

**Fall/2017**

City College Academy of the Arts (CCAA) students enrolling in classes at City College of New York (CCNY) assume an obligation to conduct themselves in a manner compatible with the functions of the college as an educational institution. CCNY welcomes you to our campus, but we want you to understand there is significant differences as you transition to college classes at the CCNY campus.

PLEASE PRINT

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**Last Name** **First Name** **Middle Initial**

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**Mailing Address City State Zip Code**

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**Home Telephone /Daytime Telephone** **Name of Parent/Guardian**

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**Student Email address** **Emergency Contact/Telephone**

**The information I have provided is complete and accurate. I understand and agree to the following:**

1. As a student taking college classes, I am choosing to complete college level course content at CCNY. CCNY classes contain adult materials and have a varied student body of all ages and backgrounds, and I agree to act appropriately.
2. I understand that I must be in good academic standing both at CCAA and CCNY. Any student failing one or more classes at the high school or the college will not be invited back to the college for the following semester. I also understand that if I am dropped from the college in the fall semester, I will not return to the college until the following academic year and I must be in good standing at CCAA.
3. As a student taking college courses at CCNY, I understand that there is a zero tolerance policy regarding any behavior that disrupts the classroom at any time and if I engage in any such behavior, I am giving up my seat in that classroom and I will be withdrawn from the course. Specifically, I understand
  - a. That if a professor indicates that I was disruptive in class two or more times I will be withdrawn from the course and may result in an immediate dismissal from all college courses.
  - b. That if I leave the classroom and not return it is considered an absence from the college and may result in an immediate dismissal from the college or detention at the high school.
  - c. That if I am withdrawn from a course after the "W" deadline, I will receive a "WU" in that course which will lower my overall college grade point average.
4. As a student taking college courses at CCNY, I will adhere to the CCNY attendance and lateness policies as detailed on the CCNY website. I understand that for the Early College Program, three unexcused absences will result in an immediate dismissal from all my college courses. I also understand that if I am late three times it will be equal to one unexcused absence and being late nine times will result in an immediate dismissal.
5. If you are dropped from the college, you will receive a full high school program regardless of the number of completed high school credits.
6. As a student I understand that all CCAA students in all grades must check in and check out at the college with the Assistant Principal or with the Liaison if directed. Missing the check-in and check-out procedure for more than three times will equal an unexcused absence from the college. No students are allowed to use text messages or emails as a way to check in and out.
7. All CCNY policies pertain to me and no exceptions will be made for me because of my age. I will refer to the college website for all policies and procedures.
8. I understand that I am to be responsible for my behavior and actions while using any of the CCNY facilities, i.e. Wingate Fitness Center.

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**Student Signature /Date**

Parents are encouraged to stay in contact with the teachers, guidance counselor, CCNY college liaison, assistant principal and principal. If you have any questions or concerns, parents can send an email or call to Ms. Candanosa, assistant principal, at [acandan@schools.nyc.gov](mailto:acandan@schools.nyc.gov) /212 650-8509 or Ms. Bogues at [sbogues@ccny.cuny.edu](mailto:sbogues@ccny.cuny.edu) /212 650-5886. Emails serve as an effective communication tool that we use to keep our community informed. We welcome your regular communication.

I authorize the above named student to attend CCNY and believe this student has the ability and maturity to be successful at CCNY. I have read and agree with the information stated in this agreement form.

**Parent Email Address:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature/Date**

**Communications & Marketing General Photo Release Form For Use Of Photograph  
Website & All Other Marketing/PR Materials**

*This form should be completed by the City College of New York ("CCNY") and Early College Program students and parents.  
This form will be kept on file until the student has graduated from the program.*

**Student Name (Print)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EMPL ID (Student):** \_\_\_\_\_

I hereby grant City College of New York (CCNY) and The Early College Initiative (ECI) permission to use my name, the name of the educational program in which I am enrolled, and my photograph for purpose that CCNY and ECI may deem appropriate, including without limitation educational uses and promotion of CCNY and ECI, their programs and activities, in perpetuity in in-house publications as well as in all other media, whether now know or later developed. I waive my right to inspect and approve such use.

I agree to hold harmless The City College of New York and The Early College Initiative from any liability that may arise from such use of my name, graduate program and/or likeness.

**Student Signature (Please Sign)**  
\_\_\_\_\_

**Date:**  
\_\_\_\_\_

**Parent Signature (Please Sign)**  
\_\_\_\_\_

**Date:**  
\_\_\_\_\_

**Parent Signature (Please Sign)**  
\_\_\_\_\_

**Date:**  
\_\_\_\_\_

The City College of New York celebrates the achievements of our students, faculty, and staff. Throughout the year, the Office of Communications and Marketing may take images/photographs and/or videos of students and school activities. These images/photographs and/or videos may appear in various CCNY publications, including, but not limited to, the CCNY website ([www.ccnycuny.edu](http://www.ccnycuny.edu)), newsletters, programs, brochures, institutional calendar, social media, or mass media outlets.

**Early College Program**  
CUNY First Permission

*This form should be completed by the City College of New York ("CCNY") and Early College Program students and parents.  
This form will be kept on file until the student has graduated from the program.*

**Student Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EMPL ID (Student):** \_\_\_\_\_

I hereby grant the Administrators of the Early College Program and City College Academy of the Arts, permission to review and update my record on CUNY First. The program has permission to add or drop classes as deemed necessary for the program.

**Student Signature (Please Sign)**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Early College Program**  
Consent Form For Disclosure to Parents

**To:** Registrar of the City College of New York and the Early College Program:

<b>First</b>	
<b>Middle Initial</b>	
<b>Last Name</b>	
<b>Address</b>	
<b>City, State, Zip code</b>	

Under the Family Educational Rights and Privacy Act (FERPA), the City College of New York and The Early College Program is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

- Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
- No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that City College of New York and The Early College Program may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by the City College of New York and The Early College Program as appropriate. This authorization will remain in effect for the 2016-2017 school year.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If parents live at the same address, please list both in # 1.

**Parent 1**

**Parent 2**

Name		Name	
Address		Address	
City, State, Zip code		City, State, Zip code	
Telephone		Telephone	

**City College of New York/City College Academy of the Arts**  
Early College Program Textbook and Equipment Contract/ Contrato de Libros Y Materiales

Name (Please Print): \_\_\_\_\_

The City College of New York and City College Academy of the Arts Early College program has issued your child textbook to be used for City College of New York College course(s) during the 2016 – 2017 school year. It is the policy of the program to provide textbooks, laboratory materials, and equipment to CCAA students enrolled in City College of New York College courses on a loan basis. Students must make a \$30.00 deposit to receive their materials. The book(s), material(s), and/or equipment are to be returned at the end of the term. However, if the materials are not returned by due date; the students will forfeit the \$30.00 deposit and pay the cost of replacing the missing item(s).

***The book(s) or equipment are not to be abused, or defaced, (including highlighters and pen markings), and must be returned in the original to normal wear and tear condition. If the book and/or equipment is lost or stolen it is the student/parents responsibility to replace the book or equipment at its original cost.***

Thank you for your assistance with the adherence to this policy.

El City College of New York y City College Academy of the Arts Early College Program ha proporcionado libros a su hijo/a para ser utilizados para cursos durante el año escolar \_\_\_\_\_ en el City College of New York. Es la norma del programa de proporcionar libros y materiales a estudiantes de CCAA. Los estudiantes deben hacer un depósito de \$30.00 para recibir los materiales. Los libros y materiales deben ser regresados a fines del semestre. Sin embargo, si los libros y/u otros materiales no son regresados en la fecha de vencimiento; los estudiantes perderán el depósito \$30.00 y pagarán el costo de reemplazar los artículos perdidos.

***Los libros o materiales no deben ser abusados, o mutilados, (ya sean por marcadores o marcas escritas), y deben ser regresados en la condición original o desgaste normal. Si los materiales son perdidos o robados es la responsabilidad de estudiante y padres de reemplazarlos en su costo original.***

Student Signature Date (Firma del estudiante / Fecha)

Parent/Guardian Signature/Date (Firma del Padre/ Tutor/ Fecha)

***Return this form to Ms. Candanosa. A copy will be sent home./Por favor de regresar este formulario a Ms. Candanosa y una copia será enviada a su casa.***

If you have any questions contact (Si tiene alguna pregunta puede llamar a): Aixa Candanosa, CCAA Assistant Principal, [acandan@schools.nyc.gov](mailto:acandan@schools.nyc.gov) (212) 650- 8509 or Sophia Bogues, Liaison, Early College Program, (212) 650-5886, [sbogues@ccny.cuny.edu](mailto:sbogues@ccny.cuny.edu)

**ALL TEXTBOOKS MUST BE RETURNED BY DECEMBER 22, 2016/TODOS LOS LIBROS DEBEN DEVOLVERSE EN ESTA FECHA - DICIEMBRE 22, 2017  
NO DEPOSITES WILL BE RETURNED AFTER THIS DATE/ NO HABRAN REEMBOLSO DESPUES DE ESTA FECHA**

To be filled out by Staff: Fall 2017

Course	Textbook	#	Cd RC	Rt Cd
Economics	Microeconomics 7th Ed		G/W/D	G/W/D
ENGL/1100	The Norton Field Guide		G/W/D	G/W/D
	They Say I Say		G/W/D	G/W/D
ESL 13000				
ENGL 21002	FieldWorking: Reading and Writing Research,4 <sup>TH</sup> Ed.		G/W/D	G/W/D
ENGL 22000				
ENGL 22100				
Greek & Latin Roots	The Greek and Latin Roots of English		G/W/D	G/W/D
MATH 80	Developmental Mathematics		G/W/D	G/W/D
MATH 190/195	Pre-Calculus: Mathematics for Calculus 7th Edition		G/W/D	G/W/D
MATH 201/202	Calculus		G/W/D	G/W/D
Psychology - Infancy			G/W/D	G/W/D
Introductory French I	Vis-à-vis, 5 <sup>th</sup> Ed.		G/W/D	G/W/D
SPAN 12300	Mosaicos*		G/W/D	G/W/D
SPAN 19300	El Espanol y su estructura		G/W/D	G/W/D
SPAN 32100	El Espanol Y Su Sintaxis*		G/W/D	G/W/D
The Atmosphere	The Atmosphere, 12 <sup>th</sup> Ed.		G/W/D	G/W/D
Foundations of Speech	A Concise Public Speaking Handbook		G/W/D	G/W/D
Keyboard Fundamentals	Piano for Adults, Book 1		G/W/D	G/W/D
Introduction to Drawing	Drawing bags		G/W/D	G/W/D
Introduction to Painting	Drawing bags with supplies		G/W/D	G/W/D
Waiver course			G/W/D	G/W/D
Waiver course			G/W/D	G/W/D
			G/W/D	G/W/D

Date Returned: \_\_\_\_\_



City College Academy of the Arts - Offsite Coursework Agreement Form

Student Information:

Student Name: \_\_\_\_\_
School: City College Academy of the Arts
Student Emergency Contact: \_\_\_\_\_ Emergency Contact Telephone: \_\_\_\_\_

Offsite Course Provider Information:

Coursework Provider Name: City College OF New York
Primary Contact: Sophia Bogues
Address: 160 at Convent Avenue
Telephone: 212 650-5886 Email: sbogues@ccny.cuny.edu

Course Schedule:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days/Hours: \_\_\_\_\_

Parent Consent

I understand that my child's participation in the off-site coursework is voluntary. I hereby give my permission for my child to attend, and travel to and from, the off-site coursework site set forth above. I understand that there will be no DOE supervision of my child at the coursework provider's site. I understand that the coursework provider's staff are not subject to the DOE's security policies and that the DOE has no control over the staff or anyone else that may be present at the site.

I understand that my child will be provided a Metrocard (according to CCAA's school policy) in order to travel to and from the coursework site. I understand that my child is responsible for traveling to and from the coursework by him or herself, and that no one from the DOE will chaperone my child to and from the site.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student Agreement

I, \_\_\_\_\_, agree to:

- 1. Arrive at the off-site coursework site on or before the start time every day I am scheduled to attend.
2. If I must be absent, contact the off-site instructor prior to my scheduled start time.
3. Demonstrate honesty, punctuality, positive attitude, proper dress and a willingness to learn.
4. Participate in the coursework and complete all assignments.
5. Ask my instructor if I am unclear about any of my assignments.
6. Talk to my [guidance counselor] and my coursework instructor about any problems.
7. Follow all of the coursework provider's rules and regulations.
8. Accept the rules and regulations set forth by the school and the Department of Education for off-site coursework.
9. To behave responsibly and follow my school's disciplinary code at all times while at the site.

Student \_\_\_\_\_ Date \_\_\_\_\_

Sophia Bogues Associate Director Office of Collaborative Programs Early College Program at The City College Academy of the Arts
Tel: 212-650-5886 Fax: 212-650-8523 E-mail: sbogues@ccny.cuny.edu

Student Name: \_\_\_\_\_

**You are on probation for the following reasons:**

**Academic:**

- Failed one or more of your college course
- Low overall grade point average.
- Low academic performances for \_\_\_\_\_ semester – you are in danger of failing one or more of your courses.
  - o Missing Homework
  - o Low test scores
  - o Low scores on in class projects

**Performance:**

- Excessive absences/lateness at the high school and/or the college
- Poor Behavior ( i.e. talking during class, dismissal from class due behavior at the High School or at the College)

**Mandatory Follow Ups:**

- Weekly meetings with the assigned Liaison and/or Assistant Principal
- Weekly meeting with assigned Peer Mentor.
- Mandatory attendance for tutoring center, i.e. Math and Writing centers.
- You must achieve a 3.0 GPA for

Your progress will be reviewed on a semester by semester basis to determine if you're eligible to be removed from probation.

1. Length of probation - \_\_\_\_\_ Semester \_\_\_\_\_.
2. The Assistant Principal and the Liaison will determine if you're eligible to be removed from probation based on your performance.
3. You will not be placed on a 2<sup>nd</sup> probation period if you're out of compliance. A second infraction will result in automatic removal from the Early College Program.

**I have read the above information and will adhere to all policies.**

**Student signature:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_