

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 Vaughn Portal
  - 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

If you are an **international student** and wish to make an online payment:

- Visit [www.vaughn.edu](http://www.vaughn.edu)
- Click Vaughn Portal
  - Log in using your Vaughn email and password
    - Click **International Student Online Payments** under the Resources section
    - Proceed to enter the payment amount and the country you are paying from
    - Select your payment option and follow prompts to submit

View this [video](#) for step-by-step instructions on how to make a payment with PayMyTuition.

## **REGISTRAR**

- 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**

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**

**Advisement Center Zoom Hours: Monday and Tuesday: 9 a.m. to 7 p.m.; Wednesday and Thursday: 9 a.m. to 6 p.m.; Friday: 9 a.m. to 5 p.m.**

**Advisement available to answer questions by email. For one-on-one support, schedule all appointments via Starfish.**

**Advisers:**

- Asia Johnson (Engineering): **Zoom ID:** 917 470 732 or asia.johnson@vaughn.edu
  - Monday and Tuesday: 10 a.m. to 7 p.m.; Wednesday and Thursday: 10 a.m. to 6 p.m. and Friday: 9 a.m. to 5 p.m.
- Ruhullah Mehirdel (Flight): **Zoom ID:** 315 681 9834 or ruhullah.mehirdel@vaughn.edu
  - Monday, Wednesday, Thursday and Friday: 9 a.m. to 5 p.m. and Tuesday, 9 a.m. to 7 p.m.
- Janil Garcia (Management): **Zoom ID:** 321 527 4139 or janil.garcia@vaughn.edu
  - Monday and Tuesday: 10 a.m. to 7 p.m.; Wednesday, 10 a.m. to 6 p.m. and Thursday and Friday: 9 a.m. to 5 p.m.
- Mariaura Almodovar (ATI): **Zoom ID:** 892 222 6244 or mariaura.almodovar@vaughn.edu
  - Monday: 10 a.m. to 6 p.m.; Tuesday: 10 a.m. to 7 p.m. and Wednesday, Thursday and Friday: 9 a.m. to 5 p.m.

**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.

## 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.”

## The Math and Writing Centers

The Math and Writing Centers are located in room **L202** above the library on the main campus.

For Math assistance:

- Dr. Dwight Wermert. [dwight.wermert@vaughn.edu](mailto:dwight.wermert@vaughn.edu)
- Zoom meeting room: 337-761-9195

## The Writing Center

Students, staff and faculty can receive support at the Writing Center by visiting room L202 or using this [link](#).

### On Campus Hours:

- Wednesdays and Thursdays from 8 to 10 a.m. and 12:30 to 1:30 p.m.

### Zoom Hours:

- Monday, Wednesday and Thursday from 8 to 10 a.m. and 12:30 to 5:30 p.m.
- Tuesday and Friday from 8 a.m. to 12 p.m. and 1 to 4 p.m.

If one cannot access the link right away, it is likely someone is being supported. Please email the Writing Instructor, [Donald Jimmo](#), to schedule an appointment.

**Spring 2021 Tutoring Schedule**

<b>Tutor</b>	<b>Area</b>	<b>Zoom ID</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Alina Santander Vinokurova	Engineering, ATI/Maintenance	933 062 8686	5 to 7 p.m.	4 to 5 p.m.	4 to 6 p.m.	4 to 6 p.m.	9 a.m. to 12 p.m.
Dongmin Shin	Management	587 227 1085	2 to 4 p.m.	1 to 4 p.m.	2 to 4 p.m.	1 to 4 p.m.	-
Erick Matias	Management	997 132 6353	-	1 to 4 p.m.	11 a.m. to 1 p.m.	1 to 4 p.m.	9 to 11 a.m.
Matthew Small	Flight	627 286 2260	-	4 to 7 p.m.	9 to 11 a.m.	5 to 8 p.m.	9 to 11 a.m.
Karem Khan	ATI	790 114 5670	1 to 5 p.m.	1 to 4 p.m.	1 to 4 p.m.	-	-

**Spring 2021 SI's for the Corresponding Courses and Course Schedule**

<b>Course</b>	<b>Faculty</b>	<b>Supplemental Instruction Tutor</b>	<b>Zoom Class Schedule</b>	<b>Zoom SI Tutoring Schedule</b>
<b>MEE370</b>	Dr. Rahemi	<b>Samantha Vitez</b>	Monday and Wednesday: 12 to 1:30 p.m.	<b>M-F:</b> 1:30 to 4:30 p.m. <b>Sat, Sun:</b> 1:30 to 4 p.m. <b>Zoom ID:</b> 810 413 0096
<b>EGR370</b>	Dr. Rahemi	<b>Samantha Vitez</b>	Wednesday: 7 to 9:50 p.m.	<b>M-F:</b> 1:30 to 4:30 p.m. <b>Sat, Sun:</b> 1:30 to 4 p.m. <b>Zoom ID:</b> 810 413 0096
<b>MEE215-1</b>	Dr. Jahnke	<b>Jack Sze</b>	Tuesday: 12 to 1:30 p.m. Thursday: 12 to 1:30 p.m.	<b>M:</b> 2 to 5 p.m. <b>T:</b> 3:30 to 6 p.m. <b>Th:</b> 3:30 to 6 p.m. <b>F:</b> 12 to 4 p.m. <b>Zoom ID:</b> 561-519-2314
<b>MEE215-2</b>	Dr. Jahnke	<b>Jack Sze</b>	Tuesday: 12 to 1:30 p.m. Thursday: 12 to 1:30 p.m.	<b>M:</b> 2 to 5 p.m. <b>T, Th:</b> 12 to 1:30 p.m.; 3:30 to 6 p.m. <b>F:</b> 12 to 4 p.m. <b>Zoom ID:</b> 561 519 2314
<b>MEE220</b>	Dr. Jahnke	<b>Misael Marquez</b>	Monday and Wednesday: 12 to 1:50 p.m.	<b>M:</b> 5 to 7 p.m. <b>T:</b> 10 a.m. to 2 p.m. <b>W:</b> 2 to 7 p.m. <b>Th:</b> 10 a.m. to 2 p.m. <b>Zoom ID:</b> 257 127 1916
<b>EGR220</b>	Dr. Rahemi	<b>Raphael Cordina</b>	Tuesday and Thursday: 9 to 10:30 a.m.	<b>M, W:</b> 10 a.m. to 12 p.m. <b>T, Th:</b> 10:30 a.m. to 12 p.m. <b>Zoom ID:</b> 853 861 2824
<b>MEE440</b>	Dr. Elzawayy	<b>Raphael Cordina</b>	Tuesday and Thursday: 2 to 3:30 p.m.	<b>M, W:</b> 10 a.m. to 12 p.m. <b>T, Th:</b> 10:30 a.m. to 12 p.m. <b>Zoom ID:</b> 853 861 2824
<b>ELE220</b>	Dr. Bustamante	<b>Deno Jordan</b>	-	<b>M:</b> 8 to 11 a.m.; 1 to 5 p.m. <b>T, W:</b> 1 to 3 p.m.; 4 to 6 p.m. <b>Th:</b> 8 to 11 a.m.; 12 to 4 p.m. <b>Zoom ID:</b> 980 128 1760
<b>ELE350</b>	Dr. Bustamante	<b>Deno Jordan</b>	-	<b>M:</b> 8 to 11 a.m.; 1 to 5 p.m. <b>T, W:</b> 1 to 3 p.m.; 4 to 6 p.m. <b>Th:</b> 8 to 11 a.m.; 12 to 4 p.m. <b>Zoom ID:</b> 980 128 1760
<b>MEE345</b>	Dr. Benbelkacem	<b>Almaz Abdrasulov</b>	Tuesday and Thursday: 12 to 1:30 p.m.	<b>M-F:</b> 10 a.m. to 12 p.m. <b>Zoom ID:</b> 318 591 9493
<b>MEE115</b>	Dr. Benbelkacem	<b>Ariel Ferrera</b>	Monday: 1:30 to 3:30 p.m. Wednesday: 2 to 3 p.m.	<b>M-F:</b> 6:30 to 8:30 p.m. <b>F:</b> 12 to 2 p.m. <b>Zoom ID:</b> 606 680 1708
<b>MCE101</b>	Prof. Tang	<b>Kevin Tsang</b>	Monday: 8 to 11 a.m.	<b>M:</b> 3:30 to 8:30 p.m. <b>T:</b> 3:30 to 7:30 p.m. <b>W:</b> 3:30 to 6 p.m. <b>Th:</b> 3:30 to 8 p.m. <b>Zoom ID:</b> 926 665 7125