td>Custodial Assistant, Facilities</td>
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<td>Watkins-Goffman, Linda</td>
<td>Associate Professor, English</td>
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<td>Weiser, David K.</td>
<td>Assistant Professor, English</td>
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<td>Velázquez, Rebecca</td>
<td>Computer Aide, Office of the President</td>
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<tr>
<td>Velazquez, Rosa</td>
<td>Substitute Instructor, Humanities, Modern Languages</td>
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<td>Weizer, Sean R.</td>
<td>Campus Security Officer, Level III</td>
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<td>White, Mary</td>
<td>CUNY Office Assistant, Purchasing</td>
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<tr>
<td>Williams, Mary</td>
<td>Administrative Assistant and Database</td>
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<td>Wernick, Allan</td>
<td>Associate Professor, Public Administration</td>
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<tr>
<td>Williams, Mary</td>
<td>Assistant Professor, English</td>
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<td>Wernick, Clara</td>
<td>Professor, Physical Sciences</td>
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<td>Whitehead, Gladys</td>
<td>College Office Assistant, Development</td>
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<td>Wilder, Sheila</td>
<td>College Office Assistant, Public Administration</td>
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<td>Wiley, Bowman</td>
<td>Associate Professor, English</td>
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<td>Zimerman, Alyce</td>
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<td>Alvarez, John</td>
<td>CUNY Office Assistant, Public Administration</td>
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<td>CUNY Office Assistant, Public Administration</td>
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* Patricia Parzych, Professor of Secretarial Science, with a Hostos student in the Microcomputer Lab*
The Hostos Office of Community and Continuing Education offers a variety of non-credits courses designed to address the educational needs and personal interests of the community. Classes are offered in the areas of educational advancement, career and personal development, and ethnic and cultural studies. Many of these courses require a fee.

EDUCATIONAL ADVANCEMENT

Improving Reading Skills
In this 25-hour course, students will learn how to read, analyze, and comprehend text. Suitable material will be chosen from the great masters of literature. Reading levels will be assessed at the first class session. The course will focus on the short story, and offer different points of view, different styles of writing and different cultural perceptions. Discussions and analysis (verbal and written) of the works will be an integral part of the course. The use of the dictionary will be reviewed and encouraged.

Improving Math Skills
This course will offer basic mathematical computation (addition, subtraction, multiplication and division) to the student looking to improve his/her math skills. In 25-hours, the class will learn how to work with fractions, decimals and percentages. Basic algebra, rational proportion and signed numbers will also be covered.

General Equivalency Diploma (English/Spanish)
The GED preparatory program is designed to assist individuals to successfully pass the New York State High School Equivalency examination. Students enrolling in the program are tested to determine their level of preparedness. On the basis of these tests, each student will be assigned a program appropriate to his/her specific academic needs and given an estimate of how long it should take to prepare for the GED examination.

To qualify for the program, applicants must:
- Be at least 19 years of age (Bring proof of age and Social Security number)
- Have not received a high school diploma
- Be able to demonstrate a reading ability at or above the 8th grade level (a reading test will determine the level).

English-As-A-Second Language
Basic English Conversation
This course offers English language development using real situations, dialogues, simulations, and improvisations. Students will learn to express themselves effectively in various situations, such as when they travel, work, go to the doctor, and interact socially.

Intermediate English Conversation
This course offers an improvement of English language skills through an increase in vocabulary and greater control of grammatical and idiomatic structures. Students will conduct simple readings and will learn to express themselves with greater confidence.

Advanced English Conversation
Students will do readings with grammatical exercise and will discuss what they read. Writing is used to enforce familiarity with the rules of grammar.

Adult Basic Education Program
The Adult Basic Education Program offers:
- Reading/Math Classes
- English-As-A-Second Language Classes
- GED - Preparation classes in Spanish and English

The Reading classes are taught at a Pre-GED level. Students can improve their literacy skills and/or prepare for the GED program.

GED classes prepare students for the High School Equivalency test.

All classes are scheduled from September to June.

More information about the program and a schedule is available in:
Adult Basic Education
475 Grand Concourse Rm. A156
Bronx, N.Y. 10451
(718) 518-4236

This program is offered at no cost.

PERSONAL DEVELOPMENT

NYS Empire Safety Council
Driver Accident Prevention Workshop
If you have incurred violations during the 18 month period prior to completing the course, up to four points will automatically be reduced on your driving record. The point reduction could help you avoid license suspension.

Once you complete the point/insurance reduction program, you are eligible for an immediate 10% discount on your Collision and Auto Liability premium which includes Property Damage (PD), Bodily Injury (BI), and Personal Injury Protection (PIP).
Your discount will apply to all vehicles for which you are the principal operator, and lasts for 3 years.

This 6-hour course is approved by the NYS Empire Safety Council.

NYS Certification Fee: $13.00

**Conversational Spanish for Beginners**

This course offers the student twenty-five hours of basic Spanish grammar, sounds, idioms, and lots of practical conversation which is practiced and “acted” in the classroom. By the end of the course the students will be able to conduct basic conversations in Spanish. Classes are conducted in a “no fault”, enjoyable atmosphere, and students are encouraged to have fun while mastering a new language.

**Table Etiquette**

This 7-hour workshop is designed to set the student at ease in any dining environment, whether formal or informal. It will cover such areas as the history of good manners, the menu, managing “tricky” food, demystifying the place setting, selecting the proper wine, after dinner drinks, and basic dos and don’ts. Recommended for adults, teens and adolescents.

**Beginner Classical Guitar**

In this 15-hour course, students will learn how to hold and play the guitar. They will learn to read music and be able to bring a simple musical score to life. Technique (scales, slurs and arpeggios) will be an essential part of the class. Beginner pieces by Ferdinando Carulli and Leo Brower will be included. Students must provide their own instruments.

**CAREER DEVELOPMENT**

**Job Interview Workshop**

Job Interview Workshop is a nine-hour, interactive workshop designed to prepare students for obtaining and successfully completing a job interview. The workshop will cover topics including: identifying student’s job skills, writing a winning cover letter and resume, networking, dressing for success, job researching, what employers are looking for in an employee, and goal setting. Students will perform exercises to identify their job skills; develop a resume and cover letter; and practice interviewing skills. The last session of the workshop will require that students dress appropriately for a job interview, have a completed resume, and perform a mock job interview. The students will evaluate each other’s performance from the employer’s perspective. Stress management techniques will also be discussed.

**Modern Office Practices**

The Modern Offices Practices course at Hostos is designed to provide students with the basic information needed to be successful in an office environment. This 25-hour course includes topics such as the life of an administrative assistant, business communication, telecommunications, business technology, the job search, and career advancement. When combined with Intro to Windows, Intro to WordPerfect, and the Job Interview Workshop, the student will be prepared to seek and find employment in an office or business setting.

**Introduction to the Personal Computer (PC)**

This 25-hour course is designed for the student interested in learning and gaining experience in the fundamental operation of the computer system. He/She will learn fundamental computer terminology, basic keyboarding, operating systems including DOS, ASCII codes, disk drives, formatting, CPU, directories, back-up, dot-matrix and laser printers, and the Essential of Windows Operating System.

**Introduction to Windows 3.1**

This 25-hour course provides a detailed introduction to the capabilities of Microsoft Windows in a DOS platform environment. Students will learn the applied use of the Windows 3.1 operating system program for PC’s. Participants will learn how to use the mouse, copy and paste between windows, file management, control panel and print manager, multitasking, data transfer, and paint and write.

**Introduction to WordPerfect 6.1 for Windows**

This 25-hour course is specifically aimed at the word processing beginner who wants to learn the features available in WordPerfect 6.1 for Windows. The features to be covered include developing and editing documents, saving, opening and closing a document, printing a document, changing the appearance of a text, changing fonts (type sizes), indenting, and proofing a document (spell check).

**Prerequisite:** INTRODUCTION TO WINDOWS or a familiarity with Windows.

**Identification and Reporting of Child Abuse**

Hostos Community College offers one-day certificate classes, approved by the State Education Department and required by Chapter 544 of the Laws of 1988, in the Identification and Reporting of Child Abuse and Maltreatment. All professionals, including registered nurses, must show proof of completing this course upon application for initial license or a renewal.

**Computer Tomography**

Hostos Community College offers a 2-semester, 16-week certificate program in Advanced Medical Imaging specifically preparing licensed and registered radiologic technologists in Computed Tomography. The certificate program has been approved for 64 ECE credits through the ASRT.

**NCLEX-RN Review**

This review course is offered to provide the senior Hostos nursing student with effective test-taking strategies for analyzing questions and developing the expertise in identifying specific relationships needed to successfully pass the NCLEX-RN exami-
The Medical Records Program at Hostos Community College trains students for entry-level employment as medical records clerks. The program is composed of two components:

**Classroom Component** - The students are instructed in the methods and procedures of Medical Records Department.

**Internship Component** - The students are involved in clinical/hands-on procedures in an actual Medical Records Department of a local hospital or clinic.

The program runs fifteen weeks in its entirety. At the completion of the fifteen weeks the student is considered for a job, if an opportunity for employment arises.

*This program is offered at no cost and currently available to ADC recipients only.*

Contact: Ms. Nina Chambers
Room B102
(718) 518-6730

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**Cardio Pulmonary Resuscitation (CPR)**

The Basic Cardiac Life Support Health Care Provider Course is designed for health care providers, professional rescuers and BCLS Instructor Candidates. The didactic sessions of the course include all of the material of the Heartsaver Course (Module 1), with the addition of risk factors and injury prevention for the pediatric population (Module 2), and the Educational Component on AED.

The technical aspects of CPR are the same as those for the Heartsaver Course (Module 1), PBL5 Course (Module 2), with the addition of Adult and Child Two Rescuer CPR (Module 3), airway adjuncts and ventilation devices and critical performance of bag-valve-mask (Module 4). Students must successfully complete all practical skills and receive 84% on the 50 question written exam.

Renewal must occur at least every 2 years.

*An additional fee for books and certification will be collected in class.*

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**ETHNIC AND CULTURAL STUDIES**

**History of Black People in the Americas**

This 25-hour course is designed for people interested in learning the true history of people of color. Through a series of guided readings, students will be introduced to the experiences of peoples of African descent, from their beginnings in Africa through the Middle passage to North, Central and South America and the Caribbean. He/She will learn about the unique history, literature, music and the art of the experience which has emerged.

**The Caribbean Experience**

This 25-hour course offers an examination of today's multicultural Caribbean people, from their perspective. The focus is on the history of the region, and the diverse forces that have and continue to shape the culture and society. We will discuss the islands of Greater Antilles (Cuba, Jamaica, Puerto Rico, Dominican Republic and Haiti). Emphasis will be on political, and social structures of the contemporary Caribbean.

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**INGLÉS COMO SEGUNDO IDIOMA**

**Inglés Oral Básico**

Este curso consiste en prácticas de gramática utilizando como punto de partida situaciones de la vida real a través de diálogos, simulacros e improvisaciones. Los estudiantes aprenderán a expresarse debidamente cuando tengan que viajar, trabajar, ir al médico, salir, ir de compras y durante el intercambio social.

**Inglés Oral Intermedio**

Este curso le ayudará a mejorar las destrezas lingüísticas del inglés mediante las estructuras gramaticales e idiomáticas. Los estudiantes leerán lecturas simples y aprenderán a expresarse con mayor facilidad y comodidad.

**Inglés Oral Avanzado**

Los estudiantes leerán y trabajaran usando ejercicios gramaticales y discutirán para reforzar las estructuras gramaticales.

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**Diploma General Equivalente (GED)**

El programa de preparación para el GED está diseñado para asistir al individuo a aprobar el examen de equivalencia de escuela superior (GED) del estado de Nueva York. Se examina a los estudiantes que se matriculan en este programa para determinar su nivel de preparación. Basado en los resultados de estos exámenes, se le asignará a cada estudiante un programa apropiado a sus necesidades académicas y se le indicará cuánto tiempo más o menos necesita para prepararse para el examen de GED.
Puerto Rican educator, writer and patriot, Eugenio María de Hostos (1839-1903) was involved in a life-long struggle for civil and human rights throughout Latin America. One of the century's most innovative educational reformers, he was an early champion of opportunities for women.