The following abbreviated list is intended to help connect students to commonly sought resources. For a complete list of resources see the CCNY List of Office and Services: http://www.ccny.cuny.edu/about/offices-services.cfm

### Academic Advising and Academic Standards

**OFFICE OF ACADEMIC STANDARDS (OAS)**

OAS is the office that handles student appeals for re-instatement to the College of Liberal Arts and Science, academic forgiveness, retroactive withdrawals, course substitutions for General Education requirements and student challenges to grades received. It is also the home of the CCNY Committee on Academic Integrity.

- **Location:** A216
- **Phone:** (212) 650-8507
- **Contact:** Jane Gallagher

### ACADEMIC ADVISING

Please refer your students to the Academic Advising units for the following: Information on General Education and degree requirements; pre-major requirements; grading issues; registration and scheduling; and advice on withdrawals. Academic advisers provide appropriate referrals to students to all of the administrative and academic resources of the school and should be a home base for all CCNY students.

### Academic Advising Units

**Center for Worker Education**

For General Inquiries about and directions to please call (212) 925-6625 ext 241. For advising inquiries please see below.

- **The Department of Interdisciplinary Arts & Science**
  - 25 Broadway, 7th Floor
  - (212) 925-6625 x236
  - **Contact:** John P. Calagione, Academic Coordinator

- **Early Childhood Education**
  - 25 Broadway, 7th Floor
  - (212) 925-6625 x235
  - **Contact:** Deborah Edwards-Anderson, Program Manager

- **Student Affairs**
  - 25 Broadway 7th Floor
  - (212) 925-6625 x201
  - **Contact:** Sophia Demetriou, Executive Director Student Affairs
Gateway Academic Center (Undeclared Major)
Students should be referred to the Gateway Academic Centers if they are undecided or fulfilling eligibility requirements for entry to professional schools.

**Location:** NAC 1/220  
**Phone:** (212) 650-6115  
**Contact:** Nazia Naeem, Assistant to the Director

Division of Science
**Location:** Marshak Plaza  
**Phone:** (212) 650-6768 or 5780  
**Contact:** Dr. Millicent Roth

Division of Social Science
**Location:** NAC 6/145  
**Phone:** (212) 650-5196 or 7308  
**Contact:** Ms. Scarlett Farray

Grove School of Engineering (Lower Division)
**Location:** Steinman 2M7  
**Phone:** (212) 650-8040  
**Contact:** Mr. Rawlins Beharry, Director

Grove School of Engineering (Upper Division)
**Location:** Steinman 209  
**Phone:** (212) 650-8020  
**Contact:** Ms. Jasmine Gonzalez

Honors Center
**Location:** NAC 4/150  
**Phone:** (212) 650-5892 or 6917  
**Contact:** Ms. Susanna Yurick

Humanities & Arts
**Location:** NAC 5/225  
**Phone:** (212) 650-8166  
**Contact:** Ms. Melissa Oden

School of Education
**Location:** NAC 3/223A  
**Phone:** (212) 650-5316  
**Contact:** Ms. Stacia Pusey

SEEK
**Location:** NAC 5/226  
**Phone:** (212) 650-6655  
**Contact:** Dr. Ana Zevallos

Sophie Davis School of Biomedical Education
**Location:** Harris 301  
**Phone:** (212) 650-7237  
**Contact:** Charlotte Martin, Ph.D.

Spitzer School of Architecture
**Location:** Spitzer 132  
**Phone:** (212) 650-7307  
**Contact:** Mr. Arnaldo Meléndez

Student Support Services Program
**Location:** NAC 6/148  
**Phone:** (212) 650-6825  
**Contact:** Ms. Evelyn Cruz

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**Student Support**

**ACCESSABILITY CENTER**
Please refer students to the AccessAbility Center for the following: Services and accommodations such as extended time on exams related to a wide range of disabilities (physical, learning, visual, hearing, psychiatric, medical conditions, AD/HD, and temporary injuries); to discuss referrals for receiving an evaluation to determine if academic difficulties may be related to a disability; for support with appeals related to disabilities or medical conditions.

Please refer faculty and staff to discuss workplace accommodations needed as a result of a permanent or temporary injury or condition.

**Contact:**  
Sarah Damsky, M.S.  
Director, AccessAbility Center  
NAC 1/218  
160 Convent Ave  
New York, NY 10031  
TEL: (212) 650-5913  
FAX: (212) 650-5772

**EMERGENCY GRANT AND LOANS**
Student Support Resources facilitates several emergency loan and grant programs for currently enrolled students in degree granting programs who are not in debt to the College. These programs can assist students who have been impacted by an emergency resulting in difficulty covering rent, medical bills, utility bills, and food and transportation expenses. There are also short term loans available to cover tuition for those who qualify. Students can present directly to the Counseling Center to be pre-screened and begin the application process.

**Contact:**  
Trélan Holder  
Acting Director of Counseling  
Marshak Science Building J15  
Phone: (212) 650-8222
COUNSELING CENTER
We provide short term counseling and liaison to community resources such as long term therapy and social services. Our goal is to assist students in the resolution of any barriers that may hinder their ability to achieve their highest academic potential. We are also committed to supporting faculty in the identification of students who may benefit from our services.

STUDENT HEALTH SERVICES
Student Health Services is committed to delivering quality primary health care. Clinical services provided by a full time registered nurse and part-time medical providers are free and confidential to all currently enrolled CCNY students.

Please refer students to our center for the following services:
Physical exams with laboratory services including a wide range of blood testing, STD screenings, immunizations, over-the-counter and prescriptions for medication, GYN services, including pregnancy testing and counseling, and health promotion activities.
Student Health Services also arranges for free on site HIV Testing, Smoking Cessation Tabling, Information regarding Health Insurance Options, and Peer Health Educator led Sexual Health Workshops and Healthy Monday Tabling.

Learning Assistance
The following tutoring centers serve all CCNY students. More information on tutoring services, including those that service specific student populations, may be found on the CCNY Tutoring Services Page: http://www1.ccny.cuny.edu/current/tutoring_services.cfm

WRITING CENTER
Please refer your students to the Writing Center for the following: Help with writing assignments from any discipline (in person and by email). In addition to course papers, students may receive help with job application letters and personal statements. Writing consultants help students develop a thesis, organize ideas and provide advice on grammar and style. Walk-in and long-term appointments available to any CCNY student including masters students.

CHEMISTRY LEARNING CENTER
Refer students to the Chemistry Learning Center for tutoring in all General Chemistry courses and some advanced courses.

Contact:
Trélan Holder
Acting Director
Marshak Science Building Room J15
160 Convent Ave
New York, NY 10031
TEL: (212) 650-8222

Contact:
Teresa Walker
Director, Student Health Services
Marshak Science Building Room J15
TEL: (212) 650-8222

Contact:
Dr. Svetdana Bochman
NAC 3rd Floor Plaza (Enter from outside building)
(212) 650-8104

Contact:
Ms. Katelyn Jin-Young Jung
Marshak Science Building Room 1029
(212) 650-8402
DIVISION OF SCIENCE CCAPP STUDENT HALL

Refer students to the CCAPP Student Hall for both one-on-one and group tutoring in Biology and Chemistry for all students registered for any course in the Division of Science. Tutors clarify lecture material and answer student questions, but do not provide homework answers or make up lectures. Tutors work with students to improve their understanding of course material and to develop their problem-solving skills. Students must make appointments prior to receiving tutoring.

Contact:
Ms. Nkem Stanley-Mbamelu
Marshak Science Building Room 1005
(212) 650-6059

MATH AND PHYSICS TUTORING

Refer student here for tutoring in all Math courses at the level of Calculus 3 and below, Differential Equations and Linear Algebra, as well as for General Physics 1 and 2 (Physics 203, 204, 207, 208). Limited tutoring may be provided for other Math and Physics courses. Tutors work with students to improve their understanding of course material and to develop their problem-solving skills. Appointments are not required.

Contact:
Mr. Jhevon Smith
Marshak Science Building Room 418S
(212) 650-5780

PHYSICS DEPARTMENT TUTORING

The Physics Department offers ten hours a week of tutoring in General Physics 1 and 2 (Physics 203, 204, 207, 208). The schedule can be viewed at:
http://www1.ccny.cuny.edu/prospective/science/physics/upload/
TutoringSP13-2.pdf

Contact:
Prof. Jiufeng Tu
Marshak Science Building Room 417
(212) 650-6832

DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES

Refer students to the Department of Foreign Languages and Literatures for tutoring in the basic language sequence for Spanish, French, Italian, Chinese and Japanese.

Contact:
Mrs. Wentworth
NAC 5/223
(212) 650-6731