

Dear Students:

We understand the uncertainty some of you may be experiencing surrounding the coronavirus, called COVID-19. As the concern of face-to-face interaction continues to increase, we are encouraging the use of digital tools to support our students. Offices are currently being operated with limited staff on campus, and Vaughn is utilizing Zoom, an online videoconferencing platform an alternative to face-to-face meetings.

Zoom: A video communication platform is an alternative to face-to-face meetings.

- Visit <http://zoom.us> You do NOT need a login or password for this website.
- From the upper right-hand corner choose the “Join a Meeting” link.
- Enter the appropriate meeting ID for each department (in **bold** below)
  - Click Join.
  - Zoom will launch if it has already been installed. If not, it will install itself the first time only.
  - You will be placed into a waiting room. The Student Accounts Adviser will connect you when it is your turn for assistance.

#### FINANCIAL AID

- Email [financialaid@vaughn.edu](mailto:financialaid@vaughn.edu) and one of our financial aid representatives will set-up a time to contact you.
- Phone: 718.429.6600, Ext. 100; someone will get back to you within 24 hours.
- Zoom: The Financial Aid Zoom room is available from 9 a.m. to 4 p.m.
- Enter the meeting ID: **678 686 441**

#### STUDENT ACCOUNTS

- Email [studentaccounts@vaughn.edu](mailto:studentaccounts@vaughn.edu) and one of our student accounts advisers will set-up a time to contact you.
- Phone: 718.429.6600, Ext. 180; someone will get back to you within 24 hours.
- Zoom: The Student Accounts Zoom room is available from 9 a.m. to 4 p.m.
- Enter the meeting ID: **935 812 441**

If you wish to make an **online payment**:

- Visit [www.vaughn.edu](http://www.vaughn.edu)
- Click MyVaughn
  - Log in using your Vaughn email and password
    - Click **Online Student Payments** under the Resources section
      - Proceed to enter the payment amount and information
      - Provide your Student ID# and/or Date of Birth for verification purposes
      - Complete the form and submit
      - You will receive a confirmation of your payment

## REGISTRAR OFFICE

- Email us at [registrar@vaughn.edu](mailto:registrar@vaughn.edu) and one of our student advisers will set-up a time to contact you.
- Phone: 718.429.6600, Ext. 212; someone will get back to you within 24 hours.
- Zoom: The Registrar Zoom room is available from 9 a.m. to 4 p.m.
- Enter the meeting ID: **421 212 886**

## Tutoring

Below is the schedule of tutors, their specialty and hours. Do not hesitate to seek guidance from our exceptional peer tutors. To join a tutoring room in progress, please follow these directions:

- Visit <http://zoom.us>. You do NOT need a login or password for this website.
- From the upper right hand corner choose the “Join a Meeting” link.
- Enter the meeting ID that is indicated on the tutoring schedule.
- Click Join.
- Zoom will launch if it has already been installed. If not, it will install itself the first time only.
- If the tutor is available, you will go directly into a live online session. If the tutor is not yet available, the system will indicate “Please wait for the host to start this meeting.”

You are also welcome to contact our tutors via email.

## The Math and Writing Centers

The Math and Writing Centers conduct business as usual remotely throughout the summer sessions from Monday through Friday, 8:00 am to 4:00 pm. Students should contact one of the instructors below using the email provided:

For Math assistance:

Dr. Dwight Wermert, [dwight.wermert@vaughn.edu](mailto:dwight.wermert@vaughn.edu)

Zoom meeting room: 337-761-9195

For Writing assistance (across all curricula):

Donald Jimmo, [donald.jimmo@vaughn.edu](mailto:donald.jimmo@vaughn.edu)

Zoom meeting room: 664-685-3002

Colleen Thornton, [colleen.thornton@vaughn.edu](mailto:colleen.thornton@vaughn.edu)

Zoom meeting room: 820-809-8049

It is helpful to attach the assignment your professor has given along with the work you would like reviewed, and a member of the team will get back to you usually within 24 hours or the next business day. The instructor will arrange a Zoom meeting time if necessary to discuss your work. Group instruction via the Zoom platform is welcome and encouraged to personalize your experience.

Fall Tutoring

| Student                    | Major       | Availability   | Zoom ID      | Email  |
|----------------------------|-------------|--|--------------|--|
| Karem Khan                 | ATI         | Tuesday: 10-1, 4-5<br>Thursday: 11-1<br>Friday:10-2              | 790-114-5670 | <a href="mailto:Karem.Khan@vaughn.edu">Karem.Khan@vaughn.edu</a>                               |
| Dongmin Shin               | ATI         | Monday: 10-1, 5-7<br>Wednesday: 10-2,<br>5-7                     | 587-227-1085 | <a href="mailto:Dongmin.shin@vaughn.edu">Dongmin.shin@vaughn.edu</a>                           |
| Alina Santander Vinokurova | Engineering | Monday: 12-2<br>Tuesday: 5-7<br>Thursday: 4-7<br>Friday: 9-12    | 933-062-8686 | <a href="mailto:Alina.Santandervinokurova@vaughn.edu">Alina.Santandervinokurova@vaughn.edu</a> |
| Matthew Small              | Flight      | Monday: 9-11<br>Tuesday: 1-4<br>Wednesday: 5-8<br>Thursday: 12-2 | 627-286-2260 | <a href="mailto:Matthew.Small@vaughn.edu">Matthew.Small@vaughn.edu</a>                         |
| Erick Matias               | Management  | Monday: 2:30-5:30<br>Tuesday: 10-2<br>Wednesday: 3-6             | 997-132-6353 | <a href="mailto:Erick.Matias@vaughn.edu">Erick.Matias@vaughn.edu</a>                           |
|                            |             |  |              |  |

Dear Students:

The best method of securing an appointment is to email your adviser and request a mutually convenient time to meet; pre-scheduled appointments will be prioritized. Otherwise, you can “drop in” to each adviser’s Zoom room and wait in the queue for your turn for advisement.

**Registration is a three-step process:**

1. Use the Course Scheduler tool on the Vaughn.edu website to choose days and times that you prefer (see attachment).
2. Contact your adviser via email or Zoom to confirm that your class choices are appropriate.
3. Enter the mutually agreed upon courses into the online registration website in SONIS.

**STEP 1: USING THE COURSE SCHEDULER**

The attached PDF document provides instructions on using the Course Scheduler, which allows you to choose days and times for the courses you need for next semester. You may see these courses on the Degree Audit function of SONIS. If you have questions about courses, skip to Step #2.

**STEP 2: CONTACTING YOUR ADVISER**

**Please Note: Beginning Tuesday, May 26, updated adviser schedules are as follows:**

Ruhullah: Flight Advisement – [Ruhullah.Mehirdel@vaughn.edu](mailto:Ruhullah.Mehirdel@vaughn.edu)

- M: 10am-6pm; T-Th: 9am-5pm; F: 9am-2pm
- Lunch Hour - 1-2 p.m.
- Zoom Meeting Room ID: 315-681-9834

Asia: Engineering Advisement – [Asia.Johnson@vaughn.edu](mailto:Asia.Johnson@vaughn.edu)

**Please contact Frank.Wang@vaughn.edu; Zoom: 223-867-2792 for 07/20-07/24**

- T: 10am-6pm; M, W, Th: 9am-5pm; F: 9am-2pm
- Lunch Hour - 1-2 p.m.
- Zoom Meeting Room ID: 917-470-732

Janil: Management Advisement – [Janil.Garcia@vaughn.edu](mailto:Janil.Garcia@vaughn.edu)

- W: 10am-6pm; M, T, Th: 9am-5pm; F: 9am-2pm
- Lunch Hour - 2-3 p.m.
- Zoom Meeting Room ID: 321-527-4139

Maria: ATI Advisement – [Mariaura.Almodovar@vaughn.edu](mailto:Mariaura.Almodovar@vaughn.edu)

- Th: 10am-6pm; M-W: 9am-5pm; F: 9am-2pm
- Lunch Hour - 2:30-3:30 p.m.
- Zoom Meeting Room ID: 892-222-6244

**Select Fridays and available advisers with 9am-5pm hours:**

05/29: Maria

06/05: Asia

06/12: Janil

06/19: Ruhullah

06/26: Maria

**07/03: College Closed**

07/10: Asia

07/17: Janil

07/24: Maria

07/31: Ruhullah

08/07: Asia

08/14: Janil

08/21: Ruhullah

**Zoom rooms can be entered by:**

- a. Visit <http://zoom.us>. You do NOT need a login or password for this Website.
- b. From the upper right hand corner choose the “Join a Meeting” link.
- c. Enter the meeting ID that is indicated on the adviser list.
- d. Click Join.
- e. Zoom will launch if it has already been installed. If not, it will install itself the first time only.
- f. You will be placed into the advisement queue. The adviser will connect to you when it is your turn.

**STEP 3: COMMITTING YOUR REGISTRATION IN SONIS**

Finally, use the following steps to officially enter your registration into SONIS:

1. Your adviser must have released the “Online Registration Hold”. You must have released all other holds prior to registering.
2. Visit SONIS at <https://vc-sonis.vaughn.edu>.
3. Click the “Login” button, then choose “Student”. Enter your login and password.
4. On the left side of the screen, click on “Holds”.
5. Accept the terms for online registration on this screen. You will need to accept these terms multiple times if you are registering for multiple semesters.
6. Click on “Academics”.
7. Select the term that you would like to register for.
8. Add courses that you agreed upon with your adviser.
9. When you are completely finished adding courses, click “Complete Registration Process”.
10. You are now registered.

We are happy to answer any questions or concerns related to this process.

Regards,

Edgar E. Troutd, Ph.D.

Associate Vice President, Academic Affairs

86-01 23rd Avenue • Room L207 • Flushing, NY 11369

718.429.6600, extension 171 • [edgar.troutd@vaughn.edu](mailto:edgar.troutd@vaughn.edu)

[www.vaughn.edu](http://www.vaughn.edu)