



**CUNY College Now
Office of Academic Affairs
101 W. 31st Street, 14th Floor
New York, NY 10001**

Date: _____
To: _____ (High School Rep)
From: City University of New York, College Now
Subject: College Now Partnership

Thank you for expressing interest in becoming part of College Now, a collaboration between the City University of New York and the New York City Department of Education. We look forward to discussing the possibility of launching a College Now partnership between your school and one of the CUNY campuses.

CUNY College Now is designed to help students graduate from high school better prepared to succeed in college, and it is the University's largest partnership with the New York City Department of Education. In 2005 – 2006, there were more than 17,000 students enrolled in college credit courses, with another 15,000 students enrolled in various pre-college courses and workshops. We encourage you to visit our website, www.collegenow.cuny.edu, to learn more about College Now and the different programs at each campus as well as to view a sample of the courses that we offer at some of our colleges.

The principles of effective partnership outlined in this memo are based on the experiences of College Now staff and faculty in implementing and sustaining successful College Now programs in 287 participating New York City public high schools.

While offerings differ from campus to campus, in its partnership with a high school, a College Now program may:

- Provide free college credit courses to New York City public high school students by waiving the tuition costs of those courses (tuition costs currently range from \$360 to \$510 per three-credit course). For a current list of College Now credit courses, please visit: http://collegenow.cuny.edu/courses_events/credit/listings/.
- Offer free pre-college courses and workshops to prepare students to enroll in college credit classes. Pre-college courses can be awarded high school credit.
- Provide College Now preparatory courses for students in the 9th and 10th grades, such as *Think College Now* and College Now Foundation Courses.
- Provide comprehensive college opportunities during the summer with full-day programs that combine academic coursework and extracurricular activities for college or high school credit. (Our summer programs are free and open to all New York City public high school students. We also provide lunch vouchers and Metrocards to all participants.)
- Provide textbooks for all courses and workshops (book costs range from \$30-\$150 per student).

- Provide students college identification and access to college facilities.
- Notify high school faculty about adjunct teaching opportunities.
- Provide opportunities for teachers to participate in professional and curriculum development activities.
- Offer special programming and scholarships to students who have completed College Now courses, such as the *Model New York City Council Project*, a leadership development program for students in the 11th and 12th grades, and the *Myself Third: Spirit of New York Scholarship*, awarded to CUNY-bound seniors who are actively engaged in civic service.

We expect the high school principal and staff to:

- Support the mission of College Now by encouraging student participation—and supporting student retention—in College Now activities.
- Provide a profile of the student population and work with a campus-based College Now coordinator to determine appropriate course offerings and activities for all interested students.
- Recommend candidates to act as a liaison to the College Now program; the responsibilities of the liaison will be discussed between your school and your partner campus.
- Meet regularly with college staff to discuss the strengths and limitations of the partnership (with attendance by the principal when necessary).

Your collaboration with College Now will begin with a discussion with staff from one or more campuses to determine the most appropriate fit for your students and school. Your location and proximity to a College Now campus will play an important role in our selection of a partner for your school. Ideally, we will try to partner you with a campus located in your borough, but we will also take into consideration additional factors such as the theme of your school as well the University's goal to have a fully developed program at all 17 of our colleges.

After one year, the College Now Central Office staff—in partnership with your high school and partner campus—will evaluate whether this is the best possible pairing. If it is not, other CUNY campus partners may be found.

The staff at the College Now Central Office will begin review of requests on the following dates.

March 1st for fall enrollment
 October 1st for spring enrollment

Please have the principal complete the attached form and return it *along with a cover letter* and any supplemental materials no later than the dates above to begin programming either in the fall or spring semesters. A school may submit only one request. If the school would like to work with a specific CUNY partner, indicate this and provide reasons in the request. Send all materials to:

Eric Hofmann
 101 West 31st Street, 14th Floor
 New York, NY 10001

Thank you again for your interest in College Now. If you have any questions, please call 646.344.7305.

COLLEGE NOW HIGH SCHOOL PARTNERSHIP REQUEST

(To be completed by the school principal.)

Name _____ Date _____

Name of High School _____

Address _____

Telephone _____ E-Mail _____

Recommended candidate(s) to serve as College Now liaison:

Name/Position

Telephone/Email

Briefly discuss the academic needs of your students and include a description of your student population (you may break it down by grade level) and the kinds of College Now activities that you feel will benefit them the most. Feel free to use the back of this page if you need more space.

Signature of Principal _____