

Student Support Services Program



HANDBOOK FALL 2016

Student Member:

Counselor:



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Dear Student:

*Welcome to the *Student Support Services Program. We are delighted that you are choosing to join our program. SSSP is an exciting, innovative program that benefits a group of selected undergraduate students at City College. We work with college administrators, faculty and staff to assist you in succeeding academically & professionally. Students who engage in a variety of activities on campus and in our program forge forward in their professional lives with strong leadership skills.*

Our program offers academic, personal and financial support. Each student is assigned a counselor who serves as an advocate throughout his/her program at the college. We offer tutoring in many undergraduate courses with a computer lab linked to tutoring. We hold enrichment activities such as workshops, a scholar showcase event, an award ceremony, and a cultural diversity program.

Students receiving Pell Grant aid and who demonstrate additional financial need may receive additional aid in the form of grant aid of up to \$1,000. The aid is not tied to the CCNY Financial aid package. We also provide a select group of SSSP students with mentor, tutor, e-tutor, internship, work study and workshop leadership opportunities.

Look out for my weekly email updates regarding SSSP activities. Follow our SSSP calendar for workshop sessions.

Best wishes for a successful and rewarding semester,

Elizabeth

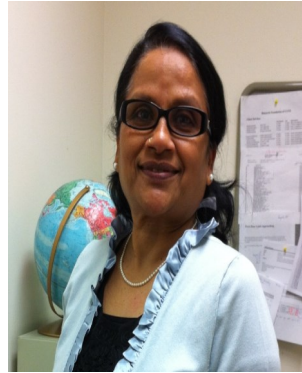
*Student Support Services at The City College is one of 900 plus programs offered across the nation and one of five TRIO programs funded under title IV of the Higher Education Act.



Dr. Elizabeth Thangaraj
Program Director

Elizabeth Thangaraj earned her PhD in Educational Administration, Organization and Policy from the SUNY at Buffalo. She has served as the Chairperson and a Lecturer for St. Joseph's College for Women's Physics Department, an Academic Advisor at her former university, a Director of Orientation and Special Programs at Baruch College and several other fulfilling positions before engaging in her current position as SSSP Director at CCNY. Dr. Thangaraj has also been the recipient of several Awards and Recognitions, including her nomination for Most Outstanding Student Advocate at the CUNY Student Personnel Conference by the Provost Office.

Vatsala Ponnuraj possesses a background in teaching and educational administration. She managed the Goodwill Girls Boarding Home in India. She transitioned into a teaching career and served as the chair of the History department. Ms. Ponnuraj immigrated to the United States in 1994. She has volunteered at the Herman Day Care Center and worked at The Columbia Presbyterian Hospital. She joined SSSP in September 1997 to manage the day-to-day operations of the program. She holds an M.A. in Public Administration from CCNY. She is an executive board member in a national organization for women. Her hobbies are knitting, crocheting, quilting, needle work and gardening. She also loves to cook.



Vatsala Ponnuraj
Program Coordinator



Tyson Ward
ARC Coordinator
Lecturer
LSAC Test Center Supervisor

Tyson Ward coordinates the Academic Resource Center for SSSP. He is also an adjunct lecturer for the English Department at CCNY. He has taught numerous courses in writing and literature since his arrival on campus in 2003. A native Californian, Mr. Ward earned a B.A. in English from the University of California at Davis in 1996 and went on to earn an M.A. in Renaissance Literature at the University of North Carolina at Chapel Hill in 1999. After working as a conversation instructor in Japan from 1999 to 2002, he moved to New York, where he completed an M.F.A. in the creative writing of poetry in 2008. Mr. Ward is also the test center supervisor for LSAC exams on campus. He is an enthusiast of poetry and basketball, not necessarily in that order.



Ahalya Bodasing
Counselor
LEI Club Advisor
Lecturer

Ahalya Bodasing specialized in non-profit administration. She worked as a PR /Marketing consultant in Durban and Johannesburg, South Africa. After immigrating to the United States, she became a purchasing stylist on sixth avenue; and later, the coordinator of the Simon H. Rifkind Cultural Arts Center at CCNY. She then supervised academic advising and degree auditing for The Division of Humanities and Arts, CCNY. Ahalya has completed a B.A. in prose and a M.A. in English literature at CCNY. She has taught in the fields of composition, literature and ethnography studies. She has also worked as a writing consultant for various college centers. Ahalya joined the staff of SSSP in fall 2015. She enjoys culinary try-outs, yoga, arts-and-crafts, crime shows and creative writing.

Prior to joining the Student Support Services Program during the 2007-2008 academic year, **Ann Bascom** worked at a non-profit mental health organization for ten years. Five of those years were served in a managerial position as a Residence Director. She graduated from The City College of New York with a Bachelor of Arts degree in Psychology, a Master of Arts degree in Sociology and a Master of Public Administration. She is passionate and committed to helping the underserved.



Ann Bascom
Counselor
Fusion Club Advisor



Katherine Reynoso
Counselor
Lecturer

Katherine Reynoso's admiration for the Sciences began in high school when she learned how every cell in our body works together to provide a greater function, creating life. Consequently, she obtained a Bachelor's degree in Forensic Science from John Jay College. Katherine's fascination with how genetic mutations lead to diseases and disorders guided her to pursue a Doctoral Degree in Molecular Biology at the CUNY Graduate Center. While conducting breast cancer research and having to teach undergraduates, Katherine realized that her greatest passion stemmed from the instant gratification she felt as she interacted and taught her undergraduate students how to appreciate the Sciences. Katherine has a Master's in Biology from Hunter College. She is currently a counselor for SSSP and an adjunct lecturer. During her spare time, Katherine enjoys traveling, taking long walks and practicing meditation. Katherine hopes to continue to provide the guidance and care her students need for them to succeed.

Academic Counseling

- ◇ Program Planning
- ◇ Course selection
- ◇ Registration Assistance
- ◇ Tutoring Referrals
- ◇ Major & Minor Selection
- ◇ Specialized Academic Programs
- ◇ School Policies
- ◇ Letters of Support / Reference Letters
- ◇ Problem-solving

- ◇ Career Goals
- ◇ Relevant Professional Opportunities
- ◇ Career Workshops
- ◇ Graduate & Professional Admissions
- ◇ Scholarships & Internship Advice
- ◇ Recommendation Letters
- ◇ Professional Conduct

Career Counseling

Financial Counseling

- ◇ Eligibility Requirement
- ◇ FAFSA & TAP Renewal
- ◇ Stipend Applications
- ◇ Grant Aid
- ◇ The Peer Mentoring Training Program
- ◇ Zitrin Scholar Program

- ◇ Continuous Interaction
- ◇ Academic Support
- ◇ Professional Support
- ◇ Personal Problems
- ◇ Student Wellness

Advocacy

Academic Resource Center (ARC)

- ◇ **Tutoring**
- ◇ One-on-One Content Support
- ◇ One-on-One Writing Support
- ◇ Personal Statements
- ◇ Math-Practice Software
- ◇ Content Workshops
- ◇ 24/7 Online Draft Reviews. Submit drafts to <https://www.cuny.cuny.edu/sssp/e-tutoring>

- ◇ **Academic Skills**
- ◇ Scholarly Documentation
- ◇ Thesis Development
- ◇ Time Management
- ◇ Overcoming Test Anxiety
- ◇ Note Taking
- ◇ CUNY First / Degree Works

- ◇ **Services**
- ◇ Mentoring
- ◇ Computer Lab / Printing
- ◇ Study Room

- ◇ Academic Program Planning & Policies
- ◇ Career Development
- ◇ Financial Literacy & Financial Aid
- ◇ Graduate & Professional Programs
- ◇ Study Abroad & foreign Service programs
- ◇ Leadership, Internship and Community Service Opportunities

- ◇ Tutor / Online Tutor
- ◇ Mentor
- ◇ Federal Work Study

Tutoring & Online Tutoring

Info Workshops

Employment

SSSP Open House

Prospective students are invited to learn about SSSP's activities, support services and meet program staff. Students may apply for admission to the program by the end of the event. All students who are eligible for the program are quickly welcomed and soon acclimate to SSSP. Refreshments are served.

SSSP Awards Ceremony

SSSP's May Awards Ceremony commemorates student members for their academic achievements and outstanding service to the program. The ceremony recognizes the leadership of its members and celebrates senior graduation. It is an opportunity to share in others' good fortune, to eat, drink and be merry.

SSSP Cultural Program

This December event represents the heart of SSSP: a body of students from diverse parts of the world who unite under the banner of one program that accommodates all. SSSP students celebrate their background interests and cultural lives. On this day, they may showcase old or new talents. All are invited to attend and/or perform at this event.

SSSP Scholars Showcase

Every March, SSSP's Academic Resource Center hosts a gathering for inquisitive minds, in celebration of scholastic achievement. Our students present research from across the disciplines. Faculty members and students explore the research exhibits freely. The presentations are interactive, inviting open discussion. Guests and presenters linger to enjoy refreshments and extend the conversation.

Fusion Club

SSSP Fusion Club's mission is to showcase the diverse group of students within our program and to fuse cultures through community engagement and cultural performances, whilst supporting different causes and advocacy. The club aims to build a supportive community within SSSP and allow students to interact and build relationships. Fusion club supports Breast Cancer Walk and Aids Walk. In addition, Fusion Club holds bake sales, Earth Day, and showcases talent at SSSP's Cultural Diversity event.

Club President **Rama Diallo** is interested in implementing ideas from new members into the club. Fusion club works with other SSSP engagement initiatives to bring together SSSP members into the community. President Diallo meets with her committee to discuss new challenges for the club. SSSP counselor **Ann Bascom** serves as advisor to Fusion Club, supports them in their efforts and assists with the club's expansion process.

Contact ssspfusioclub@gtest.cuny.cuny.edu. You can also like them on Facebook at CCNY SSSP Fusion Club.

LEI / Venture Club

The **Leadership Engagement Initiative (LEI)** club was established in fall 2015. The club has a developing emphasis of expanding professional support activities & professional awareness for SSSP & CCNY students. LEI facilitated several internship positions in fall 2015 and spring 2016.

The Venture aspect of the club embraces an exploratory spirit of discovering new things, setting personal challenges and unwinding. Ahalya Bodasing is the advisor for the LEI / Venture club. We are proud to collaborate with SSSP on the Scholar's Showcase event. We look forward to expanding our activities in the new semester.

SSSP Grant Aid

SSSP Grant Aid provides \$600- \$1,000 in the Spring and Fall semesters to SSSP Students who have unmet needs.

Eligibility Criteria

- ◇ Cumulative GPA of at least 2.5
- ◇ Current, full-time, matriculated SSSP student
- ◇ Must receive Pell award and have unmet financial need
- ◇ Receive counselor's recommendation
- ◇ Enroll in CPDI
- ◇ Submit an academic program plan with counselor's signature
- ◇ Must be an Active Member of SSSP
- ◇ Evidence of registration for the new semester
- ◇ Submit a personal statement offering insight into unmet financial need

The Charlotte & Arthur Zitrin Scholarship

The Charlotte & Arthur Zitrin Scholarship is a \$5,000 scholarship. SSSP junior and senior students who demonstrate academic excellence and community service are invited to apply. Zitrin scholars serve as mentors and tutors in the SSSP program for 10 hours per week for two semesters. They also facilitate special leadership projects within the program.

Eligibility Criteria

- ◇ Cumulative GPA of at least 3.2
- ◇ Current, full-time, matriculated SSSP student
- ◇ Completion of at least 61 credits
- ◇ Declared in a major
- ◇ Register for current and new semester
- ◇ Two recommendation letters
- ◇ Provide a up-to-date resume
- ◇ Personal statement addressing extracurricular, community and voluntary involvement, academic obstacles, financial need information
- ◇ Interview with Committee in May 2016 (*applicant will be notified of date*)

Application Forms for Grant Aid & The Zitrin Scholarship are available in the Main Office NAC 6/148

The New Student Experience Center (NSEC)

MR 053 (212) 650-8290

www.ccny.cuny.edu/nsec

The primary advising center for **freshman and transfer students** who are undeclared or who plan to apply as internal transfers to the Grove School of Engineering or the Spitzer School of Architecture. They provide academic advising, career exploration and personal coaching. **NSEC** believes in creating a partnership with its students in order to work together to reach the students' academic goals.

The Gateway Academic Center (GAC)

NAC 1/219 (212) 650-6115

<http://www.ccny.cuny.edu/gateway/>

A center that meets the needs of continuing students who have reached **sophomore status (31+ credits)**, remain undeclared in a major and who have not yet completed all of the requirements to apply to a professional school. GAC guides these students by addressing such issues as major choice, degree progress, research, career options, mentoring, tutoring, workshops and special events to help students navigate this critical year in their academic progress.

BA/BS Pathways Core Curriculum Checklists

These checklists assist the student in selecting appropriate core classes for a particular program of study.

Visit: <http://www.ccny.cuny.edu/gened/general-education-checklists.cfm>

CCNY 2016 Undergraduate Bulletin

The CCNY Bulletin is an online guide of current academic policies and procedures, services, office locations, courses and programs offered at the college.

Visit:

<https://www.ccny.cuny.edu/sites/default/files/2015-2016%20Undergraduate%20Bulletin.pdf>

CCNY 2015-2016 Undergraduate Bulletin

Areas of Study

College of Liberal Arts & Sciences

Division of Humanities and the Arts

NA 5/225 212-650-8166

Art
Asian Studies Program
Black Studies Program
Classical and Modern Languages and Literatures

Comparative Literature Program
English
English as a Second Language Courses
History
History & Philosophy of Science and Technology
Jewish Studies Program
Media & Communication Arts
Music
Philosophy
Theatre & Speech

College of Liberal Arts & Sciences

The Colin Powell School for Civic and Global Leadership

NA 6/141 212-650-5967

Anthropology
Department of Economics and Business

International Studies Program
Latin American and Latino Studies Program
Political Science
Pre-Law Program
Psychology
Sociology
Women's Studies Program

The Sophie Davis School of Biomedical Education

HR 107 212-650-5275

B.S./M.D. Program
B.S. Degree Program for Physician Assistants

College of Liberal Arts & Sciences

Division of Science

MR 1320 212-650-6850

Biology
Chemistry
Earth & Atmospheric Science
Environmental Earth Systems Science
Program
Mathematics
Physics
Premedical Studies Program

Grove School of Engineering

ST 209 212-650-8020

Biomedical Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science
Environmental Earth Systems Science
Program
Electrical Engineering

Mechanical Engineering

The Bernard and Anne Spitzer School of Architecture

SSA 113 • Tel: 212-650-7118

The School of Education

NA 3/203 212-650-5471

Teaching, Learning, and Culture
Secondary Education

The Office of Academic Standards (OAS)

Willie Administration Building 206 / 216

www.cuny.cuny.edu/standards

The Office of Academic Standards is the home for the Committee on Course and Standards for the College of Liberal Arts and Sciences (CLAS) and the Committee on Academic Integrity for CCNY. The OAS also handles Academic Probation, Dismissal and Reinstatement.

The City College of New York includes four professional schools and each one has its own Committee on Course and Standing. If you are appealing a professional course, your appeal goes to the Committee of that school.

- ◇ Bernard and Anne Spitzer School of Architecture – SSA 132
- ◇ College of Liberal Arts and Sciences –Administration Building 206/216
- ◇ Grove School of Engineering – Steinman 209
- ◇ School of Education – NAC 3/223A
- ◇ Sophie Davis School of Biomedical Education – Harris 113

OAS Co-ordinates:

Appeal Process

- ◇ Applications for [reinstatement \(re-entry\)](#) after academic dismissal from CLAS or the Professional Schools and/or absence from CLAS for periods greater than one semester.
- ◇ [Applications for Academic Forgiveness](#) for illness, family crises, etc.
- ◇ Appeals for [late course withdrawal](#) or to make up [Incomplete grades](#) after the institutional deadline has passed.
- ◇ [Grades contested by students.](#)
- ◇ Requests for [course substitutions](#) to meet CLAS academic requirements.
- ◇ Faculty requests to change assigned permanent grades for undergraduate CLAS coursework.
- ◇ Faculty reported violations of the [CUNY Academic Integrity Policy](#) (plagiarism or cheating)

Go to Website to view pdf informational forms

The Office of Academic Standards DOES NOT handle:

- ◇ Appeals from graduate students
- ◇ Appeals for Financial Aid or Veterans Administration benefits
- ◇ Appeals for tuition refunds

FOREIGN LANGUAGE & LITERATURE
MEDIA CENTER

Phyllis Wentworth
NAC 5/223
(212) 650-6731
pwentworth@ccny.cuny.edu

SAMUEL RUDIN WRITING CENTER

Svetlana Bochman
NAC 3rd Floor Plaza
(212) 650-8104
writingcenter@ccnycuny.edu

THE DIVISION OF SCIENCE
CCAPP STUDENT HALL - BIOLOGY &
CHEMISTRY

Nkem Stanley
Marshack 1005
(212) 650-6059
nkem@sci.cuny.cuny.edu

CHEMISTRY LEARNING CENTER

Prof. Simon Simms
Marshack 1029
(212) 650-8402
chem@sci.cuny.cuny.edu

MATH AND PHYSICS TUTORING

Norma Archer
Marshack 418S
(212) 650-5780
normaa@sci.cuny.cuny.edu

PHYSICS TUTORING CENTER

Sue Turner
Marshack 308
physdept@sci.cuny.cuny.edu

THE DIVISION OF WORKER EDUCATION
WRITING CENTER

Writing, Math & Spanish Tutors
7th Floor at CWE
(212) 925-6625 ext. 238
Spanish: dsaroop@ccny.cuny.edu
Writing: msweetingdecaro@ccny.cuny.edu

SCHOOL OF EDUCATION
LEARNING & TECHNOLOGY RESOURCE
CENTER

Leonard Lewis
NAC 3/226
(212) 650-7801
llewis@ccny.cuny.edu

SOPHIE DAVIS LEARNING RESOURCE
CENTER

Adelaide Lee
Harris 114
(212) 650-7720/8404
adlee@med.cuny.edu

GROVE SCHOOL OF
ENGINEERING

OFFICE OF STUDENT DEVELOPMENT

Nadine Bennett
Steinman Hall 2M-7
(212) 650-8040 / 8392
nbennett@ccny.cuny.edu

ENGINEERING TUTORING LAB / CENTER

Steinman Hall 2M-14

STATICS ECONOMICS & BUSINESS

NAC 7/304
(212) 650-5967

PSYCHOLOGY

NAC 7/120 650-5442
PSY 215 ONLY

ACCESSABILITY CENTER TUTORING
SERVICES

NAC 1/218
(212) 650-5913
AACTutoring@ccny.cuny.edu

THE GATEWAY ADVISING CENTER

Nazia Naeem
NAC 1/220
(212) 650-5257
nnaeem@ccny.cuny.edu

RANGEL CENTER FOR PUBLIC POLICY

Mark Mussel
NAC 7/114B
(212) 650-6809
rmussel@ccny.cuny.edu

STUDENT SUPPORT SERVICES
TUTORING

Tyson Ward
Marshack 1104
(212) 650-7055
tward@ccny.cuny.edu

SEEK PEER ACADEMIC LEARNING
CENTER

NAC 5/226
(212) 650-5774
<https://www.cuny.cuny.edu/seek>

SKADDEN ARPS, Legal Studies Program

NAC 4/134 D
(212) 650-8593
<https://www.cuny.cuny.edu/skadden>

MATH DEPT. TUTORING

NAC 8/133
212-650-5346

Accessible Lab Info	www.cuny.cuny.edu/it/hours or call Service Desk 212-650-7878
CITY Tech Center	NAC 1/301
NAC Lab	I. NAC, Room NA 1/501D (Under 1st Floor Escalator NAC (North Academic Center) p. 212-650-6483 (x6483)
Comp. Science	Sh278 NAC 7/103, 7/105, 7/118, 7/308 MR829
Spitzer School of Architecture Library	AR 101 212-650-8767
Samuel Rudin Academic Resource Center	NAC Plaza, 3rd Floor South 212-650-8104
Humanities Computer Lab	NA 6/104 212-650-5727/212-650-5974
Student Life Computer Lab	NA 1/114 212-650-5015
Student Support Services Program	MR1104 NA6/120

CCNY Honors Program
 NAC 4/150
 (212) 650–6917
www.ccnycuny.edu/honors/

The Honors Center provides Academic Support Services to students in the William E. Macaulay Honors College at City and the CCNY Honors Program. These two college-wide programs provide generous financial support from freshman through senior year to students in any discipline. Both programs are highly competitive!

CCNY Honors Program Benefits

- ◇ CCNY scholarships of a minimum of \$5,000 per year and consideration for up to \$10,000 per year
- ◇ Intensive Mentoring and Advisement from Faculty and Dedicated Honors Advisors
- ◇ First-Day Registration Privileges

Macaulay Honors Program Benefits

- ◇ Full-tuition scholarships for New York State residents
- ◇ A free Mac laptop
- ◇ A study grant of \$7,500 to fund enriching experiences such as Study Abroad and Service Learning
- ◇ Special Interdisciplinary Seminars using NYC as resource and text
- ◇ Intensive Mentoring and Advisement from Faculty and Dedicated Honors Advisors
- ◇ First-Day Registration Privileges

Applicants' Eligibility Requirements

Entering First-Year Students must have a High School Average of at least 88% and Appropriate Performance on the Standardized Tests, SAT or ACT.

Students cannot be part of both CCNY Honors and Macaulay Honors

Publishing Certificate Program

NAC 6/323

(212) 650—7925

ccnypub@aol.com

www.ccny.cuny.edu/English/pcp

The Publishing Certificate Program offers Undergraduate and Non-Matriculated Students a variety of Courses and Seminars through which they will acquire the Knowledge, Professional Skills, and Contacts necessary to enter the Publishing Industry.

The Program's Requirements

- ◇ To receive their PCP, Students must take **Introduction to Publishing** along with three other Publishing Courses.
- ◇ Students with a 3.0 or above GPA are placed in Internships
- ◇ MCA and Design Majors must take two Editorial Courses

Courses Offered

- | | |
|----------------------------------------------|--------------------------------------------|
| ◇ Digital & E-Book Publishing | ◇ Advertising Management |
| ◇ Introduction to Publishing | ◇ Advertising Planning |
| ◇ Publishing Practicum | ◇ Principles of Marketing |
| ◇ Books for Young Readers | ◇ Typography |
| ◇ The Editorial Process | ◇ Graphic Design Concepts |
| ◇ Fundamentals of Copyediting & Proofreading | ◇ Illustration |
| ◇ Legal Issues in Publishing & The Arts | ◇ Electronic Design I |
| ◇ Introduction to Public Relations | ◇ Print Production |
| ◇ Introduction to Advertising | ◇ Design: World Wide Web |
| ◇ Public Relations Writing | ◇ Electronic Design II |
| ◇ Advertising Copywriting | ◇ Independent Study: Publishing Internship |

Students interested in applying to the Program should Contact the Office or visit their website for Additional Information

The Skadden Arps Honors Program in Legal Studies

NAC 4/134

(212) 650-8704

skaddenhonorsprogram@ccny.cuny.edu

The Skadden, Arps Honors Program in Legal Studies is a unique partnership between Skadden, Arps, Slate, Meagher & Flom LLP

The Skadden, Arps Honors Program is looking for students who:

- ◇ Have GPAs at or over 3.3 and strong writing and critical thinking skills,
- ◇ Demonstrate a strong desire to go to law school and
- ◇ Exhibit maturity and self-discipline

The Program's Benefits

- ◇ Up to \$13,800 in Merit Scholarships
- ◇ Free LSAT Preparation
- ◇ Innovative Pre-Law Curriculum
- ◇ Mentoring by Practicing Lawyers
- ◇ A summer Internship with an \$1,800 Stipend at a Law Firm or Legal Services Non-Profit
- ◇ Law School Application Workshops
- ◇ Lectures by Top Legal Scholars
- ◇ Access to the State of the Art Skadden Honors Center

The Program's Requirements

Students interested in applying should submit both a digital and a hard copy of the application along with the supplemental required documents and notify the program's office of their application submission.

- ◇ Two Year Commitment to the Program including two Summer & one winter sessions
- ◇ Attend a four-week summer institute designed to strengthen basic & critical thinking skills & introduce students to the legal profession
- ◇ Complete the legal studies curriculum
- ◇ Take the LSAT exam on the date specified by the program
- ◇ Participate in a six-week internship

Study Abroad & International Programs

NAC 5/216 Monday to Thursday
www.ccny.cuny.edu/studyabroad
 Dean Juan Carlos Mercado, Director



Ninive Gomez
 Assistant Director
 212.650.5494
ngomez@ccny.cuny.edu

Semester & Academic Year Exchange Programs:

CCNY/Global E3 - Engineering Education Exchange Programs (Engineering & Computer Science majors!)

CCNY/PUC Rio, Brazil Exchange

CCNY/INTEC Exchange Santo Domingo, Dominican Republic

CCNY/Roehampton Semester Study Abroad London, England

CCNY/VU University Exchange Amsterdam, Netherlands

CCNY/Ben-Gurion University of the Negev, Israel

CCNY/Kookmin University Exchange Seoul, South Korea

CUNY/Paris Exchange

CUNY/Italy Exchange

CCNY/Osnabrück, Germany Exchange

CCNY School of Engineering/KTH Stockholm, Sweden Exchange

CCNY School of Engineering/MCI Innsbruck, Austria Exchange

CCNY School of Engineering/TU Graz, Austria Exchange

CCNY School of Architecture/ETSA Barcelona, Spain Exchange

CCNY School of Architecture/ETSA Madrid, Spain Exchange

CCNY/European Union Joint Master's Degree in English & American Studies

CCNY Winter Programs Abroad:

ARGENTINA - UNTREF Language, Literature, and Culture Program, Buenos Aires

COSTA RICA - Veritas Winter Program, San Jose

DOMINICAN REPUBLIC - CCNY Winter Program, Santo Domingo

MEXICO - Education That Is Multicultural, Oaxaca

SENEGAL - International Service-Learning Program, Dakar

CCNY Summer Programs Abroad:

ARGENTINA - UNTREF Language, Literature, and Culture Program, Buenos Aires

COSTA RICA - Veritas Summer Program, San Jose

ENGLAND - Roehampton University International Summer School, London

GHANA - International Service-Learning Program, Kobina Ansa & Akoanso

ITALY - Language and Culture Program, Senigallia & Ancona

MOROCCO - CCCL Summer Program in Arabic Language, Rabat

NETHERLANDS - VU University International Summer School, Amsterdam

SOUTH AFRICA - Nelson Mandela Metropolitan University Social Sciences Program, Port Elizabeth

SOUTH KOREA - Yonsei University International Summer School, Wonju

SPAIN - ULR Language, Literature, and Culture Program, La Rioja

Training courses are also offered for students to take full advantage of to prepare for acclimation to the new environment and gain knowledge necessary to function adequately, productively, and safely while abroad. These courses can be accessed through: <https://www.cuny.cuny.edu/studyabroad/cultural-training-for-international-programs>. In addition, using this link: <https://www.cuny.cuny.edu/studyabroad/study-abroad-registration>, you will see parameters that must be followed to garner a successful trip and to qualify the credits earned abroad as acceptable upon return.

For all CUNY opportunities, students must complete the E-Permit online and the Study Abroad Permit in the Study Abroad office. For students who may want to study abroad through another provider or school, you will need only complete the Study Abroad Permit.

Here is a list of schools within CUNY that you can study abroad through:

For Students Using a Provider or a non-CUNY institutions:

Students who would prefer to study abroad through a provider or school outside of the CUNY system must still seek advising from the CCNY Office of Study Abroad and International Programs.

Baruch College

BMCC

Brooklyn College

College of Staten Island

Hunter College

John Jay College

Lehman College

Macaulay Honors College

Medgar Evers College

Queens College

Students must:

- ◇ Apply to the non-CUNY program on their own. If any forms are to be signed by a study abroad advisor at CCNY, please speak with an advisor in the office.
- ◇ File a non-CUNY Study Abroad Permit for the credits they aim to earn abroad once they have been officially accepted.
- ◇ Seek required approval from department advisers for each desired course.
- ◇ Provide proof of international health insurance or purchase coverage through CCNY's account with CISI (required)
- ◇ Arrange to have official transcripts sent to the CCNY Office of Study Abroad and International Program to the attention of the Office of Study Abroad.
- ◇ Be advised that no grades are transferred from non-CUNY programs. Only pre-approved credits will be transferred.
- ◇ Be aware the transferring of credit from abroad, especially through a non-CUNY program, may take an extended amount of time. It is not advised to participate in a study abroad program and plan to immediately graduate upon return.

All interested students MUST consult the Study Abroad Office in NAC 5/216, complete the application process, and be formally interviewed by Study Abroad!

Zahn Innovation Center
www.zahncenternyc.com
contact@zahncenternyc.com
(212) 650—7434

This center is a startup incubator located at the City College of New York offering co-working space and an array of resources including: annual competitions, a startup boot-camp, mentorship and pro-bono services, networking opportunities, and rapid prototyping facilities.

AN APPLIED EDUCATION

Zahn inspires CCNY students to approach their education as change-makers, transforming classroom learning into real-world application. Each semester we partner with various academic departments to create curricula to cultivate the entrepreneurial mindset. We also pair students with startups and other companies in the NYC area through our robust internship program.

A COMMUNITY OF CHANGEMAKERS

Zahn invites all entrepreneurial thinkers to join their diverse community by attending their public events. They host prominent entrepreneurs, investors and other innovators to City College's campus, they host hackathons, workshops and other programs throughout the year. They also encourage students to join one of their startup teams or become a part of the Center through the Student Entrepreneurship Club.

Z.I.C. has two locations on campus:

The Grove School of Engineering Steinman Building which is specifically for prototyping.

The Marshak Science Building which is specifically for co-working.

Within these spaces, the Zahn Innovation Center endeavors to foster an environment whereby students, with the entrepreneurial aptitude, can bring their ideas and cultivate them, enhance them, and develop them to the point where the ideas are realized. To assist in this effort, Zahn offers tools, work space, time for prototyping, organizational assistance, internships (96 created so far), startup capital (\$4,000,000 invested so far), and opportunities to enter competitions (\$144,000 in prize money awarded so far). Through this, 92 Graduated Startups have been created so far.

Research Centers

The City College boasts nineteen Research Centers & Institutes, all of which are multidisciplinary. They are funded by prestigious and highly competitive grants. These centers offer advanced research education to students of all levels.

Benjamin Levich Institute For Physico-Chemical Hydrodynamics
 Center For Algorithms And Interactive Scientific Software (CAISS)
 Center for Advanced Engineering Design and Development (CAEDD)
 Center for Analysis of Structures & Interface (CASI)
 Center for Exploitation of Nanostructures in Sensors & Energy Systems (CENSES)
 Center for Film, Journalism & Interactive Media (The Documentary Forum)
 Center for Metamaterials
 CUNY Center for Advanced Technology
 CUNY Dominican Institute
 CUNY Energy Institute
 CUNY Institute for Macromolecular Assemblies
 Institute for Municipal Waste Research
 CUNY Institute for Transportation Systems
 CUNY Institute for Urban Systems
 Institute for Ultrafast Spectroscopy & Lasers (IUSL)
 New York Center for Biomedical Engineering (NYCBE)
 NOAA-Cooperative Remote Sensing Science & technology
 Research Center for Minority Institutions (RCMI)
 University Transportation Research Center (UTRC))

CUNY Academic Works - CCNY

CUNY Academic Works is the City University of New York's Institutional repository. It collects and provides access to the research, scholarship, and creative works of the faculty and students at the City College of New York. In service to CUNY'S mission as a public university, content in Academic Works is freely available to all.

Ching-Jung Chen, Ph.D.

Digital Scholarship Librarian

cchen@ccny.cuny.edu

(212) 650-8754

<http://academicworks.cuny.edu/cc/> (Website)

Scholarships/Fellowships/ Awards	General Due Dates	Eligible Applicants
Alumni Scholarships	March 15th	Current CCNY Students
CCNY Admission Ambassador	March 1st	Current Sophomores & Juniors
CCNY New Era Scholarship	March 15th	All New CCNY Freshmen
City College Kaye Scholars Program	March 15th	All Current CCNY Students
Division of Science	March 15	All Current CCNY Students in the Division of Science
Edward I. Koch Scholarships in Public Service	December 15th	All Current CCNY Freshmen
English Department	March 15th	All Current CCNY Students in English
Grove School of Engineering	March 15th	All Current CCNY Students in Engineering
Sophie Davis School of Biomedical Education	March 15th	All Current CCNY Students in Biomedical Education
TheDream.US http://www.thedream.us/	February 15 at 11:59 PM	First Time College Students or Community College Graduates
The Isaacs Scholarship	March 15th	All Current CCNY Students
Weston Public Service Scholarship	March 15	All Current CCNY Students
City College Fellowship (CCFELL)	March 1st & December 1st of the Academic Year	Humanities & Arts, Social Sciences, Computer Sciences Majors.
Community Engagement Fellowship	March 2nd	Ellen Murray at (212) 650—7344 or emurray@ccny.cuny.edu
Mellon Mays Undergraduate Fellowship (MMUF)	March 10th	Certain Specified Disciplines in the Humanities or Physical Sciences
Partners for Change Fellowship	March 2nd	Ellen Murray at (212) 650—7344
The Powell Fellowship Undergraduate Program	March 1st at 4:00 PM	Ellen Murray at (212) 650—7344 or emurray@ccny.cuny.edu
The Skadden, Arps Honors Program in Legal Studies	March 15	Students in Good Academic Standing 'with 45-70 Earned Credits

There is One Application with specific sections for each of the CCNY Scholarships. To apply, visit: <http://www.ccnycuny.edu/admissions/scholarships-awards.cfm>, Scroll down to the Gray Area under **City College Online Scholarship Application**, Create an Account and Fill out the General Section of the Application. Then be sure to find the specific scholarships you are applying for and filling out the required sections before submitting. Read all the given instructions as some applications also require a hard copy.

Resources | Education | AccessAbility | Counseling | Health

Monday – Friday: 9am to 5pm.

212.650.8222

MR J-15

AccessAbility

NAC 1/218

(212) 650—5913

sds@ccny.cuny.edu

www.ccny.cuny.edu/accessability/

The AccessAbility Center provides services for CCNY Students with disabilities. These Accommodations include but are not limited to:

- ◇ Extended Exam Times
- ◇ Peer Note-Taking
- ◇ Alternate Format Printing
- ◇ Braille
- ◇ Sign Language Interpretation
- ◇ Individualized Counseling
- ◇ Assistive Technology Lab

Student Health Services

Marshak J—15

(212) 650—8222

wccenter@ccny.cuny.edu

www.ccny.cuny.edu/shs

Confidential Health Care Services provided by Professional Medical Personnel at the Wellness Center.

- ◇ Physical Exams / Blood Tests
- ◇ Immunizations
- ◇ Pregnancy Testing
- ◇ STD Screening
- ◇ Over the counter Medication
- ◇ Smoking Cessation
- ◇ Coaching
- ◇ Peer Health Educator Program
- ◇ Contraception Education
- ◇ Health Insurance Information
- ◇ Nutrition Education

Monday – Friday: 9am to 5pm.

212.650.8222

MR J-15

counseling@ccny.cuny.edu

www.ccny.cuny.edu/counseling

Counseling Services

The Counseling Center offers short term individual and group counseling to help students deal with their personal and adjustment issues that may interfere with their ability to progress academically to their fullest potential. You are welcome to walk in, call the center or send an email. Services are free of charge to City College Students.

The Counseling Center helps with many issues including:

- ◇ Family Difficulties
- ◇ Feelings of sadness
- ◇ Struggles with motivation
- ◇ Time & Stress Management
- ◇ Relationship Problems
- ◇ Difficulties Focusing on Schoolwork

Emergency Grants

Petrie Grant Award

Emergency Grants Program for currently enrolled students in degree granting programs who are not in debt to the College. These grants can assist students for short-term, non-recurring emergencies with a one-time grant to alleviate the situation. Any matriculated student in good standing, who is experiencing a current and unforeseen emergency, is eligible to apply for a grant.

Providing quick response emergency grants to matriculated students in good standing with short-term financial emergencies to enable them to remain in school, rather than being forced to take a leave of absence or drop out. Circumstances include but are not limited to:

- ◇ Illness or death in the immediate family
- ◇ Homelessness due to loss of housing, for student and dependent family members
- ◇ Documented theft of books, and other essential academic belongings
- ◇ Domestic violence
- ◇ Temporary job loss

Dreamkeepers' Award

Provides assistance to students at risk of dropping out of college due to unexpected financial emergencies. Dreamkeepers assistance was created to help students stay in college and meet their educational goals, ultimately, securing a better financial future. Circumstances include but are not limited to:

- ◇ A minimum GPA of 2.00 for undergraduate & 3.00 for graduate students
- ◇ Graduate students must be matriculated & be in good academic standing
- ◇ Utilities
- ◇ Housing / Rent
- ◇ Food / Meals
- ◇ Public Transportation / Bus Passes
- ◇ Child Care
- ◇ Gas

- ◇ Students must have a record of good conduct
- ◇ Students must have paid tuition to the City College of New York

Eligibility Requirements

International Services

Office of International Student and Scholar Services (OISSS)

NAC 1/107
(212) 650-8106 / 8107
www.ccny.cuny.edu/iss
oiscc@ccny.cuny.edu

Our Office assists students and scholars who are not permanent residents of the U.S. with a variety of academic and counseling support services. We assist overseas citizens who are adapting to life in the U.S. while pursuing their education with items such as obtaining Social Security cards, employment permission, driver's licenses, bank accounts, foreign exchange permits, and military service deferrals. Professional counseling assistance is available for students with immigration concerns, or academic and personal difficulties. The Director of this busy program is **Maribel Marua**.

CCNY Immigration Center

NAC 1/206
(212) 650-6620 / 7967
www.cuny.edu/citizenshipnow

With locations in all Five Boroughs, The CUNY Immigration Center provides the people of New York with Free Services in Naturalization, Adjustment of Status, Petitions, Certificates of Citizenship, Replacement of Lost/Damaged USCIS Documents, Visa Lottery Entries, and Fee Waiver Applications. These services are available in Spanish, Mandarin, Cantonese, Korean, Polish and more. For more information and locations, please visit the website above.

Career & Professional Development Institute (CPDI)

NAC 1/116 (212) 650—5327 www.ccnycuny.edu/cpdi

Cpdi@ccny.cuny.edu



Calendar: <https://ccny-csm.symplicity.com/calendar/index.php/pid509471>

The Career and Professional Development Institute (CPDI) prepares students to enter the workforce. CPDI provides individual, as well as programmatic services, to students, from their freshman year to senior year, to help them develop their professional identity.

Explorer Program	CPDI Internship Program
Helps you choose a major and begin developing your career path	Helps you secure internships where you will gain experience relevant to your career
CPDI Senior Recruitment Program	Also Available to Current Students & Recent Alumni:
Helps you find career focused job opportunities out of college	

- ◇ Choosing a Major
- ◇ What Can I Do With My Major?
- ◇ Plan for Graduate School
- ◇ Career Exploration
- ◇ Finding an Internship
- ◇ Summer Internships
- ◇ Job Search Database
- ◇ Job Fairs
- ◇ Events & Workshops

- ◇ Steps to Finding a Job
- ◇ Writing a Resume or Cover Letter
- ◇ Interviewing
- ◇ Salary
- ◇ Networking & Professional Associations
- ◇ Alumni Network
- ◇ Meet with a peer engagement leaders & Counselors

CPDI Student Professional Development Fund

The **Student Professional Development Fund** issues small reimbursement grants to City College graduate and undergraduate students to defray the cost of attending conferences, professional and academic workshops. CPDI will continue to accept applications up until all the funds have been awarded. Visit the CPDI Office for availability and Application Process

Planning for Graduate School

For those who want to further your career academia and earn your Master’s Degree, begin looking into Graduate Schools now and Follow the Graduate School Application Timeline. Many schools begin accepting applications as early as the Fall Semester of your Senior Year and some do not accept applications for Spring Admission.

Test Prep books are also available. Visit CPDI’s Graduate School Timeline at: <http://www.ccnycuny.edu/cpdi/graduate-application-timeline.cfm>

CUNY Service Corps

www.facebook.com/cunyservicecorps

www.ccny.cuny.edu/ae/eligibility-2

(212) 650-7144

Servicecorps@ccny.cuny.edu

Make a difference in your community by becoming part of the service community at CUNY . Members work with over 120 partner organizations on projects that promote and improve the short and long-term civic, economic, and environmental sustainability of New York City, its communities, and residents; all while earning **\$12/hr, working 12hrs/wk for 24 weeks** over the course of the Fall and Spring semesters. Approximately 800 students from participating institutions have already been mobilized to fulfill the mission of the CUNY Service Corps.

Beginning in Spring 2015, and recurring every Spring, CCNY will recruit over 100 of our most motivated and dedicated students to join the ranks of the CUNY Service Corps and build on the experiences and successes of our counterparts.

Eligibility Criteria

Be working toward an undergraduate or graduate degree

Be enrolled full-time (at least 12 credits for undergraduates; 9 for graduates) in Spring 2016

Plan to enroll full-time during the 2016 - 2017 academic year

Have a cumulative GPA of at least 2.5

Will have earned at least 24 college credits by the end of Summer 2016

Will have satisfied any remedial education requirements prior to the beginning of the Fall 2016 semester

Have the proper work authorization required by the U.S. Citizenship and Immigration Services (USCIS); F-1 & J-1 Visa holders welcomed

Students should also demonstrate that they:

Want to be part of a special and important program that will make a difference in the lives of New Yorkers

Are interested in and dedicated to helping people, neighborhoods, and/or community organizations and public service agencies

Have previous experience in a job or as a volunteer or intern

Can balance work in the CUNY Service Corps with college studies and other co-curricular commitments

Show promise as a leader and a problem solver

Are able to work as a member of a team

Students must submit an online application (which includes essays and a recommendation letter) and participate in a group interview. CUNY Service Corps students are not permitted to be employed by the Research Foundation on any projects outside of the Service Corps during their tenure as Service Corps Students.

On-Campus Student Employment

Shepard Hall Room 53A

Shamaya Green

College Assistant Coordinator
(212) 650-6065
sgreen@ccny.cuny.edu

Giovanni Sanchez

HR Assistant
(212) 650-7739
gsanchez@ccny.cuny.edu

Monday—Friday 9:00 AM - 5:00 PM

The Office of On-Campus Employment was developed to allow students to form a sense of community through the development of professional experiences and connections with CCNY's Faculty and Staff while offsetting the cost of education

Benefits

- ◇ Flexible Schedules
- ◇ Professional Settings/Skills
- ◇ Networking Opportunities
- ◇ Accredited Resume Building

Typical Job Description

- ◇ General Office Duties
- ◇ Technology
- ◇ Student Services
- ◇ Ensuring the department excels

Students generally work up to 20 hours per week and are paid bi-weekly. Students are expected to help their employer ensure that the Department by which they are employed runs smoothly and that daily goals and students' needs are met. It is a great opportunity for students to not only get acquainted with CCNY's Staff, but to also gain exposure to the professional world while acquiring valuable skills from a credited institution.

Students are eligible for On-Campus Employment so long as they are registered for classes and meet all the requirements to work in the United States

To learn more about On-Campus Employment Opportunities and Applications, log on to <https://www.ccny.cuny.edu/hr/ocse>

Be sure to complete all required Forms.

CITYServ

The Office of Student Life & Leadership Development NAC 1/210

(212) 650—5002 / 5013

cityserv@ccny.cuny.edu.

www.ccny.cuny.edu/activities/student-programs

CityServ is a campus based service learning opportunity available to CCNY students. Its goal is to link CCNY students to the surrounding community through community service and volunteering. Students can work in various fields such as: Health Care, Childcare, Education, Public Safety, recreation, community improvement.

CCNY Green

Marshak 1308

(212) 650—6445

www.ccny.cuny.edu/ccnygreen

ccnygreen@ccny.cuny.edu

CCNY Green is an organization on campus devoted to helping CCNY become a Sustainable Campus by lowering its Carbon Footprint. It tackles issues involving Energy Usage, Transportation, Water Usage, Recycling, Sustainable Nutrition, Sustainable Outreach, and Sustainable Education.

If you have any ideas for new Sustainable Projects, do not hesitate to contact CCNY Green by visiting their office or by sending them an email at the aforementioned email address.

Volunteer Emergency Services

Shepard Hall 51A

(212) 650—7519

ves@ccny.cuny.edu

As an emergency medical unit, VES consists of **New York State Department of Health certified Emergency Medical Technicians and First Responders**. All VES members are Trained and Certified by the American Heart Association to administer CPR, First Aid, and the use of automated external defibrillators (AED). Each duty crew consists of 4-5 members, dispatched by CCNY campus security, and work with NYC*EMS to provide early pre-hospital care. On average, VES responds to at least 100 emergency calls per year. VES holds group training sessions for CCNY students.

SPORTS TEAMS AT CCNY

MEN

Baseball
Basketball
Cross Country
Indoor Track & Field
Outdoor Track & Field
Lacrosse (Club)
Soccer
Tennis
Volleyball

WOMEN

Cheerleading (Club)
Basketball
Cross Country
Indoor Track & Field
Outdoor Track & Field
Fencing
Soccer
Tennis
Volleyball

Nat Holman Gymnasium

Basement level of Marshak Science Building



Monday – Friday 11:00 AM – 3:00 PM

Features: Seats 2,000 people and features 5 basketball courts, 6 volleyball courts and an indoor track. The gymnasium is also used as a site for College and High School PSAL level basketball and volleyball games.

Wingate Fitness Center

212-650-6595

3rd Floor of Wingate Hall

Monday – Thursday 8:00 AM – 9:00 PM

Friday 8:00 AM – 3:00 PM



Equipment: Cardiovascular equipment, Olympic free weights, an indoor track and locker room access

Jeremiah H. Mahoney Pool

TEMPORARILY CLOSED DUE TO RENOVATIONS

Student Life and Leadership Development: Clubs & Organizations

The Department of Student Life provides meeting space and support for more than 200+ student organizations. These organizations cover a wide array of interests including academic clubs, cultural clubs, religious clubs, and social clubs. To learn more about these and other clubs, visit our office and speak to one of our staff members or check the contact info for the clubs listed, go to <http://clubreg.wixsite.com/thelivecampus/club-listings>

Fall Club Registration

Applies to:

New Undergraduate and Graduate clubs

Pre-existing Undergraduate and Graduate clubs that did not pre-register in the Spring

STEP ONE: Attending a club registration workshop

STEP TWO: Meeting the following criteria

STEP THREE: Submit the following information via Campus Groups

Your Club Roster

Your Executive Officers

Your Faculty Advisor

Your Constitution

STEP FOUR: After you have registered with Student Life a mailbox will be assigned to your club in NAC 1/210

SPRING PRE-REGISTRATION (SPRING OF EVERY YEAR)

Only clubs that have an ACTIVE status for the academic year 2015-2016 will be able to pre-register in spring 2017.

With pre-registration:

Clubs get priority on funding.

Reserve space early for club events and activities

Eligible to reserve a space in the Summer Leadership Retreat than clubs that register in the fall

REQUIREMENTS: Undergraduate Clubs

4 officers - GPA 2.0 or better

You will need a faculty or staff member to act as your faculty advisor.

15 members minimum (in addition to four executives)

All members must be undergraduate students

THE CAMPUS (founded in 1907)**NAC 1/119****212 650-8177 / 8178****general@ccnycampus.org**

The Magazine acts as a paper of record of events and policies related to the CCNY campus and its surrounding communities. For submission of articles, contact ccnycampuswebsite@gmail.com

THE PAPER**NAC 1/118****212 650-5029/5081****thepaper@ccny.cuny.edu**

This is a resourceful tool for educating the student body in regards to politics, social justice and world news. The Paper is dedicated to the African American community in Harlem, diverse CUNY student body and the world at large.

SAME TV**NAC 1/117****212-650-5028/5014****CCNYSAMETV@gmail.com**

This organization provides members with hands-on experience in the television/broadcasting fields.

WCCR**NAC 1/108****212-650-5027 – Office****212-650-8171 - On Air****wccr@ccny.cuny.edu**

This is a student run station with a great collection of talented radio personalities, journalists, DJs and artists joining together to create great programming, music and events. WCCR broadcasts Monday—Friday: 11:00 AM - 7:00 PM on 590AM, on campus and online.

WHCR—FM**NAC 1/513****212-650-7481 – Office****212-491-6903 - On Air****WHCR903FM@WHCR.org**

A community radio station broadcasting from the campus of the City College of New York, seeks to provide skills in communications and related disciplines to students here at the college and community members. WHCR seeks to empower listeners by providing informative, educational and cultural programming that speaks to the diverse populations of Harlem, upper Manhattan; and some sections of the Bronx, Queens, and New Jersey.

City College Center for the Arts

Wille Administration Building 205-A
(212) 650—6400

The Center for Arts (CCCA) serves as a cultural hub that builds a sense of community within the school and its surrounding neighborhood, while inspiring creativity and diversity. Numerous performances occur on the campus in the Aaron Davis Hall. Tickets are available online at <http://adhatccny.org/> or visit or call Aaron Davis Hall.

Poetry Outreach Center

NAC 6/260
(212) 650—6356
bigapplepoetpam@aol.com

The Poetry Outreach Center works to encourage the creation and appreciation of poetry at all levels of education and to strengthen Literacy through Creative Writing. CCNY Students and Faculty conduct workshops in NYC Public Schools and encourage students to participate in Poetry Events such as the Annual Poetry Festival, Poetry Contests, and the Annual Anthology.

The Rifkind Center

NAC 5/225
(212) 650—7367 / 6388

The Simon H. Rifkind Center for the Humanities & The Arts promotes CCNY's Cultural Activities in the Humanities & Arts through Special Events, High School Outreach Programs and Publications associated with the college.

The Langston Hughes Festival

NAC 6/216C
(212) 650—7927
lhf@ccny.cuny.edu

The Langston Hughes Festival aims to celebrate and expand upon the literary legacy of Harlem Poet, Langston Hughes. At the Festival, The Langston Hughes Medal to the most distinguished writers associated with the African Diaspora. The Festival's Itinerary includes a Day of Salons, Scholarly Conferences & Symposia celebrating Langston Hughes' Legacy, and a Creative Performance by the Medal Winner.

Fall 2016 Academic Calendar

July	
07/13/2016	Payment Due for Registration through July 1, 2016
August	
08/03/2016	Payment Due for Registration through July 26, 2016
08/18/2016	Payment Due for Registration through August 18, 2016
08/12/2016	Last day to apply for an e-Permit
08/24/2016	Last day of Registration
08/24/2016	Last day to drop classes for 100% tuition refund
08/25/2016	CLASSES BEGIN
08/25/2016	Late Registration fee (\$25.00) and change of program fee (\$18.00) for adding or swapping courses begins
08/25/2016 - 08/31/2016	Change of Program
08/27/2016	FIRST DAY OF SATURDAY CLASSES
08/31/2016	Financial Aid Certification Enrollment Status date
08/31/2016	Last day to drop classes for 75% tuition refund.
08/31/2016	Last day to drop without the grade of "WD"
08/31/2016	Last day to add/swap a class to an Existing Program
08/31/2015	Last day to submit request for Independent Study
08/31/2016	Last day for Change of Program
08/31/2016	Last day to file for Pass/Fail and Audit Options
September	
09/01/2016	Course Withdrawal drop period begins (A grade of "WD" is assigned to students who officially drop a course)
09/01/2016	COA Roster available in CUNYFirst faculty self service
09/03/2016	No Classes Scheduled
09/05/2016	Labor Day - College Closed
09/07/2016	Last day to drop classes for 50% tuition refund
09/07/2016	COA Rosters due in CUNYFirst Faculty self service
09/14/2016	Last day to drop classes for 25% tuition refund
09/14/2016	Last day to change or declare a major, minor and/or concentration effective for Fall 2016; Form A census cutoff.
09/14/2016	Last day to drop classes without the grade of "W"
09/14/2016	Course withdrawal drop period ends (Last day for "WD" grades)
09/15/2016	Course withdrawal period begins (A grade of "W" is assigned to students who officially drop a class) - No Refund
09/15/2016	Freshman Convocation
09/24/2016	Last day to submit proof of immunization for NYS residents
October	
<i>Academic advising month. Please see your academic advisor.</i>	
10/02/2016 - 10/04/2016	No Classes Scheduled
10/03/2016	Application for Degree for February 2017 Graduation begins
10/06/2016	Classes follow a Monday schedule
10/10/2016	College Closed - no classes scheduled
10/11/2016 - 10/12/2016	No classes scheduled
10/13/2016	Last day to submit proof of immunization for non-NYS residents
10/14/2016	Classes follow a Tuesday schedule
November	
11/02/2016	INC grades for Spring 2016 and Summer 2016 for Undergraduates students convert to FIN
11/02/2016	INC grades for Summer 2015, Fall 2015 and for Graduate students convert to FIN
11/04/2016	60% date for the term
11/10/2016	Course withdrawal period ends. Last day to withdraw from a class with the grade of "W".
11/24/2016 - 11/27/2016	College Closed - No Classes
December	
12/02/2016	Deadline for filing Application for Degree for February 2017 Graduation
12/12/2016	LAST DAY OF CLASSES
12/13/2016	Reading Day
12/14/2016 - 12/21/2016	Final Exams
12/21/2016	End of Fall Term
12/24/2016 - 12/25/2016	College Closed
12/31/2016	College Closed
January	
01/01/2017	College Closed
01/02/2017	Last day for grade submissions - Fall 2016 (Subject to change)

The Financial Aid Office
Wille Administration Building, Room 104.
(212) 650-6656
financialaid@ccny.cuny.edu.

Students should apply and complete their Free Application for Federal Student Aid (FAFSA) applications before the priority deadline of March 15. For the most recent information on application filing procedures, academic progress requirements, and other eligibility criteria, contact the Financial Aid Office.

NEW YORK STATE AWARDS

Tuition Assistance Program TAP A grant for full-time undergraduate students who are residents of New York State and who are U.S. citizens or eligible noncitizens.

Aid for Part-Time Study APTS Aid to part-time (6-11 credits) undergraduates for their educational expenses.

NYS Science, Technology, Engineering and Mathematics (STEM) Incentive Program A full CUNY tuition scholarship for the top 10 percent of students in each New York State high school if they pursue a STEM degree in an associates or bachelor degree program and agree to work in a STEM field in New York State for 5 years after graduation.

FEDERAL AWARDS (TITLE IV AID)

Pell Grant A grant to all students who show evidence of need.

Campus-Based Aid Programs Funds from the three federal programs—Federal Work-Study (FWS), Federal Perkins Loan, and Federal Supplemental Educational Opportunity Grant (FSEOG)—are awarded to eligible students who attend on at least a half-time basis.

Federal Work Study Program Students are offered job opportunities to earn wages on and off campus while pursuing their course of study.

Federal Perkins Loan Low interest loans awarded to students based on available fund.

William D. Ford Federal Direct Loan (Subsidized and Unsubsidized) Loan granted to students in degree granting programs and are enrolled at least half-time from the federal government

Applicants must fill out their FAFSA application along with a loan application.

William D. Ford Federal Direct PLUS Loans Loan granted to parents of dependent students

OTHER FINANCIAL AID

New York State Scholarships and Awards: Children of Deceased or Disabled Veterans and Deceased Police Officers, Firefighters and Corrections Officers; Professional Opportunity Scholarships; State Aid to Native Americans; New York State World Trade Center Memorial Scholarships; and Veterans Tuition Awards.

Veterans and children of deceased or permanently disabled veterans may contact the Office of Veterans Affairs located in Wingate Hall, Room 107 Phone (212) 650-5374.

Macaulay Honors College Full tuition coverage and access to a Macaulay Opportunities Fund grant of up to \$7,500 to be used for global research, internships and service, and a laptop. Recipients chosen based on grades, SAT scores, and an evaluation by the College Honors Committee.

World Trade Center Memorial Scholarship covers the cost of tuition, fees, books and supplies, transportation, and room and board for four full-time academic years. It is awarded to the children and spouses of victims of the terrorist attacks of September 11, 2001, or as a result of the rescue and recovery efforts related to those attacks.

Federal Aid to Native Americans members of, or at least one-quarter degree Indian blood descendants of a member of an American Indian tribe who are eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs, and are accepted for admission to an accredited college pursuing a four-year degree.

Alternative Loans International students, non-matriculated and/or less than half-time students may be eligible to receive a private loan to help with their educational expenses.

City University Supplemental Tuition Assistance Program (CUSTA) provides supplemental assistance of up to \$100 per year to full-time undergraduate students who would experience an automatic decrease in their TAP award beginning in the fifth semester.

SEEK Counseling and Student Support Services/The Percy Ellis Sutton SEEK Program based on family income and financial need demonstrated via the FAFSA, SEEK and SSSP students may qualify to receive program stipends to assist with the costs of their education.

Student Aid Association approximately 150 scholarships are awarded per year to City College undergraduate students who might otherwise have difficulty pursuing their studies.

MERIT BASED SCHOLARSHIPS

The City College of New York Scholarship Program The City College offers a variety of scholarships to entering freshmen, transfer and continuing students. Scholarship information can be obtained from the College’s website or the Office of Admissions (212-650-6977) See Page 22

The New York City Council Merit Scholarship rewards New York City high school graduates who have proven their ability to succeed academically while they were in high school.

Grants – Money that does not have to be repaid and is usually based on financial need. **Scholarships** – Money that does not have to be repaid and usually is awarded on the basis of academic merit. **Loans** – Money that is borrowed for college and must be repaid with interest.

Work-Study – Money earned from a job provided by the Financial Aid Office at the college

2014-15 Cost of Attendance Calculation

Students Living With Parent

Room & Board \$1,918
 Transportation \$1,020
 Books & Supplies \$1,304
 Personal Expenses \$2,946
 Approx. Total Expenses \$7,188

Living Away from Parents

Room & Board \$13,554
 Transportation \$1,020
 Books & Supplies \$1,304
 Personal Expenses \$4,106
 Approx. Total Expenses \$19,984

Satisfactory Academic Progress (SAP) Requirements All students must satisfy qualitative and quantitative academic standards in order to remain eligible for federal financial aid. Those who fail to meet the standards will have their aid suspended until they meet the minimum standards.

Study Abroad Financial aid is available for students who attend an approved study abroad program. Credits taken must be applicable to the student’s degree.

Tuition Payment Plan CUNY colleges participate in the TuitionPay monthly installment payment plan to help families budget tuition and fee expenses. For details about the program visit www.tuitionpay.com/cuny or the Office of the Bursar at your CUNY college.



Financial Aid Office
Wille Administration Building, A-104
160 Convent Avenue
New York, N.Y. 10031
Tel: 212.650.6656
Fax: 212.650.5829

Tuition Assistance Program (TAP) Satisfactory Academic Progress (SAP) Charts

To qualify for a New York State Tuition Assistance Program (TAP) award, students must meet the applicable New York State Satisfactory Academic Progress (SAP) standards. Students are evaluated based on when they received their first TAP payment and whether or not they are in a remedial program. The following charts explain the New York State Education Department guidelines which detail the SAP standards a student must meet to be certified for each TAP payment.

2011 SAP Standards – First TAP award summer 2010 and thereafter **

TAP Certification Requirements	1	2	3	4	5	6	7	8	9*	10*
Program Pursuit Standards The number of credits that must be completed in the previous payment semester.	0	6	6	9	9	12	12	12	12	12
Academic Progress Standards The number of credits that must be accrued in the previous payment semester.	0	6	15	27	39	51	66	81	96	111
GPA (grade point average) The minimum grade point average that must be attained in the previous payment semester.	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

2006 SAP Standards – First TAP award summer 2006 through spring 2010 **

TAP Certification Requirements	1	2	3	4	5	6	7	8	9*	10*
Program Pursuit Standards The number of credits that must be completed in the previous payment semester.	0	6	6	9	9	12	12	12	12	12
Academic Progress Standards The number of credits that must be accrued in the previous payment semester.	0	3	9	21	33	45	60	75	90	105
GPA (grade point average) The minimum grade point average that must be attained in the previous payment semester.	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Pre-2006 SAP Standards – First TAP award before summer 2006

TAP Certification Requirements	1	2	3	4	5	6	7	8	9*	10*
Program Pursuit Standards The number of credits that must be completed in the previous payment semester.	0	6	6	9	9	12	12	12	12	12
Academic Progress Standards The number of credits that must be accrued in the previous payment semester.	0	0	6	18	31	45	60	75	90	105
GPA (grade point average) The minimum grade point average that must be attained in the previous payment semester.	0	0	1.0	1.2	2.0	2.0	2.0	2.0	2.0	2.0

*Undergraduate Architecture, BioMed, and SEEK students are eligible for 10 semesters while all other qualified undergraduate students are eligible for 8 semesters.

**SEEK students are considered remedial and will be evaluated against the 2006 SAP Standards chart.

(REVERSE)

New York State Tuition Assistance Program Academic Requirements

To be eligible for a TAP award, students must be enrolled for at least 12 credits or the equivalent. Courses may be counted toward full-time study only if they are applicable toward a degree, as described in the college bulletin. Electives are acceptable when taken in accordance with published degree requirements. A student may take courses not applicable to a degree in a given semester as long as the coursework is above the minimum full-time requirement of 12 credits.

TAP Certification Requirements:

- Credits counted must meet appropriate course categories and degree requirements as described in the Bulletin.
- Complete a specific number or percentage of credits in appropriate coursework in the previous semester.
- Accumulate a specific number of credits in appropriate coursework towards your degree in the previous semester.
- Maintain a specific minimum GPA (grade point average) at specific points.

Declaring a Major: To be considered matriculated for state financial aid purposes; the New York State Education Department requires that the student declare a major by the beginning of the junior year.

- The major must be declared by the time you complete 60 credits and within 30 days of the end of the drop/add period.

Repeated Courses: Repeated courses in which you have already received a passing grade cannot be included in meeting the TAP full-time study requirement. Repeated courses may be counted toward the full-time study requirement if you:

- Repeat a course that you have previously failed
- Repeat a course for additional credit
- Received a passing grade that is unacceptable in a particular curriculum.
- If you are repeating a course in order to earn the "C" required for your major, your major must be noted in your academic record even if you have not yet completed 60 credits.

TAP Waiver: Students who fail to meet the SAP standards may apply for a TAP waiver. Students may be granted a waiver of the TAP academic requirements once as an undergraduate with the expectation that they will meet all requirements in the future. Students may apply for multiple waivers of the "C" average requirement.

Conditions/Restrictions for the waiver are:

- Must have a good overall record with academic difficulties concentrated in one term.
- An appeal must be based on circumstances outside the College.
- The reason must be extenuating extraordinary, or unusual, fear of failing a class does not meet this standard.
- Documentation must be provided to support a waiver request.

Ability to Benefit: Ability to Benefit (ATB) test must be passed if a student does not have a high school diploma or GED from within the United States.

- The ATB regulation applies to all students who are first-time state aid recipients in the 2006-2007 academic year or thereafter.
- Beginning in summer of the 2008-09 academic year, students must take the ATB exam within the add/drop period of the term.

Summer TAP Award

Accelerated Study: Students qualify for accelerated study (summer TAP) only upon earning 24 credits applicable towards their degree program at City College.

- The 24 credits must be earned in the prior two semesters preceding the start of the accelerated term.
- The student must be full-time in the term preceding the accelerated term
- The student must be in good academic standing prior to certification of the accelerated term
- Transferred credits cannot be included in the 24 credit requirement.



Federal Satisfactory Academic Progress Standards for Title IV Financial Aid

City College students must satisfy the following qualitative and quantitative academic standards in order to remain eligible for federal financial aid. These qualitative and quantitative standards refer to the following Title IV Federal Aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Federal Perkins Loan, and William D. Ford Federal Direct Student Loans.

City College students will be measured against the Title IV Satisfactory Academic Progress Standards at the end of each spring semester in order to determine eligibility for the upcoming year. Students who fail to meet the college's academic standards listed below will be placed on "probation". All students will be eligible for federal aid during their first semester on probation. Eligibility for federal financial aid after the first probationary semester will be determined by the City College Academic Progress Appeals Committee.

Qualitative Standard:

Undergraduate students – Students must achieve the following Grade Point Average (GPA) at City College:

- 0 -12 attempted credits = 1.50 GPA required
- 13 -24 attempted credits = 1.75 GPA required
- 25+ attempted credits = 2.00 GPA required

Graduate students – must achieve a GPA of 3.00.

Quantitative Standard

Undergraduate students - In addition to achieving the required Grade Point Average students must also accumulate credits toward the degree according to the following City University standards:

Attempted credits must be no more than 150% of the credits (180 credits) needed for the completion of the degree and credits earned must be equal to or greater than two-thirds of the credits attempted.

or

If the above quantitative standard is not met, a student may be eligible to receive financial aid by meeting the following City University conditional standards:

Credits earned must be equal to or greater than 75 percent of the credits attempted minus 18.

Conditional standard formula: Credits earned \geq [($.75 \times$ credits attempted) – 18]

The chart below summarizes City University's quantitative standards.

BA Degree (120 credit degree \times (1.5) = 180

Cumulative Credits Attempted	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180
Cumulative Credits Earned	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120
Cumulative Credits Earned/Conditional Standard	0	0	9	18	27	36	45	54	63	72	81	90	99	108	117

Graduate students – In addition to achieving the GPA required for good academic standing, the following City University standards must be met:

Attempted credits must be no more than 150% of the credits required for the completion of the degree and credits earned must be greater than or equal to two-thirds of the attempted credits.

Determination of Cumulative Attempted Credits and Cumulative Earned Credits

Withdrawals – Courses that are “dropped” during the “add/drop” period will not be counted as cumulative attempted credits. Withdrawals that are recorded on a student’s permanent record will be included as cumulative attempted credits and will have an adverse effect on a student’s capability to meet the appropriate standard.

Incomplete Grades – Courses with incomplete grades are included as cumulative attempted credits. However, these courses cannot be used as credits accumulated toward the degree because successful completion is the criterion for positive credit accumulation.

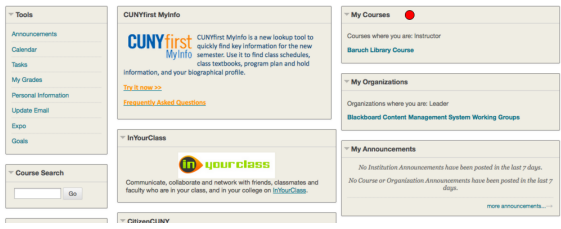
Repeated Courses – Successfully completed courses can generally be accepted towards degree requirements once (cumulative earned credits). Repeated courses, regardless of the prior grade, reduce a student’s capacity to meet the required credit accumulation standard.

Transfer Students – Transfer students shall have their status initialized for the purpose of measuring satisfactory academic progress by using the number of credits determined to be acceptable toward the degree as both the student’s cumulative attempted credits and cumulative earned credits.

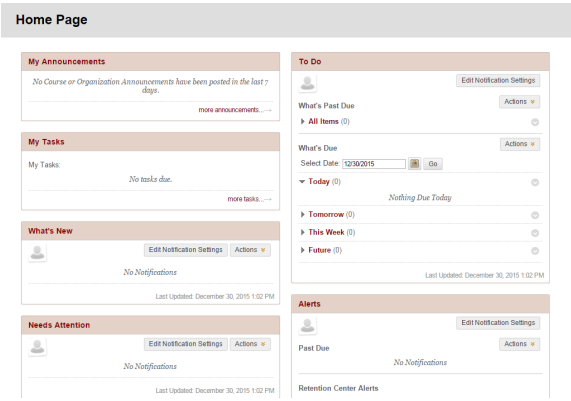
Change of Degree – If a student changes his or her objective and begins pursuing a different degree, the student will be subject to the maximum time frame for the new objective without regard to time spent pursuing the previous degree.



Access **Blackboard** through CUNY Portal by clicking the **Blackboard** link, located at the top left of the Welcome Page. Not every professor uses Blackboard so only the courses that use Blackboard will be on Blackboard.



The Home Page will display a list of your courses on the top right, and a list of your organizations and announcements directly underneath. To the left of the page are a set of tools through which you can access your grades, tasks, calendar and more

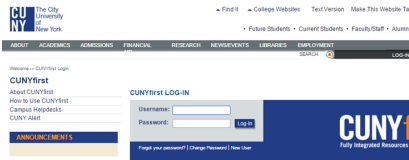


Click on any of your courses to access their personal page. This page will include assignments, announcements, documents, grades and other information pertaining to that class

Through your Blackboard account, you can submit your assignments by clicking the **Course Material** link on the course page; which will grant you access to the different assignments of said course. Click on the specific assignment to upload your submission.

You can also access documents and other information posted by your professor through the **Contents** link located to the left of the Course's Home Page. Grades and other announcements can also be seen through their respective Blackboard links.

The pull down tab next to your name on the top right corner of the screen also has quick links to your other courses, new posts, updates, and the grades and announcements you have not yet viewed. A red number next to your name will indicate that you have unseen items in those areas.



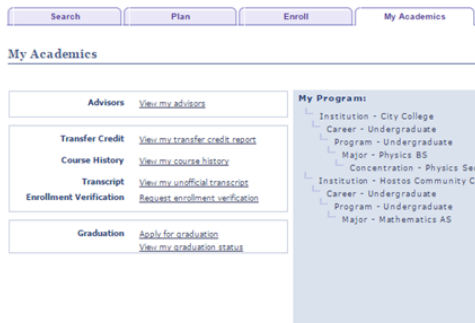
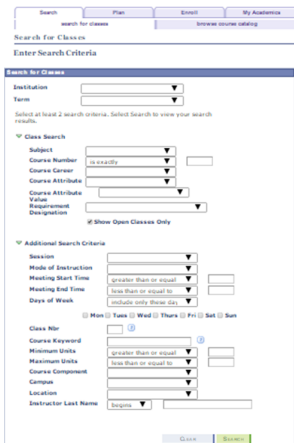
Log in to CUNYFirst. If a first time user click New User and follow the prompts to activating your CUNYFirst account.

After logging in you will be greeted with various announcements and opportunities opened to City College students and CUNY wide events. By clicking the Student Center you can access your academic and semester billing and financial aid information. Register for classes and more.

The homepage of the Student Center shows Academics and Financial records, the student's Personal Information. Along the right hand side you can view Holds, To Do List, Enrollment Dates, Advisory Information and more.



In order to view a semester bill, obtain financial records, pay a bill, set up direct deposit, or view pending aid you can click on any of the links in the Finances section.



To add classes, click **Search** within **Academics** and you can look at what courses are offered.

In order to view your grades, course history, order a transcript, or apply for graduation, click **My Academics** to view the options given.

Access DegreeWorks through your CUNY Portal by clicking **DegreeWorks – Online Advisement System**, located at the top left of the Welcome Page. Your Degree Works page will include your basic information, major, minor, credits and GPA. All courses, including transferred credits are included.

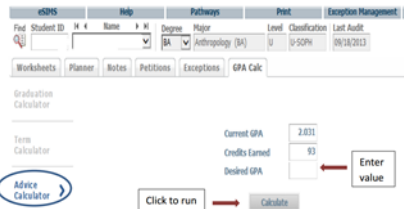


The first page displays the courses you will need in order to graduate based on your major. Completed courses are labeled with a green check, remaining courses with an empty red square and courses in progress with a blue curved line. You can display the list of missing courses by switching the view from **Student View** to **Registration Checklist**

Use the **What-if** to stimulate a change in or an addition to your major or minor. You can then see the additional courses that you would need to take and how your completed credits will apply to the desired major or minor



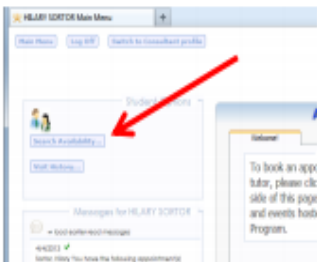
Three **calculators** are available:
Graduation – How you will need to perform to graduate with a certain GPA.
Term – How will your anticipated grades for the semester affect your GPA
Advice—How many credits and what grades do you



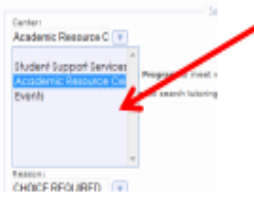
Instructions for Making Appointments in AdvisorTrac

Log in to AdvisorTrac at <http://advisortrac.cuny.cuny.edu>
 Enter the first part of your CCNY email and use your regular email password. Follow the instructions below:


2) Click Search Availability




3) Under Center, select Advising to see your counselor, or Academic Resource Center for tutoring.



4) In this example, we'll check tutoring availability. Under Section, select your class and under Reason, select 1-to-1 tutoring. Then click Search.

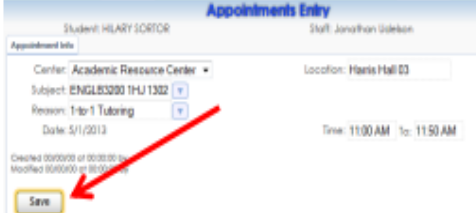


5) To make an appointment, click on the green box.

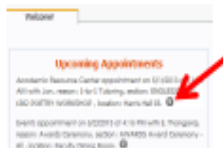


Available Time Slots:	
Wed 8/1/2013	Mon 8/19/2013
Jon Harb Hall 03 Instructor 1:00 PM - 1:30 PM	Jon Harb Hall 03 Instructor 1:00 PM - 1:30 PM
Jon Harb Hall 03 Instructor 3:00 PM - 3:30 PM	Jon Harb Hall 03 Instructor 3:00 PM - 3:30 PM

6) Click Save in the Appointment Entry Screen.



TIP: to cancel an appointment, go to Upcoming Appointments in the main Menu and click the grey button.



Academic Standards	A 216	212.650.8113/ 8507
Admissions	A 101	212.650.6977
Affirmative Action	A 214	212.650.6310
Bookstore	NAC 1/103	212.368.4000
Bursar Office	A 103	212.650.7218 / 8700
Campus Security / Lost & Found / Parking Arrangements	NAC 4/201	212.650.6911 Emergency: 212.650.7777
City Tech Center	NAC 1/301	servicedesk@ccny.cuny.edu
Diversity & Compliance	A 212	212.650.6310 / 7330
Emergency Grants & Loans	MR J15	212.650.8222
Evaluation & Testing	A 213	212.650.6488
Financial Aid Office	A 104	212.650.6656
Gateway Center (GAC)	NAC 1/219	212.650.6115
Honors Center	NAC 4/150	212.650.6917
I-Media Technology	NAC 5/220	212.650.5480
Information Desk / ID Office	NAC 1/205	212.650.5902
International Student Services	NAC 1/107	212.650.8106 / 8107
Library Architecture	SSA 101	212.650.8768
Library Cohen (Main)	NAC Floor 2	212.650.7155
Library Center for Worker Education	25 Broadway, Fl. 7	212.925.6625 x 228
Library Dominican Studies	NAC 2/202	212.650.7170
Library Music	SH 160	212.650.7174
Library Science & Engineering	MR J29	212.650.5712
Ombudsperson, Faculty	A 216	212.650.8507
RAP-SI Mentoring Program	NAC 4/149	212.650.5100
Registrar Office	A 102	212.650.7850 / 7852
Reserve Officers Training Corps (ROTC)	MR 16	212.650.6478
Student Affairs	A 204	212.650.5426
Student Life & Leadership Dev	NAC 1/210	212.650.5002
Student Off-Campus Housing	NAC 1.210A	212.650.5370
The Towers	401 W 130th St.	917.507.0070

CCNY Campus Map



the City University of New York

MAIN ENTRANCES
WELCOME CENTER
 Visitor ID

HANDICAPPED ACCESS
 Access to Nat Holman Gym
 & Rooms 20 Thru 28 only.

EMERGENCY TELEPHONE
 NOTE: There is an emergency phone
 inside every passenger elevator on campus.

UNDER CONSTRUCTION
CLOSED FOR CONSTRUCTION

BIKE RACKS
PROPOSED BUILDING

BUS STOP
SEATING AREA

LEGEND

SSSP Staff

Dr. Elizabeth Thangaraj
Program Director
NA 6/147 (212) 650-6411
ethangaraj@ccny.cuny.edu

Ms. Ann Bascom
Academic Counselor
NA 6/116 (212) 650-6408
abascom@ccny.cuny.edu

Ms. Vatsala Ponnuraj
Program Coordinator
NA 6/152 (212) 650-6825 / 6829
vponnuraj@ccny.cuny.edu

Ms. Katherine Reynoso
Academic Counselor
NA 6/117 (212) 650-6410
kreynoso@ccny.cuny.edu

Mr. Tyson Ward
ARC Coordinator
Academic Resource Center
Marshak Hall 1104
(212) 650-7055
tward@ccny.cuny.edu

Ms. Ahalya Bodasing
Academic Counselor
Consultant
NA 6/119 (212) 650-6828
ahalya@ccny.cuny.edu

SSSP Main Office
NA 6/148 (212) 650-6829
160 Convent Avenue
New York, NY 10031
sssp@ccny.cuny.edu

Handbook Research / Editorial Team:
Carme Azor (plus logo design)
Annie Begum
Linwood Fitts (plus planner format)
Kujtime Muzhaku (plus handbook re-format)
Suzie Saint –Vil
Ahalya Bodasing (project supervisor)



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