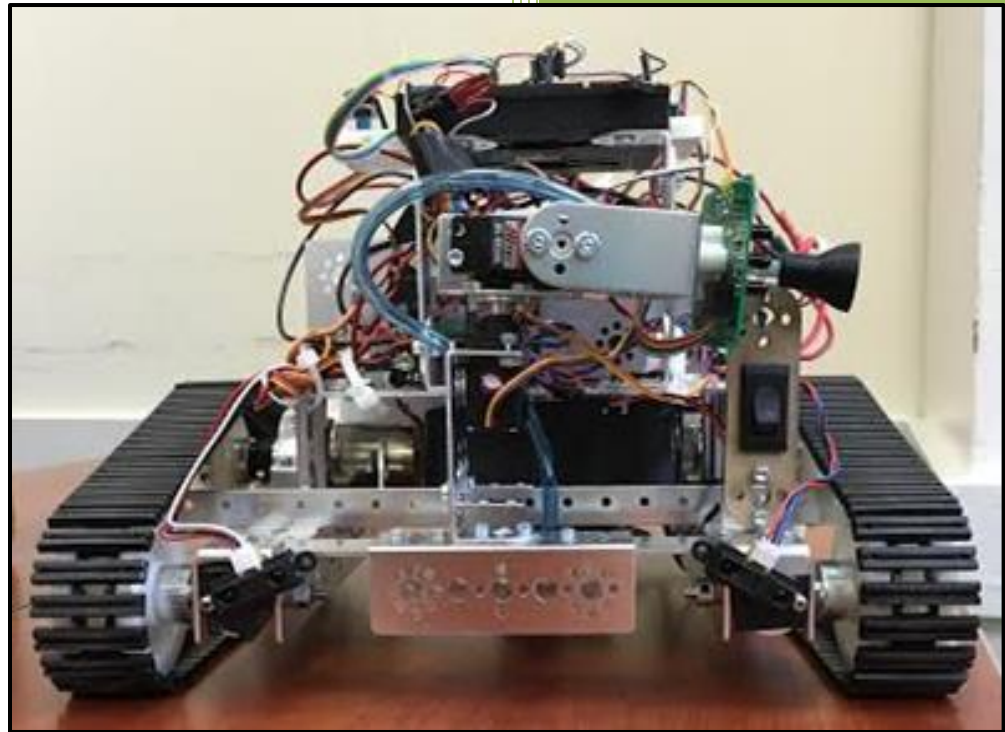




Fall 2017 Application



Bridging the G@P
CityTech



Phone: 718-260-5207

Email: MHernandez@citytech.cuny.edu



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, BROOKLYN, NY 11201-2983

OFFICE OF COLLABORATIVE PROGRAMS
300 JAY STREET, M-309
BROOKLYN, NY 11201

Semester: Fall 2017

Dear BTG Applicant/Parent,

We are delighted that you are inquiring about Bridging the Gap programs' Science and Technology Entry Program (STEP) at New York City College of Technology for Fall 2017 Program.

Please complete and return the **application** by the **due date listed below**. Please be sure to include the **student and parent information attached with a current transcript or report card**. Admission is competitive and **seats are limited**. Participants must demonstrate academic potential, interest, high motivation for learning and continuing education. Furthermore, it is very important interested participants submit a complete application **as early as possible**.

Completed application with Copy of Current School Transcript and/or Report Card submitted on or before the deadline will be considered on a first come, first served basis; late applications will be processed in accord to space availability.

Once admission decisions are made you will be notified by **email and/or phone**. Parents should include their **email on the application if they want to receive ongoing information from Collaborative Programs**.

The following are some important dates to remember:

BTG Fall 2017 Intro. to College Workshop:

Deadline to submit applications: October 10th, 2017 (by 1pm)

Program Starts: Saturday, October 14th, 2017

Program End: Saturday, December 16th, 2017

Time: 9:30am- 12:00pm (Saturdays ONLY)

Submit Applications To:

New York City College of Technology- Bridging the Gap Program
Attn: Alana Hyun Kim, Director for Bridging the Gap Programs
Marvin Hernandez/ Coordinator for Bridging the Gap/STEP Program

I. Person:

250 Jay Street, M-208, Brooklyn, New York 11201

II. By Email:

Marvin Hernandez, Coordinator of BTG/STEP

Email: MHernandez@citytech.cuny.edu

III. Fax:

(718) 260-5503



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New York State Education Department Program Eligibility

Based on NYSED mandated criteria, eligible applicants will:

- be a middle or high school student in grades 7-12
- submit a completed application (each and/or every semester) with the most updated reportcard or a transcript.
- have a 70 cumulative grade point average (GPA)
- be a resident of New York State at least 12 months (2 semesters)
- identify as African American, Latino, Native American Indians or Alaskan Natives, OR meets state-determined economic criteria below:

A student is considered economically disadvantaged if the:

- Student’s household income is less than or equal to the income levels indicated below.

New York State Opportunity Programs Income Eligibility Criteria 2017-2018

Persons in Family/Household	2017-2018
1	\$21,978
2	\$29,637
3	\$37,296
4	\$44,955
5	\$52,614
6	\$60,273
7	\$67,951*
Add \$7,696 for each family member in excess of 7*	

(add \$7,696 for each family member in excess of 7)

- If applying under economic criteria, please provide 2016’s 1040 income tax form.

The grant award requires that New York City College of Technology abide by New York State Education Departments’ eligibility criteria. Please visit their website at:

<http://www.highered.nysed.gov/kiap/colldev/HEOP/documents/NYSEDLowIncomeGuidelinesEligibilityRequirements2013-14through2017-18.pdf>



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APPLICATION FOR FALL 2017 BTG/STEP PROGRAM

Course: Intro. To College

GRADE IN Fall 2017: _12th grade_____

OSIS #: _____

STUDENT INFORMATION

LAST NAME _____ FIRST NAME _____ M. I. _____

STREET ADDRESS _____ APT NO. _____

CITY/BOROUGH _____ STATE _____ ZIP CODE _____

HOME PHONE (____) _____ CELL PHONE (____) _____

STUDENT E-MAIL ADDRESS (PLEASE PRINT CLEARLY):

DATE OF BIRTH ___/___/_____ NEW YORK STATE RESIDENT (CIRCLE ONE) YES NO

**ETHNICITY: AFRICAN AMERICAN LATINO/HISPANIC NATIVE AMERICAN
ASIAN WHITE ALASKAN WHITE (NON-HISPANIC)**

GENDER (CIRCLE ONE): MALE FEMALE

ELIGIBLE FOR FREE/REDUCED LUNCH: YES__ NO__

YEAR OF ENTERANCE TO THE BTG/STEP PROGRAM: _____

PARENT INFORMATION

LAST NAME _____ FIRST NAME _____ M. I. _____

RELATIONSHIP WITH A STUDENT: _____

SAME AS ADDRESS AS STUDENT (CIRCLE ONE) YES NO (IF NO, PLEASE COMPLETE BELOW)

STREET ADDRESS _____ APT NO. _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE (____) _____ CELL PHONE (____) _____

PARENT E-MAIL ADDRESS (PLEASE PRINT CLEARLY): _____

IN CASE OF EMERGENCY, PLEASE CONTACT (OTHER THAN PARENT) _____

PHONE (____) _____ RELATIONSHIP TO STUDENT _____

CHECK IF APPLICABLE: SOCIAL SERVICES ___ FOSTER CARE___ WARD OF THE STATE ___



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SCHOOL INFORMATION (For FALL 2017)

SCHOOL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (____) _____ WEBSITE: _____

PRINCIPAL: _____

DOES YOUR SCHOOL ADMINISTER REGENTS EXAMINATIONS? (**CIRCLE ONE**) YES NO

DOES YOUR SCHOOL ADMINISTER AP Courses? (**CIRCLE ONE**) YES NO

GUIDANCE COUNSELOR NAME _____

CONTACT PHONE NUMBER (____) _____ CONTACT EMAIL: _____

GRADE LEVELS SERVED _____

ACADEMIC INFORMATION

EXPECTED DATE OF HIGH SCHOOL GRADUATION: 20__ __

TYPE OF DIPLOMA EXPECTED (**CIRCLE ONE**): REGENTS/ADVANCED REGENTS/ OTHER _____

OVERALL GPA: _____

PLEASE INDICATE THE TOP THREE HIGH SCHOOLS OR COLLEGES TO WHICH YOU PLAN TO APPLY, AND YOUR INTENDED MAJOR:

FIRST: _____ MAJOR: _____

SECOND: _____ MAJOR: _____

THIRD: _____ MAJOR: _____

HAVE OR WILL YOU PARTICIPATE IN AN INTERNSHIP: YES__ NO__ WHERE: _____



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STUDENT AGREEMENT

I, _____ (full name), agree to participate in Collaborative Programs Science and Technology Entry Program (STEP) at New York City College of Technology. I understand that as a participant I will attend all scheduled events and continue to demonstrate an attitude that reflects a serious commitment to the program. Students who are tardy or absent more than two times, exhibit inappropriate behavior and/or do not adhere to the guidelines of the program will be dismissed.

I understand that my signature on this document constitutes an agreement between me, my parent-guardian, and STEP Program Academy.

Signature of Student _____ Date: _____

PARENT/GUARDIAN NOTIFICATION AND CONSENT

I am aware that my child, _____, is participating in the Collaborative Programs Science and Technology Entry Program (STEP) at New York City College of Technology, located at 250 Jay Street, Brooklyn, New York. If my child does not show up to scheduled activities, I understand that the student will be removed from the program on the third offense. This form grants permission for local trips within the college.

I hereby give permission for New York City College of Technology Collaborative Programs to release any and all grade reports, transcripts, educational records, and other pertinent information concerning my child to the New York City/State Education Department. I understand that the New York City/State Education Department requires that all STEP Programs collect and keep this information on record. I understand that all information will only be shared with New York State Education Department, partner schools, and colleges. To help increase awareness of the New York City College of Technology Bridging the Gap STEP Program for other city students, I give permission for New York City College of Technology and The City University of New York (CUNY) to use my child's image or photograph.

PRINTED NAME OF PARENT/GUARDIAN

DATE

SIGNATURE OF PARENT/GUARDIAN

HOME TELEPHONE

COLLEGE BTG-STEP PROGRAM INFORMATION FOR 11TH GRADE STUDENTS

I give permission for Collaborative Precollege Programs funded by NYSED STEP Program to share information with a designated College on behalf of the New York State Education Department to provide student information to all of the colleges and universities in the State of New York that administer a Collegiate Science and Technology Entry Program (CSTEP) Project. (Note: students will receive CSTEP and admissions/financial aid information from the institutions, if this section is completed.)

X _____
SIGNATURE OF PARENT

DATE

BTG ACADEMIC POLICY NOTIFICATION (Please check the last page)

Student and parent/legal guardians are responsible for knowing and obeying the program rules, as well as local, state and federal laws. Any student who violates program rules will be subject to disciplinary action. The violation will be discussed with New York City College of Technology's Provost and Vice President for Academic Affairs, as well as the Student's school principal and guidance counselor. A decision will be made within two weeks of the occurring incident. Once a decision has been made, the parent/guardian and student will be notified. The student will be suspended from the program until a decision has been made.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENT/GUARDIAN

HOME TELEPHONE



RESPONSIBILITIES AND PROGRAM REGULATIONS

1. Students **must** report to all scheduled classes on time and remain in class until dismissal.
2. **Loitering** in hallways and staircases is strictly prohibited.
3. Students **must** present written permission in order to leave campus early or, a parent/guardian may contact the office to grant early leave permission.
4. **Absences** from class **must** be documented, such as; doctor's note, attending a college fair or to attend a school related activity.
5. Student, Parent or Guardian **must** formerly notify the Bridging the Gap/STEP Office of either their withdrawal or intent to withdraw from the program in the form of a letter or email.
6. **Important Tardiness & Absence rule:** One (1) unexcused absence and One (1) excused absence allowed. Two (2) unexcused lateness will be treated as one (1) absence.
7. **Important Cellphone Policy:** Cell phones and/or other portable, electronic (and non-electronic) games, toys, devices and equipment **must be turned off before entering class and remain off until class is dismissed.** Penalty for violation of this rule is expulsion.
8. **Important Computer Lab Policy:** Food and drinks in the computer lab is strictly prohibited at all times.
9. **Fire Alarms, Sensors Policy:** Tampering with fire safety equipment, fire alarms or sensors presents a serious danger to all, is illegal (criminal prosecution may result) and expulsion from the program is guaranteed.
10. **Misconduct:** Any student found to have engaged in inappropriate sexual (physical, verbal, image or images) behavior, as determined by the Program Director and Coordinator, are subject to removal from the campus by campus security or NYC Police and will be expelled.
11. Classrooms **must** be cleared after lunch. Make sure to clean up after yourself.
12. Inappropriate language (cursing) is strictly prohibited.
13. It is advised that students **not** bring valuables or large amounts of cash to the campus.
14. Students should dress in a modest fashion.
 - **Male Students** are expected to remove all headwear: hats, headbands, bandannas, doo-rags and similar head gear entering the campus. Wearing of these items are strictly prohibited inside of the classroom.
 - **Female Students** are expected to wear appropriate attire. Revealing or excessively tight clothing, including halter-tops and miniskirts higher than six inches above the knee are prohibited.
15. **Important Drug Policy:** Student are hereby warned: any type of illegal drug or drugs (marijuana, alcohol, pills, etc) are strictly prohibited. If a student is found to possess, exchange, purchase or otherwise violate this policy, they will be escorted off the campus by campus security or NYC Police.
Expulsion is guaranteed and criminal prosecution may result.
16. **Disruptive Behavior:** verbal arguing, making threats, or any violence is strictly prohibited. Acts of coercion, instigation and/or bearing false witness (lying) is also strictly prohibited. Violation of this rule will result in immediate expulsion. Our official response to any violence is to contact campus security and/or NYC Police. Arrest and criminal charges may result.
17. Students and staff are not permitted to administer prescribed or over-the-counter medication to one another.
18. **Failure to adhere to the program's or CUNY policies, rules and regulations can result in removal, expulsion and other penalties as the infraction merits.**

The Office of Collaborative Precollege Programs staff reserves the right to add additional rules and regulations for any other inappropriate behavior that is deemed unacceptable for this program.