Student Support Services Program

STUDENT HANDBOOK

SPRING 2016

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Counselor: ______________________________
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Welcome to SSSP.

Student Support Services at 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.

This program supports college students to persevere until they earn a baccalaureate degree. SSSP’s cohort of administrators, counselors and student staff collaborate with college-wide programs and departmental faculty to promote the well-being of SSSP students.

At each stage of academic life, SSSP’s counselors acclimate the student to the next academic year. Throughout the semester, the counselors confer with the Academic Resource Center’s coordinator on the student’s academic progress and prescribe skills-support activities for tutorial sessions.

Once connected to the program, the SSSP student can engage in a variety of activities. At SSSP, there are many opportunities to develop leadership qualities and strengthen academic skills. As new ideas appear on the horizon, our counselors will seek out students to engage them.

In spring and fall, SSSP’s capstone events recognize the hard work and practiced determination of SSSP members. We are proud to celebrate with our students’ all their accomplishments.

Stay in touch with your counselors. Take part in SSSP’s engagement initiatives. My weekly email updates will help you follow SSSP’s event calendar.

Find us on Facebook and Twitter.
View our web page at http:// www.ccny.cuny.edu/sssp/.

Elizabeth
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.

Ms. 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.

Dr. Elizabeth Thangaraj earned her PhD in Educational Administration, Organization and Policy from the SUNY at Buffalo. She is the Principal Investigator for a TRIO Grant sponsored by the US Department of Education. 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, by the Provost’s Office at Baruch College, for the Most Outstanding Student Advocate at the CUNY Student Personnel Conference. Her hobbies include participating in choral singing, hiking and traveling to historic sites.

Tyson Ward
ARC Coordinator
Lecturer
LSAC Test Center Supervisor

Elizabeth Thangaraj
Program Director

Vatsala Ponnuraj
Program Coordinator
Ann Bascom
Counselor
Fusion Club Advisor

Katherine Reynoso
Counselor
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 also supervised academic advising and degree auditing for The Division of Humanities and Arts, CCNY. Ahalya has completed a B.A. in prose and an M.A. in English literature at CCNY. She has taught in the fields of composition, literature and ethnographic studies. She has worked as a writing consultant for various 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 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.

Katherine’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.
*Counseling*

- Program Planning
- Course selection
- Registration Assistance
- Tutoring Referrals
- Major & Minor Selection
- Specialized Academic Programs
- School Policies
- Recommendation Letters
- Problem-solving

*Academic Counseling*

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

*Career Counseling*

- Eligibility Requirement
- FAFSA & TAP Renewal
- Stipend Applications
- SSSP Financial Incentives:
  - Grant Aid
  - The Peer Mentoring Program
  - ARC Tutors
  - Federal Work Study
  - Zitrin Scholar Program

*Financial Counseling*

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

*Advocacy*
Tutoring

Across-the-Disciplines
One-on-One
Group Sessions
Writing Assistance
Regular Appointments
Drop-in Appointments
Special Topic Workshops
Computer Lab
Software Tutorials
Independent Study Groups
Review Sessions
College Database Sessions

SSSP counselors initiate tutoring referrals.

Online Writing Support Service
Email Papers to S3P_eTutor@ccny.cuny.edu
Instructions:
Attach Microsoft Word format Only
State EmplID
Identify SSSP Counselor
Specify Number of Pages
Indicate Due Date
Offer Brief Description of the Assignment
Identify Documentation Style such as MLA or APA
State any Questions / Inquiries in Email

Program Planning
Relevant Professional Opportunities
Career Workshops
Graduate Programs
Scholarships & Internship Advice
Program Services at CCNY
Personal Statements
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’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.

This December event represents the heart of the program: 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 hosts Club-Hour Workshops on Thursdays at 12:30 PM—1:45PM as advertised via emails and posters. Presenters include staff, counselors, SSSP students and guest speakers.

- Financial Aid & Financial Literacy
- Study Abroad
- Career Development & Exploration
- The Accessibility Center
- Awards & Internships
- Leadership & Success
- Choosing a Major/Minor
- Academic Programs / Program Planning
- CUNY Databases
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.

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.ccny.cuny.edu. You can also like them on Facebook at CCNY SSSP Fusion Club.

LEI

Leadership Engagement Initiative (LEI) is a newly established SSSP club in fall 2015 with a developing emphasis on expanding professional support activities for SSSP students.

LEI’s SSSP intern opportunity facilitates a student intern at a designated department or program at the college. LEI congratulates Ruth De La Cruz (our very first SSSP intern!) who works with The International Students and Scholar Program, CCNY from Fall 2015-Spring 2016.

LEI’s Assata Sangary, Amanda Erakky, Carme Azor and Anne Begum are all active members of SSSP. They serve as mentors, workshop presenters, and researchers. They are a wonderful, vibrant team.

Ahalya Bodasing is the advisor for the club.

LEI’s Venture initiative embraces the club’s exploratory spirit of trying new things and setting personal challenges.
SSSP Grant Aid provides $600- $1,000 in the Spring and Fall semester 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 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 at the Main Office NAC 6/148
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.

**The General Education Curriculum**, also called **Core Curriculum**, is an educational experience shared by all City College students regardless of their major. It is comprised of introductory coursework designed to give students the fundamental skills and background they need to pursue advanced work at the major or upper-level elective work and to instill a habit of mind that sees all areas of knowledge as interrelated. Students are able to choose from a selection of courses that build fundamental skills, such as Writing, Research, Critical Thinking and Quantitative Reasoning, while introducing them to different fields of knowledge and inquiry. For Students entering:

- **Fall 2013 or after—Pathways**
- **Prior to Fall 2013—2007-2013 General Education Requirement**

Curriculum Checklists:
Go to http://www.ccny.cuny.edu/gened/general-education-checklists.cfm

Students visit the departments of their majors to meet with a major / minor advisor in the program of their choice.
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@ccny.cuny.edu

CCAPP STUDENT HALL - BIOLOGY & CHEMISTRY
Nkem Stanley
Marshak 1005
(212) 650-6059
nkem@sci.ccny.cuny.edu

CHEMISTRY LEARNING CENTER
Prof. Simon Simms
Marshak 1029
(212) 650-8402
chem@sci.ccny.cuny.edu

MATH AND PHYSICS TUTORING
Norma Archer
Marshak 418S
(212) 650-5780
normaa@sci.ccny.cuny.edu

PHYSICS TUTORING CENTER
Sue Turner
Marshak 308
physdept@sci.ccny.cuny.edu

WRITING CENTER
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

THE 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

ACCESSIBILITY 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
Marshak 1104
(212) 650-7055
tward@ccny.cuny.edu

SEEK PEER ACADEMIC LEARNING CENTER
NAC 5/226
(212) 650-5774
https://www.ccny.cuny.edu/seek

SKADDEN ARPS, Legal Studies Program
NAC 4/134
(212) 650-8704
https://www.ccny.cuny.edu/skadden
An online guide of current academic policies and procedures, services, office locations, courses and programs offered at the college.

Use this quick page reference provided below to locate information from the bulletin about a school, program or major of interest. Check-in with your advisors to clarify any recent changes to your program requirements.

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<td>MR 1320  212-650-6850</td>
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<td><em>The Colin Powell School for Civic and Global Leadership</em></td>
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<td>NA 6/141  212-650-5967</td>
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<td>Anthropology</td>
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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 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

◊ 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

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**
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
◊ 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

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.
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.

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

Students interested in applying to the Program should Contact the Office or visit their website for Additional Information
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 Semester 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.ccny.cuny.edu/studyabroad/cultural-training-for-international-programs](https://www.ccny.cuny.edu/studyabroad/cultural-training-for-international-programs). In addition, using this link: [https://www.ccny.cuny.edu/studyabroad/study-abroad-registration](https://www.ccny.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 to complete the Study Abroad permit.

Here is a list of schools within CUNY offering study abroad:

- Baruch College
- BMCC
- Brooklyn College
- College of Staten Island
- Hunter College
- John Jay College
- Lehman College
- Macaulay Honors College
- Medgar Evers College
- Queens College

**For Students Using a Provider or a non-CUNY institution**

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.

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.*
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. Search for these names on the CCNY webpages and find out which professors are actively working at these centers.

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))
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 to date). Through this, 92 Graduated Startups have been created thus far.
There is One Application with specific sections for each of the CCNY Scholarships. To apply, visit: [http://www.ccny.cuny.edu/admissions/scholarships-awards.cfm](http://www.ccny.cuny.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.
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

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

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
wcenter@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

Counseling Services

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- Relationship Problems
- Difficulties Focusing on Schoolwork

Monday – Friday: 9am to 5pm.
212.650.8222
MR J-15
counseling@ccny.cuny.edu
www.ccny.cuny.edu/counseling
**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
- Public Transportation / Bus Passes
- Child Care
- Gas
- Graduate students must be matriculated & be in good academic standing
- Students have a record of good conduct
- Students have paid tuition to City College

**Eligibility Requirements**
The Office of Academic Standards (OAS)  
Willie Administration Building 206 / 216  
www.ccny.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:

◊ 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
This office assists students and scholars who are not permanent residents of the U.S. with a variety of academic and counseling support services. They 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 Ms. Maribel Marua. Ruth De La Cruz is an SSSP intern for Fall 2015-Spring 2016. This partnership was initiated by our SSSP Club L.E.I. (Leadership Engagement Initiative).

With 40 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.
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**
Helps you choose a major and begin developing your career path

**CPDI Internship Program**
Helps you secure internships where you will gain experience relevant to your career

**CPDI Senior Recruitment Program**
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

**Also Available to Current Students & Recent Alumni:**
- 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.ccny.cuny.edu/cpdi/graduate-application-timeline.cfm
Gareth Williams,
Campus Manager for Service Corps
(212) 650-5922
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.
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  ◊ Networking Opportunities  
◊ Professional Settings/Skills  ◊ Accredited Resume Building

**Typical Job Description**

◊ General Office Duties  ◊ Student Services 
◊ Technology  ◊ 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](https://www.ccny.cuny.edu/hr/ocse)

Be sure to complete all required Forms.
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.

CityServ

The Office of Student Life & Leadership Development NAC 1/210
(212) 650—5002
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.
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
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
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.
The Center for Arts is the cultural hub that builds a sense of community within the school and its surrounding neighborhood, while inspiring creativity and diversity. Home of New Haarlem Arts Theatre.

Tickets
Tuesday – Friday 1200 PM—6:00 PM

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 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 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.
Spring 2016 Academic Calendar

<table>
<thead>
<tr>
<th>January</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>01/15/2016</td>
<td>Last day to apply for an e-permit</td>
</tr>
<tr>
<td>01/28/2016</td>
<td>Last day for 100% tuition refund</td>
</tr>
<tr>
<td>01/28/2016</td>
<td>Last day of Registration</td>
</tr>
<tr>
<td>01/29/2016</td>
<td>CLASSES BEGIN</td>
</tr>
<tr>
<td>01/29/2016  -</td>
<td>01/31/2016 Change of Program</td>
</tr>
<tr>
<td>01/30/2016</td>
<td>FIRST DAY OF SATURDAY CLASSES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>02/01/2016</td>
<td>Change of Program</td>
</tr>
<tr>
<td>02/04/2016</td>
<td>Last day to file for Pass/Fail and Audit Options</td>
</tr>
<tr>
<td>02/04/2016</td>
<td>Last day to drop classes for 75% tuition refund</td>
</tr>
<tr>
<td>02/04/2016</td>
<td>Last day to add a class to an Existing Program</td>
</tr>
<tr>
<td>02/04/2016</td>
<td>Last day to submit a request for Independent Study</td>
</tr>
<tr>
<td>02/09/2016</td>
<td>Classes follow a Friday schedule</td>
</tr>
<tr>
<td>02/09/2016</td>
<td>Application for Degree for June 2016 Graduation begins</td>
</tr>
<tr>
<td>02/11/2016</td>
<td>Last day to drop classes for 50% tuition refund</td>
</tr>
<tr>
<td>02/12/2016</td>
<td>Lincoln’s Birthday – COLLEGE CLOSED</td>
</tr>
<tr>
<td>02/15/2016</td>
<td>President’s Day – COLLEGE CLOSED</td>
</tr>
<tr>
<td>02/18/2016</td>
<td>Last Day to drop classes for 25% tuition refund</td>
</tr>
<tr>
<td>02/18/2016</td>
<td>Last day to drop classes without the grade of “W”</td>
</tr>
<tr>
<td>02/18/2016</td>
<td>Last day to change or declare a major, minor and/or concentration effective for Spring 2016; Form A census cutoff.</td>
</tr>
<tr>
<td>02/18/2016</td>
<td>Verification of Enrollment begins</td>
</tr>
<tr>
<td>02/19/2016</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially drop a class) – No Refund</td>
</tr>
<tr>
<td>02/26/2016</td>
<td>Verification of Enrollment due to Registrar for assignment of WN grades</td>
</tr>
<tr>
<td>02/28/2016</td>
<td>Last day to submit proof of immunization for NYS residents</td>
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<tr>
<th>March</th>
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<tbody>
<tr>
<td>03/14/2016</td>
<td>Last day to submit proof of immunization for non-NYS Residents</td>
</tr>
<tr>
<td>03/15/2016</td>
<td>FAFSA priority deadline for 2016 – 2017 financial aid</td>
</tr>
<tr>
<td>03/23/2016</td>
<td>Classes follow a Friday schedule</td>
</tr>
<tr>
<td>03/25/2016  -</td>
<td>03/27/2016 No classes scheduled</td>
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<tr>
<th>April</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>04/08/2016</td>
<td>INC grades for Fall 2015 for Undergraduate students convert to FIN</td>
</tr>
<tr>
<td>04/08/2016</td>
<td>INC grades for Winter 2015 and Spring 2015 for Graduate students convert to FIN</td>
</tr>
<tr>
<td>04/11/2016</td>
<td>Course withdrawal period ends. Last day to withdraw from a class with the grade of “W”</td>
</tr>
<tr>
<td>04/11/2016</td>
<td>Deadline for filing Application for Degree for June 2016 Graduation</td>
</tr>
<tr>
<td>04/22/2016  -</td>
<td>04/30/2016 Spring Recess</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2016</td>
<td>LAST DAY OF CLASSES</td>
</tr>
<tr>
<td>05/19/2016  -</td>
<td>05/20/2016 Reading Day or Final Exams</td>
</tr>
<tr>
<td>05/23/2016  -</td>
<td>05/28/2016 Final Exams</td>
</tr>
<tr>
<td>05/28/2016</td>
<td>End of Spring Term</td>
</tr>
<tr>
<td>05/30/2016</td>
<td>Memorial Day - COLLEGE CLOSED</td>
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<table>
<thead>
<tr>
<th>June</th>
<th></th>
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<tbody>
<tr>
<td>06/03/2016</td>
<td>Commencement</td>
</tr>
<tr>
<td>06/03/2016</td>
<td>Last day for grade submissions for Spring 2016</td>
</tr>
<tr>
<td>06/06/2016</td>
<td>Summer Session Begins</td>
</tr>
</tbody>
</table>
Your CCNY ID is also your CityONE Card. With the CityONECard Program, when you deposit $50 or more dining dollars, you get a bonus of 5%. In addition, when you use your CityONE Card for purchases, you eliminate the tax which is close to another 9%. This totals to almost 14% savings in your pocket.

You can refill your CityOne Card at any Cashier Stand in the Main Cafeteria on the 2nd Floor of the NAC Building

You can use your Card to purchase food at any Concession Stand or Cafeteria on Campus free of sales tax.

Free Microsoft Office

Steps
1. Sign into student email
2. Open settings (gear symbol)
3. Click Office 365 settings
4. Click software
5. Install

Citymail Login for Students in Outlook.com also has a help section.
CCNY/CUNY Official broadcasts and notices are sent to Citymail accounts.
Your Citymail User Name gives you access to Campus Computer Labs, Campus Printers, and Free Campus Wifi!

Ask Edward

askedward@ccny.cuny.edu
www1.ccny.cuny.edu/current/askedward/

Ask Edward is an advising resource available to all CCNY Students. It is managed by experienced campus advisors who are available to answer all of your questions. You may email your questions to the email above or go on the website to look at the forum of already answered questions. Questions addressing ongoing issues are posted on the website. Be sure to use all available resources such as your advisors along with the various offices and departments on campus.
There are also additional Lab Rooms in NAC 7/309 and SH 278 but check to see the hours of availability.

SSSP Labs
Marshak 1104
NAC 6/120
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

<table>
<thead>
<tr>
<th>Students Living With Parent</th>
<th>Living Away from Parents</th>
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<tbody>
<tr>
<td>Room &amp; Board $1,918</td>
<td>Room &amp; Board $13,554</td>
</tr>
<tr>
<td>Transportation $1,020</td>
<td>Transportation $1,020</td>
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<tr>
<td>Books &amp; Supplies $1,304</td>
<td>Books &amp; Supplies $1,304</td>
</tr>
<tr>
<td>Personal Expenses $2,946</td>
<td>Personal Expenses $4,106</td>
</tr>
<tr>
<td>Approx. Total Expenses $7,188</td>
<td>Approx. Total Expenses $19,984</td>
</tr>
</tbody>
</table>

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.
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 **

<table>
<thead>
<tr>
<th>TAP Certification Requirements</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9*</th>
<th>10*</th>
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</thead>
<tbody>
<tr>
<td>Program Pursuit Standards</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>12</td>
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<tr>
<td>Academic Progress Standards</td>
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<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
<td>96</td>
<td>111</td>
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<tr>
<td>GPA (grade point average)</td>
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<td>1.8</td>
<td>1.8</td>
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<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TAP Certification Requirements</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>10*</th>
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<tr>
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<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
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<td>12</td>
<td>12</td>
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</tr>
<tr>
<td>Academic Progress Standards</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>GPA (grade point average)</td>
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<td>1.1</td>
<td>1.2</td>
<td>1.3</td>
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<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
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</table>

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

<table>
<thead>
<tr>
<th>TAP Certification Requirements</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>6</th>
<th>7</th>
<th>8</th>
<th>9*</th>
<th>10*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Pursuit Standards</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>9</td>
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<td>12</td>
<td>12</td>
<td>12</td>
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<td>12</td>
</tr>
<tr>
<td>Academic Progress Standards</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>18</td>
<td>31</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>GPA (grade point average)</td>
<td>0</td>
<td>0</td>
<td>1.0</td>
<td>1.2</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*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.

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 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.

To access this Document Online, visit:

Federal Satisfactory Academic Progress Standards for Title IV Financial Aid

Federal regulations require colleges to monitor the academic progress of each applicant for federal financial assistance. The City University of New York first published minimal standards for academic progress in 1995. Recent revisions to these standards reflect the new federal regulations that became effective for the 2011-2012 award year.

All 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 Loans.

All students (whether aid recipients or not) will be measured against the Title IV Satisfactory Academic Progress (SAP) standards at the end of each spring semester, in order to determine eligibility for the upcoming year. Those who fail to meet the academic standards will have their federal aid automatically suspended until they meet the minimum standards that are listed below.

Please note: In some cases, a student’s failure to meet SAP was due to extraordinary or exceptional circumstances. These students may choose to submit an “Appeal for Reinstatement” of their federal aid. Supporting documentation must accompany their appeal. Additional information and forms are available in the Financial Aid office or on the City College of New York financial aid website.

Undergraduate students – In order to qualify for Title IV student financial assistance, an undergraduate student must be making satisfactory academic progress toward a degree, by meeting the minimum standards specified below.

A. Minimum GPA:

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

5 - 12 attempted credits = 1.50 GPA required
13 - 24 attempted credits = 1.75 GPA required
25+ attempted credits = 2.00 GPA required

It is important to note, however, that federal regulations also stipulate that an undergraduate student must have a minimum GPA of 2.0 after attending school for four semesters without regard to enrollment status and superseding the above table.

B. Maximum time-frame:

Attempted credits must be no more than 150% of the credits required for the completion of the degree.

(120 credit degree x 150% = 180 maximum credits attempted)

- over -

To access this Document Online, visit:

C. Pace of progression:

Accumulated (or earned) credits must be equal to or greater than a certain percentage of the total amount of attempted credits.

The chart below summarizes the City University’s “progression toward degree” requirements for undergraduate degrees that require 120 credits:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>15</th>
<th>30</th>
<th>45</th>
<th>60</th>
<th>75</th>
<th>90</th>
<th>105</th>
<th>120</th>
<th>135</th>
<th>150</th>
<th>165</th>
<th>180</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Credits Earned</td>
<td>0</td>
<td>5</td>
<td>16</td>
<td>27</td>
<td>42</td>
<td>50</td>
<td>63</td>
<td>72</td>
<td>84</td>
<td>95</td>
<td>108</td>
<td>120</td>
</tr>
</tbody>
</table>

**Graduate Students** - In order to qualify for Title IV student financial assistance, a graduate student must be making satisfactory academic progress toward a degree, by meeting the minimum standards specified below.

A. **Minimum GPA** – Student must maintain a minimum GPA of 3.0 or better, or have an academic standing consistent with the requirements for graduation.

B. **Maximum time-frame** – Student may not attempt more than 150% of the credits normally required for completion of the degree.

C. **Pace of Progression** – Student must accumulate credits greater than or equal to two-thirds of the cumulative credits attempted at the institution.

**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.

Developmental, Compensatory and Remedial Courses – The non-credit components of these courses are not included in the total cumulative attempted credits or accumulated credits for determining pace of progression.

To access this Document Online, visit:

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.
To log into CUNYFirst visit [https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html)

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.

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

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

1) Log in to AdvisorTrac

Go to http://advisortrac.ccny.cuny.edu
Your User Name is the first part of your CCNY email. Your Password follows this format: CCmmddyyFL
mmddyy = your date of birth
FL = the initials of your first and last names

Example: Tina Jones, born February 10, 1993 Username = tjones000 Password= CC021093TI

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.

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.

If you have any questions, please contact your advisor.
<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standards</td>
<td>A 216</td>
<td>212.650.8507 / 8113</td>
</tr>
<tr>
<td>Admissions</td>
<td>A 101</td>
<td>212.650.6977</td>
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<td>Affirmative Action</td>
<td>A 214</td>
<td>212.650.6310</td>
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<td>Bookstore</td>
<td>NAC 1/103</td>
<td>212.368.4000</td>
</tr>
<tr>
<td>Bursar Office</td>
<td>A 103</td>
<td>212.650.7218 / 8700</td>
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<tr>
<td>Campus Security / Lost &amp; Found / Parking Arrangements</td>
<td>NAC 4/201</td>
<td>212.650.6911 Emergency: 212.650.7777</td>
</tr>
<tr>
<td>CCNY ID Office</td>
<td>NAC 1/205B</td>
<td>212.650.5902</td>
</tr>
<tr>
<td>City Tech Center</td>
<td>NAC 1/301</td>
<td><a href="mailto:TECHCenter@ccny.cuny.edu">TECHCenter@ccny.cuny.edu</a></td>
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<tr>
<td>Diversity &amp; Compliance</td>
<td>A 212</td>
<td>212.650.6310 / 7330</td>
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<td>Emergency Grants &amp; Loans</td>
<td>MR J15</td>
<td>212.650.8222</td>
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<td>Evaluation &amp; Testing</td>
<td>A 213</td>
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<td>212.650.6656</td>
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<tr>
<td>Gateway Center (GAC)</td>
<td>NAC 1/219</td>
<td>212.650.6115</td>
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<tr>
<td>Honors Center</td>
<td>NAC 4/150</td>
<td>212.650.6917</td>
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<tr>
<td>I-Media Technology</td>
<td>NAC 5/220</td>
<td>212.650.5480</td>
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<td>Information Desk</td>
<td>NAC 1/205</td>
<td>212.650.5338</td>
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<td>International Student Services</td>
<td>NAC 1/107</td>
<td>212.650.7155</td>
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<td>Library Architecture</td>
<td>SSA 101</td>
<td>212.650.8768</td>
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<td>Library Cohen (Main)</td>
<td>NAC Floor 2</td>
<td>212.650.7155</td>
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<tr>
<td>Library Center for Worker Education</td>
<td>25 Broadway, Fl. 7</td>
<td>212.925.6625 x 228</td>
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<td>Library Dominican Studies</td>
<td>NAC 2/202</td>
<td>212.650.7170</td>
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<td>Library Music</td>
<td>SH 160</td>
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<td>Library Science &amp; Engineering</td>
<td>MR J29</td>
<td>212.650.5712</td>
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<td>Ombudsperson, Faculty</td>
<td>A 216</td>
<td>212.650.8507</td>
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<td>RAP-SI Mentoring Program</td>
<td>NAC 4/149</td>
<td>212.650.5100</td>
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<td>Registrar Office</td>
<td>A 102</td>
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<td>Reserve Officers Training Corps (ROTC)</td>
<td>MR 31A</td>
<td>212.650.6478</td>
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<td>Student Affairs</td>
<td>A 204</td>
<td>212.650.5426</td>
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<td>Student Life &amp; Leadership Dev</td>
<td>NAC 1/210</td>
<td>212.650.5002</td>
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<td>Student Off-Campus Housing</td>
<td>WG 107</td>
<td>212.650.5370</td>
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<tr>
<td>The Towers</td>
<td>401 W 130th St.</td>
<td>917.507.0070</td>
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