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Wille Administration Building, Room A204
160 Convent Avenue, New York, NY 10031
Phone: 212.650.5426 Fax: 212.650.7080
Email: studentaffairs@ccny.cuny.edu

Disclaimer

The City College of New York, Parents and Families Guide represents the policies and procedures, services, course and program offerings that are in effect at the time of publishing. The Guide will not be updated to include any changes taking effect since publication. The most current information regarding policies, services, programs, and course descriptions available to students can be found on The City College of New York web site. For matters of academic policy (e.g., applicable degree requirements), students are also advised to consult their major department adviser, refer to the departments web page, the Office of the Provost, and/or the Registrar for additional information.
Welcome from Vice President of Student Affairs

Welcome Proud City College of New York Parent!

This guide contains information that will help you to support your student’s success. We understand the important role that you will continue to play in your student’s life. Thank you for allowing us to join you in helping your student to realize their professional dreams.

College life is a vital component of the student experience. The Division of Student Affairs will help your student grow culturally, socially and professionally. We will also do our part to make sure that their college experience is as enjoyable as it is productive. The college years are magical: full of triumph and challenge. You should be comforted in knowing that City College is composed of caring faculty and staff who are dedicated to your student's success. Their success is our success.

The City College of New York has developed programs especially for you, our families. They include Family Orientation, Family Day and our Family Facebook group. These venues provide you with an opportunity to share the college experience with your student.

Best,

Juana Reina
Vice President of Student Affairs
Welcome to the CCNY Family

The City College of New York is one of 24 institutions within The City University of New York, offering a rich program of undergraduate, master’s and doctoral study through its various schools and divisions.

The College of Liberal Arts and Science comprises the:

- Division of Humanities and the Arts
- Division of Science
- The Colin L. Powell School for Civic and Global Leadership (formerly the Division of Social Science)
- Division of Interdisciplinary Studies

The Professional Schools are the:

- Bernard and Anne Spitzer School of Architecture
- School of Education
- Grove School of Engineering
- Sophie Davis School of Biomedical Education

The College's resources include the Morris Raphael Cohen Library, the largest library in the University system, with holdings of over one and a half million volumes; more than two hundred teaching and research laboratories; The Towers, a six-hundred bed residence hall; and an Information Technology Center that provides instructional and research-oriented services and student access through numerous student computer labs. The Aaron Davis Hall is the site of rehearsals, performances, exhibits and technical training for students in the performing arts, as well as presentations by professional artists. It is a major cultural asset for CCNY as well as New York City.
Places to Know on Campus

- **Office of International Student and Scholar Services.** Assists students and scholars who are not permanent residents of the U.S. with a variety of academic and counseling support services. Located in NAC 1/107. For more information call 212.650.8106 or email oisss@ccny.cuny.edu

- **Student Health Services.** Provides on-campus clinical services for students by a full-time registered nurse and a part-time nurse practitioner. Services are free and confidential for all currently enrolled CCNY students. Located in Marshak, Room J15. For more information, call 212. 650. 8222 or email shs@ccny.cuny.edu.

- **Counseling Center.** Provides free-of-charge, short-term individual counseling for depression, family/relationship issues, stress and time management, sexual orientation, cultural adjustment, drug and alcohol abuse, and other coping issues. Refers students needing longer-term services to low-cost or free community partners. Provides weekly group counseling sessions and runs a peer counseling program. Location: Marshak, Room J-15. Appointments: Walk in, call, or email. P: 212.650.8222 E: counseling@ccny.cuny.edu

- **AccessAbility Center.** Provides and coordinates reasonable accommodations and support services to students with disabilities. Located in NAC 1/218. For more information, call 212.650. 5913. TTY/TTD 212.650.6910 or email sds@ccny.cuny.edu

- **Financial Aid Office.** Works to combine scholarships, grants, loans, work opportunities and governmental benefits into a package to help meet the difference between the cost of college and the contributions students and their families are able to make. Located in the Willie Administration Building, RM104. For more information, call 212.650.6656 or email financialaid@ccny.cuny.edu.

- **Bursar’s Office.** Serves to collect all tuition and fees in accordance with CUNY policies and procedures. Located in the Willie Administration Building, RM 103. For more information, call 212. 650. 8700 or email bursaroffice@ccny.cuny.edu

- **Cafeteria.** Offers bountiful meals at modest cost, snacks and beverages as well as Starbucks cafe located in two buildings. The main cafeteria is located in NAC 2/104.

- **Bookstore.** Serves as on campus supply store for textbooks, materials and City College apparel. Located in NAC 1/103. For more information, visit www.ccny.cuny.edu/bookstore or call 212. 368.4000

- **Child Development and Family Services Center.** Provides high quality care and education services to the children of the students of The City College in accordance with current early childhood pedagogy. Located on the campus of The City College, at Convent Avenue and 133rd Street, in the College’s South parking lot. Schiff House. For more information, call 212. 650.8615 or e-mail daycare@ccny.cuny.edu.

- **Aaron Davis Hall.** Houses an innovative two-theatre performing arts complex that presents public performances and exhibitions by students as well as professional artists, and serves as the cultural hub of upper Manhattan and Harlem. ADH is the only cultural facility of its kind between Lincoln Center and uptown Manhattan and is used by groups like Carnegie Hall, Dance Theater of Harlem, Ballet Hispánico, Harlem School of the Arts, and so many other community-based and nationally-based organizations. ADH is also home to New Harlem Arts Theatre, (NHAT) the professional theatre company, led by Eugene Nesmith, of City College. Located on the campus of the City College of New York, between West 133rd and 135th Streets on Convent Avenue. For more information, call 212. 650.6900.

- **Registrar’s Office.** Responsible for all student records - both while they are enrolled and after they graduate. Located in the Willie Administration Building, RM 102. For more information, call 212.650.7850 or e-mail registrar@ccny.cuny.edu.
Parents and Families Support and Resources

Orientation

City College New Student Orientation is a great opportunity to experience life as a City College Student. At New Student Orientation, students will register for courses, and get the tools they need to start the first day of class. They will also learn about academic and student involvement opportunities, become familiar with our campus traditions, learn how to access City College services and resources and meet the City College Community. City College New Student Orientation has sessions for first year, transfer students, international and graduate students. The information given at sessions is based on the student’s chosen area of study.

Prepare for Orientation

Part of being a successful college student is learning how to navigate the College’s rules, regulations and deadlines. For more information on deadlines, please visit, http://www.ccny.cuny.edu/orientation/index.cfm

Parents and Families Involvement

City College wants to connect with the parents and families of our students. To support our goal of growing CCNY’s sense of community, we have created City College Parent and Family Programs. Our main goals are to foster a vibrant and nurturing educational environment, enrich our students’ school experience through parental and family involvement, and to sponsor and support enrichment activities for our community.

Parents and Families @ CCNY: Facebook

Parents and Families @ City College aims to mirror the policies of non-discrimination and inclusion set by City College. The discourse online is meant to be respectful to our parents, families, students and the wider City College community. And while this is a closed group, it is still a public forum and we remind members to be sensitive to their own privacy, that of students and the privacy of others concerning what is shared on the wall. This group is run by the Division of Student Affairs staff. Specific questions should be directed to Division of Student Affairs staff at parentsandfamilies@ccny.cuny.edu.

Orientation Information for First Year Students

• What events will happen during Orientation?

The Orientation Committee is planning a series of fun and informative activities to welcome students and their parents and family members to City College. Students will receive an orientation schedule when they arrive for Orientation.

• What should I do to prepare for Orientation?

New Student Orientation is open to all incoming students. Most students should have registered for classes by the time of Orientation. To prepare for Orientation, students need to bring:

1. State issued ID
2. A copy of their City College Bursar’s receipt.

• Will there be an Orientation Program for Parents and Families?

Parent/Family Orientation will be held on the same dates and times as Student Orientation. Parents/Family Orientation is a day-long event that includes workshops, lectures, tours, and campus fair.

Website

Our Parent and Family Programs create opportunities for parents and family members to have a supportive role in their student’s education. Parent and Family Programs define involvement of our parent and family community, provide crucial information about City College, answer questions pertaining to students’ education, and provide opportunities to build relationships with other parents and families within the City College Community. The staff of the Division of Student Affairs works with parents and families to help them understand the college experience, and support student learning and academic success. http://www.ccny.cuny.edu/studentaffairs/parent-and-family-programs.cfm

Parents and Families Association (PFA)

The City College Parents and Family Association gives you the opportunity to be part of a growing community that offers support and resources to help you support your student for college success. The main goals of the PFA
are to foster a vibrant and nurturing educational environment, enrich our students’ school experience, through parental involvement, and to sponsor and support enrichment activities for our community.

Family Day

Family Day is an exciting day-long event for all ages, where the College showcases its very best in games, art, dance, music, academics and services to the parents and families of our students, faculty and staff. For more information, visit http://www.ccny.cuny.edu/familyday

Family Educational Rights And Privacy Act (FERPA)

Policies


The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. In particular, FERPA provides students with the:

1. Students’ right to inspect and review their education records.
   • Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
   • All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, students will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within the 45 days, students may appeal to the college’s FERPA appeals officer. Additional information regarding the appeal procedures will be provided to students if a request is denied.

2. The right to request the amendment of any education records that the student believes are inaccurate or misleading.
   • Students may ask the college to amend a record that they believe is inaccurate or misleading. Students should write to the college official responsible for the record, clearly identify the part of the record they believe should be changed, and specify why it is inaccurate or misleading.
   • If the college decides not to amend the record as requested by students, the college will notify them of the decision and advise them of their right to a hearing before the college’s FERPA appeals officer, in most cases the College Registrar, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of their right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in students’ education records, except to the extent that FERPA authorizes disclosure without consent.
   • One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.
- A college official has a legitimate educational interest if access is reasonably necessary in order to perform his or her instructional, research, administrative or other duties and responsibilities.
- Upon request, the college discloses education records without consent to officials of another college or school in which the student seeks or intends to enroll.
- Students may appeal the alleged denial of FERPA rights to the:

  General Counsel and Senior Vice Chancellor for Legal Affairs
  The City University of New York
  205 East 42nd Street New York, N.Y. 10017

Transferring to City College was one of the best decisions I’ve ever made. The resources available to students are infinite, and taking advantage of these resources was what got me through college. The faculty and staff are extremely helpful and they take pride in our success.”

  - Shakeena Marshall

Student Conduct

Article XV – Students

Section 15.0. PREAMBLE.

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, sex, political, and economic differentiations.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

Section 15.1. CONDUCT STANDARD DEFINED.

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey the laws of the city, state and nation, and the bylaws and resolutions of the board, and the policies, regulations, and orders of the college.

The faculty and the student body at each college shall share equally the responsibility and the power to establish, subject to the approval of the board, more detailed rules of conduct and regulations in conformity with the general requirement of this article.

This regulatory power is limited to the right of students to the freedoms of speech, press, assembly and petition as applied to others in the academic community and to citizens generally.
Housing and Residence Life

The Towers

The Towers at CCNY, located on the South campus, offers a vibrant living and learning experience for all residents (which includes CCNY students, faculty, staff, and students from other CUNY campuses). The Towers consists of 164 fully furnished, air-conditioned suites in four configurations that house one to four students each, as well as a limited number of studio and one-bedroom suites available for faculty housing. All suites have a kitchenette that includes a cooktop stove, a microwave, full-size refrigerator, a sink, cabinets, and countertop space. The Towers offers free wireless internet service throughout the entire building (including resident rooms and lounges), a multipurpose seminar room, a fitness center, a 24-hour security desk, a central laundry facility (free for residents), a community kitchen, and lounge area with a billiards table and large TV with comfortable seating. The Residence Life Staff, which consists of resident assistants and professional staff, provides supervision of the building in accordance with CCNY/CUNY policies and procedures. Residence Life also strives to create a sense of community through educational and social programming and serves as a resource to all residents.

The Office of Off-Campus Housing

This resource allows for students to find housing accommodation around or close to the City College Campus. They provide assistance and counseling to students looking for a room or apartment and want to know more about the rental process in New York City. Off-Campus Housing operates a website that allows student and faculty to access all the resources that this department provides at their own convenience. They are currently introducing other aspects to the department and website to allow for students to find roommates and find a way to get help for housing. They want to provide as much help as possible for students looking to move around the college, which, in turn, will boost on-campus activity and increase students' study time and decrease commute time.

Wingate Hall, Room 107
Phone: 212-650-5370 Fax: 212-650-7369

Commuter and Resident Dining Services Meal Plan

The voluntary CCNY commuter and resident meal plan program is available to all CCNY students.

City College partners with Metropolitan Food Service who has served CCNY and other CUNY colleges and universities for years. Our dining locations open as early as 7:00 a.m. while some stay open as late as 8:30 p.m., Monday thru Thursday with Friday and Saturday hours too. We offer a selection of healthy choices including a well-stocked self-serve salad bar, fresh hot entrées,
grill items, sandwiches, paninis, sushi and much more to satisfy most tastes and palates. Our “We Proudly Brew Starbucks” kiosks provide that in-between or morning pick-me-up for those on the run. Our chefs will work with customers that may have dietary restrictions, whether gluten-free, food allergies, vegetarian and more.

**Meal Plan Options**

A CCNY Meal Plan card can be purchased at the NAC Cafeteria in any denomination up to $250 using cash or a credit card. Metropolitan Food Service is offering Bonus Bucks valued at up to 10% for all cards purchased over $200. This means students could earn as much as $25 in Bonus Bucks every time they load their card. An average student may spend as much as $10 per day while attending classes, studying or enjoying time on campus with friends and classmates, so why not save some money with Bonus Bucks?

Student Orientation is the best time to purchase a Meal Plan card and start savings through the BONUS program.

Our Meal Plan is entirely voluntary with no obligation to join or maintain a balance on the account. We do, however, recommend the Meal Plan to ensure students have the opportunity to dine on campus or to purchase a meal or two before heading home or back to the dorm room. To get started, visit the NAC Food Court or the Dining Services office in the NAC Food Court. Parents and family members may also call us at 212.650.6771 with questions or visit our dining website at: http://www1.ccny.cuny.edu/current/cafe/index.cfm.

**Student Life and Leadership Development**

**Student Clubs and Organizations**

The Office 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.

Some of our most active student clubs are the American Medical Student Association, Asian Cultural Union, The Black Out Squad (Dance Team), Caribbean Students Association, CCNY Salsa-Mambo Club, Golden Key International Honor Society, LAESA-SHPE (Hispanic Engineers), The Middle Eastern Music and Dance Club, Muslim Students Organization, National Society of Black Engineers, and the Straight And Gay Alliance (SAGA).

To learn more about these and other clubs, visit our office and speak to one of our staff members or visit http://www.ccny.cuny.edu/activities/clubs-and-organizations.cfm.

**IS THERE LIFE AFTER CLASSES?**

At City College, you bet there is!

**POPULAR ACTIVITIES:**

- Student Clubs and Organizations
- Fraternities and Sororities
- Student Government - Undergraduate / Graduate
- Student Media
- Student Programs
- Athletics
- Recreation & Campus Fitness

**Fraternities and Sororities**

Student Life is dedicated to promoting the personal growth and development of all students. Their goal is to empower students by providing opportunities for leadership and service to others. They also seek to expand and enrich the university experience by providing social, cultural, educational and recreational programs.

For more information, please visit http://www.ccny.cuny.edu/activities/fraternities-and-sororities.cfm. This site will offer you a glimpse of the services and events offered by the office. In addition, it will give you an overview of the Greek lettered student organizations that exist at the College.

**Student Government Elections**

**Does your student have what it takes to represent and lead the CCNY student body?**

Encourage your student to run for office! Elections usually take place in April, and applications are available at the Office of Student Life and Leadership Development (NAC 1/210). Please contact the office for deadline information: e-mail studentlife@ccny.cuny.edu or call 212.650.5002.
Student Media

College Newspapers

THE CAMPUS is the oldest student-run publication within the CUNY system. It was founded in 1907, when the City College of New York (CCNY) relocated its main campus from East 23rd Street to Hamilton Heights. It was published in broadsheet format until 2010, after which the publication changed to magazine format.

The Magazine acts as a “paper of record” of events and policies related to the CCNY campus and its surrounding communities.

To enter submissions:
ccnycampuswebsite@gmail.com
Location: NAC 1/119
Phone: 212 650-8177
Phone: 212 650-8178
Email: general@ccnycampus.org

THE PAPER has been a resourceful tool for educating the student body in regards to politics, social justice and world news. They are dedicated to the African American community in Harlem, and diverse CUNY student body and the world at large.

Location: NAC 1/118
Phone: 212 650-5029
Phone: 212 650-5081
Email: thepaper@ccny.cuny.edu

College TV Station

SAME-TV is an organization that provides members with hands-on experience in the television/broadcasting fields.

Location: NAC 1/117
Phone: 212-650-5028
Phone: 212-650-5014
Email: CCNYSAMETV@gmail.com

College Radio Stations

WCCR 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 Mondays - Fridays, 11 am - 7 pm on 590AM, on campus and online.

Location: NAC 1/108
Phone: 212-650-5027 - Office
Phone: 212-650-5081 - On Air
Email: wccr@ccny.cuny.edu

WHCR-FM - 90.3, 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 its 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.

Location: 1/513
Phone: 212-650-7481 - Office
Phone: 212-491-6903 - On Air
Email: WHCR903FM@WHCR.org

The Percy Ellis Sutton SEEK Program

Students are eligible for the SEEK Program only as a first-time freshman or as a transfer from another New York State higher educational opportunity program (i.e. College Discovery at another unit of CUNY or an Educational Opportunity Program (EOP) in the State University of New York (SUNY) or a Higher Education Opportunity Program (HEOP) in a private institution in the state of New York.)

To qualify for admission to City College through SEEK, students must meet both specific academic and income requirements. The academic requirements vary depending
on the division (i.e. Liberal Arts, Science, Education) or professional school (Architecture, Engineering). Please contact the City College Office of Admissions for more detailed information.

Interested applicants applying as a first-time freshman must complete the CUNY freshman application and be sure to fill out items 20 – 23 which relate to SEEK. Students who are eligible to transfer into the City College SEEK Program must complete and submit the Special Programs Transfer Request form in addition to the CUNY transfer application.

Admission to SEEK is restricted to students from families whose income does not exceed certain New York State established limits. The income limits are based on the federal poverty guidelines and are tied to family size. Students who have been conditionally admitted are required to provide proof of family income before their admission can be finalized. The forms that must be submitted can be accessed online at http://www.ccny.cuny.edu/seek/

Office of Veterans Affairs

The City College of New York welcomes students who have served our country as members of the armed forces. The City College of New York Office of Veterans Affairs collaborates with the CUNY Office of Veterans Affairs, NYC Mayor’s Office of Veterans Affairs and the State of New York’s Department of Veterans Affairs to assist veterans in making a seamless transition from military service to the campus community. Significant resources are in place to aid in that transition.

The Office of Veterans Affairs (OVA) is committed to recruiting, enrolling and retaining veteran students. The OVA will work in collaboration with the various offices on campus including student affairs, admissions, disability services, financial aid, registrar, wellness and counseling center and affirmative action to assist veterans in becoming acclimated to college life while obtaining veteran educational benefits and other available resources.

The City College of New York is the flagship institution of the City University of New York system. Our mission is to provide access and excellence in undergraduate and graduate education to a diverse student population. Our commitment to achieving the vision and goals of our mission includes educating the veterans, guardsmen and reservists of the United States Armed Forces whose courageous service to their country must be rewarded by investing in their future and ensuring their academic success. For more information, visit http://www.ccny.cuny.edu/veterans/

- Veterans Receive an Admission Application Waiver to CCNY, contact the CCNY Office Veteran Affairs
- NY State Residents receive up to SIX (6) months of Unemployment benefits
- NY State Veterans receive free tuition at CCNY
The Division of Interdisciplinary Studies at the Center for Worker Education (CWE)

The Division of Interdisciplinary Studies at the Center for Worker Education (CWE) provides an excellent education to working adults from New York City and surrounding regions. CWE offers an interdisciplinary Bachelor of Arts degree, a Bachelor of Science degree in Early Childhood Education, a Master of Arts in the Study of the Americas, and a number of certificate programs.

CWE serves a population that would be otherwise underserved by the college, and its courses and educational programs are specifically designed for students whose access to higher education may have been limited or interrupted due to financial limitations, work responsibilities, and family obligations. For more information, visit http://www.ccny.cuny.edu/cwe/.

Programs

- Interdisciplinary Arts and Science (undergraduate)
- Early Childhood Education (Undergraduate)
- MA Study of the Americas (Graduate)

AccessAbility Center (Student Disability Services)

The AccessAbility Center (AAC) facilitates equal access and coordinates reasonable accommodations and support services for City College students with disabilities while preserving the integrity of academic standards. AAC strives to increase disability awareness among members of the community and ensure compliance with the Americans with Disabilities Act of 1990, Amended in 2008, and Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodations are adjustments to policy, practice and programs that “level the playing field” and allow students to demonstrate their knowledge or perform without the interference of their disability. Accommodations are individualized and determined on a case-by-case basis and may include testing accommodations such as extended time and the ability to take exams in a reduced distraction environment; peer note-taking services; permission to record lectures; printed materials in an alternate format such as large print, electronic, or Braille; assistive technology, and sign language interpreting and speech-to-text services.

AAC supports students with a wide range of disabilities including physical, learning, visual, hearing, and psychiatric disabilities, medical conditions, AD/HD and temporary conditions and injuries. If you believe your student could benefit from our services but are not sure if your student qualifies, please contact us to schedule an appointment to speak to a counselor. While students can request accommodations at any time, it is best to contact AAC as early as possible as some accommodations and services take time to implement.

AAC is a part of the Student Support Resources Cluster of the Division of Student Affairs. For more information, please visit http://www.ccny.cuny.edu/accessability/.

CityServ

CityServ is a City College based program designed to connect students with community service organizations. For more information, please visit https://sites.google.com/a/gtest.ccny.cuny.edu/thecityserve.
International Students at CCNY

The Office of International Student & Scholar Services (OISSS) 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. For more information, please visit http://www.ccny.cuny.edu/isss

International Students Legal Immigration Obligations

When students enter the United States with an F-1 visa status, it is very important that they understand that they have important legal obligations while in the United States. International Services is always available to advise students on these requirements. Don’t hesitate to seek our advice on any legal immigration regulatory issue. Please read the following very carefully and ask students to follow these rules that are strictly enforced by the United States Citizenship and Immigration Services (USCIS):

- Students must have a valid I-20 form from The City College of New York.
- All students in F-1 status must register for a full time course load (12 for undergraduates, 9 for graduates, and 7 for Ph.D’s) each Fall and Spring semester. If for any reason students are unable to enroll in a full course load, they must see an advisor in the International Students office before classes begin.
- Students must enroll in classes every Fall and Spring semester.
- Students must report any changes of their name or address to the International Students office within 10 days of the change.
- Student must not work without proper legal authorization. Any work must be approved by the International Students office or USCIS.

Medical Services

Student Health Services is a campus resource and service center for all students at City College. Our goal is to help students get the care they need and empower them to make informed decisions about their health. Clinical services provided by a full-time Registered Nurse and part-time Medical Provider (not available during the summer semester) are free and confidential to all currently enrolled CCNY students.

Medical Services Include:

- MMR Immunizations for students who do not have health insurance.
- Vision Screenings (does not include eye wear prescriptions).
- Over-the-Counter Medications/Prescriptions for the treatment/management of common ailments such as colds, screen for strep throat, asthma, hypertension, and wound care.
- Tuberculosis screening for School of Education students as required for fieldwork.
- GYN services/contraception education (provided by Medical Provider).
- Pregnancy testing and counseling.
- Laboratory testing for STDs (Health insurance is charged or students can pay out of pocket at reduced rates).
- Referrals for other services/specialties.

Health Education

Students visit the Registered Nurse to review a variety of ways to keep healthy. Brochures are available regarding nutrition, diabetes, alcohol prevention, sexually transmitted diseases and other health related information.

Over-the-Counter Medications

What if a student is not feeling well? Over-the-counter medication is available for self-administration, on a limited basis, pending assessment by the Student Health Services nurse.

Tobacco-Free Policy

So We Can All Breath Easier

The Board of Trustees of The City University of New York has approved an expanded tobacco policy that will make CUNY the largest smoke-free public university system in the United States. The policy prohibits the use of tobacco

Note: Medical records are strictly confidential and are not part of the academic records. Any information on these records or concerning a visit to the Student Health Services will not be released without written permission from the individual treated. However, immunization records are an exception when they must be made available to state inspectors and select University offices in order to comply with New York State law.
on all grounds and facilities under CUNY’s jurisdiction - indoor and outdoor - as well as tobacco industry promotions and marketing on campus properties, and tobacco industry sponsorship of athletic events and athletes.

Counseling Center

Their goal is to assist students in the resolution of any barriers that may hinder their ability to achieve their highest academic potential, while ensuring their mental health needs are met, regardless of ability to pay.

Emergency Grants/Loans

The Counseling Center facilitates several emergency grant and loan programs for currently enrolled students in degree granting programs who do not owe money to the college. These programs can assist students who have been impacted by a short-term financial emergency. Any matriculated student in good standing, who is experiencing a current and unforeseen emergency, is eligible to apply for a grant and/or loan. Please refer to this link for more details: http://www.ccny.cuny.edu/counseling/emergency-grants-and-loans.cfm

What is the Counseling Center?

The Counseling Center offers short-term individual and group counseling to help students deal with personal and adjustment issues that may interfere with their ability to progress academically to their fullest potential.

Services are free of charge to City College Students.

They also help link students with resources within the community (i.e. legal aid, insurance, long term counseling, etc.)

How do students schedule an appointment?

Students are welcome to walk in, call the center at (212) 650-8222 or send us an email at counseling@ccny.cuny.edu. We are open Monday through Friday from 9am to 5pm. The Counseling Center is located in the Marshak Science Building, on the first floor, towards the back right of the building, near Athletics, room J-15.

If a student is experiencing a crisis and would like to be seen immediately by a counselor, we strongly encourage them to come in and ask to be seen. We will do our best to help them in whatever way we can. If the student is not experiencing a crisis they will be given the earliest appointment opening available.

How can someone at the Counseling Center help my student?

Students aren’t “crazy” for coming to the counseling center; rather, they are showing strength by addressing whatever issues they are struggling with directly. Issues counselors help with include but are not limited to:

- Difficulties focusing or concentrating on schoolwork
- Feelings of sadness
- Feeling exhausted all of the time
- Struggles with motivation
- Stress management
- Time management
- Relationship Problems
- Family difficulties
- Adjustment struggles

Athletics

The City College of New York Department of Athletics and Recreational Sports provides an extensive, enjoyable and competitive program that encourages pride, loyalty and success. The Athletic Program provides a diverse student body with exceptional opportunities to participate in sports while pursuing academic excellence.
Athletics at CCNY is also a way students, faculty, staff and alumni of the college come together to support City College and show school spirit, creating a great college athletic environment.

CCNY features 16 varsity sports, eight for women (volleyball, soccer, tennis, cross country, basketball, fencing, indoor and outdoor track and field) and eight for men (soccer, cross country, basketball, baseball, tennis, volleyball, indoor and outdoor track and field). Fifteen sports have long histories of success and championships, both individual and team. The department also offers a Men’s Lacrosse club.

The Beavers hold a total of 54 CUNYAC championships since 1966.

**Wingate Fitness Center**  
Phone: 212.650.7556  
Email: krahman@ccny.cuny.edu

**Wingate Fitness Center**  
Located on the 3rd floor of Wingate Hall, the Wingate Fitness Center is one of the most frequently used facilities on the CCNY campus. The Center, which served as the varsity gymnasium from the early nineteen-hundreds until the mid-seventies was renovated and reopened in the fall of 1999. It was again closed for renovation in the spring of 2004 and reopened in the spring of 2006, after 2 years of renovation. The 6,000 square-foot facility features state-of-the-art cardiovascular and strength equipment, and a 90 meter indoor track. The fitness center is open to all members of the City College community.

**Nat Holman Gymnasium**  
Named after the CCNY coaching legend, Nat Holman Gymnasium is home to the Men’s and Women’s Basketball teams, Men’s and Women’s Volleyball teams, and the Women’s Fencing team. Located in the Jeremiah H. Mahoney Hall, in the basement level of the Marshak Science Building, the Nat Holman Gym is also used for various intramural events and activities. The 30,000 square-foot facility seats 2,000 people and features 5 basketball courts, 6 volleyball courts and an indoor track. The Nat Holman Gymnasium has also been the site for PSAL High School games and various other camps, events, and programs.
Public Safety @ CCNY

The City College Department of Public Safety is here to ensure the safety and security of the entire college community. They are here 24 hours a day, 365 days a year. They patrol the campus and surrounding area in marked vehicles, by staffing fixed posts, by monitoring closed circuit television cameras, by performing escorts and other protective measures. The Department of Public Safety employs highly trained, full time Peace Officers and Security Guards. They maintain close ties with the New York City Police Department; they are in regular contact with the local precincts where incidents are reviewed and deployment is analyzed in order to better serve the College.

FOR EMERGENCIES DIAL (212) 650-7777

Public Safety advises their community of crime trends and other safety issues via emails, by posting alerts on the web page and by using CUNYAlert, a mass notification system that enables the University to advise students, faculty and staff of an emergency situation such as school closings due to severe weather, in a timely fashion to protect lives and minimize campus disruption. Depending upon the severity of the incident, CUNYAlert messages can range from specific instructions to general warnings. These notifications will be sent to those who have signed up via their cell phones (text or voice messages), landline telephone and/or e-mail. Students choose how they wish to receive messages once they “opt” in the system.

TITLE IX SEXUAL ASSAULT POLICY

Combating Sexual Assault and Other Unwelcome Sexual Behavior

Anyone of any gender, sexual orientation, religious affiliation, citizenship status, race, class or educational level can suffer from sexual harassment, including sexual violence. Our goal is to help students understand what sexual harassment means and let them know that there are people at CUNY and in the community who can help if they or others experience it. We want to make sure you understand your students’ rights, CUNY’s policies, and other issues related to sexual harassment and assault. For more information visit: http://www1.cuny.edu/sites/title-ix/campus/the-city-college/

For More Safety Tips Contact:

Nidia Polonia, Crime Prevention
CCNY Public Safety Department
Tel: (212) 650-6036
Email: npolonia@ccny.cuny.edu
NAC Room 4/201

General Inquiries 24 Hours a day
Tel: (212) 650-6911

Free College Shuttle

There is a free College Shuttle Service that loops around the campus. It also goes to the nearest subway stations. For exact stops and times, visit http://www.ccny.cuny.edu/safety/subway.cfm. If students are studying or working outside normal school hours and are uncomfortable walking alone, they can call us for an escort to their car, the nearest subway station, or to the Towers, our campus residence hall. Students can reach us 24 hours a day at (212) 650-6911. FOR EMERGENCIES (212) 650-7777.
Tutoring Services

The Division of the Humanities and the Arts

The Department of Foreign Languages & Literatures

- Contact Person: Phyllis Wentworth
- Location: NAC 5/223
- Phone: 212-650-6731
- Email: pwentworth@ccny.cuny.edu

The Department of Foreign Languages and Literatures offers tutoring services for students enrolled in Foreign Language classes. Tutoring in Spanish, French and Italian begins the second or third week of classes each semester. Tutoring in Chinese and Japanese may be offered on a limited basis. Check office door for tutoring schedule.

Samuel Rudin Writing Center

- Contact Person: Svetlana Bochman
- Location: NAC 3rd Floor Plaza
- Phone: 212-650-8104
- Email: writingcenter@ccny.cuny.edu

The CCNY Writing Center offers assistance for all registered City College students. Students attend individual sessions at the Center or submit their work to the Online Writing Lab available year-round through our website. In person, our Consultants work with students on planning, drafting and revising. They listen and give feedback to student ideas, discuss topics or assignments, and read student drafts, helping them to revise.

The Division of Science

CCAPP Student Hall

- Contact Person: Nkem Stanley
- Location: Marshak 1005
- Phone: 212-650-6059
- Email: nkem@sci.ccny.cuny.edu

CCAPP offers both one-on-one and group tutoring in biology and chemistry to 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. Students must make appointments prior to receiving tutoring.

Chemistry Learning Center

- Contact Person: Prof. Simon Simms
- Location: Marshak 1029
- Phone: 212-650-8402
- Email: chem@sci.ccny.cuny.edu

The Chemistry Learning Center offers extensive tutoring services for CCNY students in all general chemistry and some advanced courses. Tutoring helps students to advance in their understanding of concepts and problem-solving skills.

Math and Physic Tutoring

- Contact Person: Norma Archer
- Location: Marshak 418S
- Phone: 212-650-5780
- Email: normaa@sci.ccny.cuny.edu

Tutoring is offered for 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. Limited tutoring may be provided for other math and physics courses. Tutors work with students to improve their understanding of course material, to learn the steps of the problems with which they need help, and to develop their problem-solving skills.

Physics Tutoring Center

- Contact: Sue Turner
- Location: Marshak 308
- Email: physdept@sci.ccny.cuny.edu

Drop-in tutoring is offered for students in our introductory courses: Physics 203, 204, 207, 208 and 219.
The Division of Interdisciplinary Studies at the Center for Worker Education

Writing Center
- Contacts:
  - Davi Saroop (Math and Spanish tutors),
  - Michele Sweeting-DeCaro (Writing Center),
  - Seamus Scanlon (Technology Facilitator)
- Location: 7th floor @ CWE
- Phone: 212-925-6625 ext. 238
- Emails:
  - dsaroop@ccny.cuny.edu,
  - msweetingdecaro@ccny.cuny.edu,
  - seamus@ccny.cuny.edu

The Division of Interdisciplinary Studies at the Center for Worker Education offers individual tutoring in math, Spanish, writing, and technology for CWE students. Talk to the receptionists at the front desk or call 212-925-6625 to schedule an appointment. Students also have access to eTutoring.org, which offers 24/7 support for writing projects and a range or other disciplines.

School of Education
Learning and Technology Resource Center
- Contact Person: Leonard Lewis
- Location: NAC 3/226
- Phone: 212-650-7801
- Email: llewis@ccny.cuny.edu

The Learning and Technology Resource Center provides support and guidance to School of Education candidates preparing for their professional certification examinations. Through regular intervention strategies, the Center helps to ensure that teacher candidates are prepared for the certification exams required by their programs. In addition, the Center supports students who are preparing for the School of Education Admission Test.

Sophie Davis School of Biomedical Education
Sophie Davis Learning Resource Center
- Contact Person: Adelaide Lee
- Location: Harris 114
- Phone: 212-650-7720/8404
- Email: adlee@med.cuny.edu

The School for Biomedical Education’s Learning Resource Center (LRC) provides a full range of academic support services for students enrolled in the Sophie Davis BS/MD Program. LRC services include tutoring, review workshops, study groups, and academic counseling. The LRC also provides access to computer facilities, and maintains an excellent reference library. All Sophie Davis students are welcome to use the Center.

The Grove School of Engineering
Office of Student Development
- Contact Person: Nadine Bennett
- Location: Steinman 2M7
- Phone: 212-650-8040/8392
- Email: nbennett@ccny.cuny.edu

Majors in Engineering can receive walk-in individual tutoring, small group workshops, and academic enrichment courses that supplement instruction. Tutorial services focus on concepts and problem-solving skills in lower division Science, Mathematics, Computer Science, and Engineering coursework. Our highly-trained tutors are either upper-level peers or graduate students in the Grove School.

Program-Specific Centers
AccessAbility Center Tutoring Services
- Location: NAC 1/218
- Phone: 212-650-5913
- Email: AACtutoring@ccny.cuny.edu

Tutoring services are available to students registered with the AccessAbility Center. The student must request a tutor through the AccessAbility Center. We make every effort to find qualified tutors for each student, however services are based on tutor availability for the course requested.

The Gateway Advising Center
- Contact Person: Nazia Naem
- Location: NAC 1/220
- Phone: 212-650-5257
- Email: nnaeem@ccny.cuny.edu

“Coming to City College I sought independence and seclusion to achieve things on my own but soon there was a longing in my heart to belong. In City there exists a place where you belong. There exist people who can relate to you.”
- Emmanuel Okoye
The Gateway Advising Center offers tutoring designed for students taking Math Workshop 71, 190 and 81 in preparation for the Calculus sequence.

**Rangel Center for Public Policy**
- Contact Person: Mark Mussel
- Location: NAC 7/114B
- Phone: 212-650-6809
- Email: rmussel@ccny.cuny.edu

Graduate students accepted into the Rangel Center for Public Service receive weekly private tutoring sessions designed to address the specific needs of each individual. In conjunction with this personalized tutoring, bi-monthly writing workshops are conducted on such topics as revision, organization, grammar, and thesis construction.

**Seek Peer Academic Learning Center**
- Location: NAC 4/224
- Phone: 212-650-5786
- Email: seekpals@ccny.cuny.edu

The Peer Academic Learning (PAL) Center provides supplemental instructional support through Peer Academic Learners (PALS). Support is available in most of the core courses, including math and science.

**SKAADEN-ARPS Program**
**Legal Studies Tutoring**
- Contact Person: Matt Longo
- Location: NAC 4/134D
- Phone: 212-650-8593
- Email: mlongo@ccny.cuny.edu

Students accepted into the Skadden-Arps Honors Program in Legal Studies are provided with regular one-on-one grammar and writing skills tutoring throughout the two-year curriculum. In addition, a series of workshops are held throughout each semester to offer instruction and guidance in building resumes and cover letters, creating personal statements, and constructing essays.

**SSSP Academic Resource Center**
- Contact Person: Hector Aponte
- Location: Harris 03
- Phone: 212-650-7055/6828
- Email: haponte@ccny.cuny.edu

The SSSP Academic Resource Center assists students to acquire and develop writing, English language, computer and mathematics skills through one-on-one and group tutoring in the general education major discipline requirements. Academic software is available for assisted instruction in SSSP labs in H-03 and NAC 6/120.
Financial Aid

- To be considered for financial aid students must have completed their Free Application for Federal Student Aid (FAFSA) and New York State Tuition Assistance Program (TAP) online. Students can apply at https://fafsa.ed.gov and will need the CCNY’s Federal School Code of 002688 to complete the FAFSA. For the TAP website https://www.tap.hesc.ny.gov/totw/ the State School Code is 1411.
- Students must have resolved any outstanding issues with their FAFSA, such as, verification or any conflicting information. To have financial aid applied to their bill, this process must have been completed at least two weeks before your bill due date.
- Estimated Financial Aid information will be available two business days after registration provided there are no outstanding issues. Students who did not complete their financial aid forms, or have any outstanding issues may not have their financial aid available in time to pay their bill.
- Students should check their MyCity or CUNYfirst accounts to view financial aid information.

*Refunds: Financial aid that is not used for tuition will be refunded to students during the semester. Visit http://www.ccny.cuny.edu/financialaid/checksched-ule.cfm for more information about financial aid disbursements dates.

To Apply for a William D. Ford Federal Direct Loan:

- Students must have completed the FAFSA application.
- As a first time borrower at CCNY, students must complete the entrance counseling session and sign the Master Promissory Note (MPN) online https://studentloans.gov/myDirectLoan/index.action

New Transfer Students

- Students must declare a major before the deadline date (see academic calendar) if they have 60 or more credits.

Honors Students and Biomed Students

- Students must file the FAFSA application https://fafsa.ed.gov
- If students are New York residents, they must file for the Tuition Assistance Program (TAP). Students may check their TAP application online https://www.tap.hesc.ny.gov/totw/

Bio-Med Students

- Students may be eligible for 10 semesters of TAP.

My time at CCNY has been amazing. There is so much energy and culture and some very friendly people. The staff is always understanding and tries to make you feel like family. My peers were always very supportive and thoughtful. The best tip I can give to any incoming freshman would be to smile because that can open amazing opportunities.

- Sharmina Salam

To Apply for a William D. Ford Federal Direct Loan:

- Students must have completed the FAFSA application.
- As a first time borrower at CCNY, students must complete the entrance counseling session and sign the Master Promissory Note (MPN) online https://studentloans.gov/myDirectLoan/index.action
Towers

- Students completing a William D. Ford Federal Direct Loan application for their housing expenses should attach a copy of their "Housing License Agreement".

There are limits on the number of years students can receive federal PELL and NYS TAP aid.

- 12 semesters for Federal Pell
- 8 semesters for TAP

For more information please call us at 212.650.6656 or visit our site http://www.ccny.cuny.edu/financialaid/index.cfm

Federal Work-Study at CCNY

The Federal Work-Study, (FWS), program provides the opportunity for a student to earn money by working in a City College office or at an off-campus location.

Work-Study is awarded to students with "financial need". Financial need is determined by the information reported on a student's FAFSA. The CUNY Office of Student Financial Aid is responsible for assessing need and setting the parameters of how Federal funds allotted for this program are allocated.

Students can apply for FWS on-campus positions online at: https://ccny.studentemployment.ngwebsolutions.com

The guidelines for the program are:

- A student must be "placed" (hired), in a Federal Work-Study position before he/she can work and be paid.
- Freshmen (1st-time college students) and transfer students, entering in the Fall cannot use their FWS award during the preceding Summer.
- A student must be matriculated, in good academic standing and not be in default of any student loans.
- A student must be registered for at least 6 credits during the semester(s) they are working. This requirement only applies to the Fall and Spring semesters. Summer school enrollment is optional for students working during the Summer. Students who wish to work during the Summer must come to placement on a Summer placement date.
- Students who wish to work during the Fall, Intercession or Spring semesters (academic year), should apply for a position online at the CCNY Student Employment (JobX) website, interview with prospective supervisor, and then come to the Financial Aid Office on the appropriate Eligibility Screening date. A student only needs to come to placement once per academic year.
- Students should dress for the job interview on the day scheduled by the prospective supervisor.
- Students should choose a FWS job site carefully. A student is expected to remain at the chosen job site for the entire period the contract is in effect.
- During the Fall/Spring semesters students may work up to 20 hours per week when classes are in session and during finals. During the Summer students may work up to 35 hours per week. During Intercession, Spring Recess and after scheduled finals are over a student may work up to 35 hours per week.
Off-campus Jobs

For jobs at other CUNY campuses or administrative offices see: “CUNY - (other CUNY colleges)” on the CCNY Student Employment Website. For off-campus jobs at various organizations and companies, students will need to review the FWS off-campus job listings, which are located in the Financial Aid Office, Administration Building, Room 104. These listings can only be reviewed on a student’s scheduled placement dates. Some of these positions will require a resume.

- If students are interested in working through the Public Service Corps., a city agency that places FWS students in different city agencies, they must bring a resume with them on their designated eligibility screening date.
- Students are required to pay Social Security tax (FICA) of 6.2% on FWS earnings under any of the following conditions:
  1. during the summer if he/she is enrolled for less than 6 credits
  2. during the intercession period
  3. if he/she works at an off-campus job site.
- Students will receive the current FWS Payroll Schedule at eligibility screening. Each payroll period is two weeks.
- The required FWS tax forms and instructions are available to download and print via the CCNY Student Employment website: https://ccny.studentemployment.ngwebsolutions.com

Pay Rates:

On - Campus
- Freshmen/Sophomores $10.00 per hour
- Juniors/Seniors/2nd Degree undergraduates $11.00 per hour
- Graduates $12.00 per hour

Off - Campus
Rate will vary from minimum of $8.00 per hour

After the eligibility screening has taken place, students should not make any corrections to their Student Aid Report (SAR)/FAFSA application. If they make corrections, it may affect their Federal Work-Study (FWS) award. If a student thinks they need to make a correction to their FAFSA, they should speak with a financial aid counselor first.

Scholarships and Awards

The City College of New York Scholarship Program offers a variety of scholarships and programs for continuing students. To be eligible for the general scholarships, students must have a minimum GPA of 3.0. Departmental scholarships and program GPA rules vary. Community and/or school service are considered when applications are reviewed. Some scholarships may have additional requirements.

General Information

Students must file a FAFSA if they wish to be considered for scholarships based upon need. Students apply online at www.fafsa.ed.gov. Receipt of a scholarship may, depending on the nature of the award, affect the amount of any state and federal aid for which a student may be eligible. If students have further scholarship questions, they should contact the Scholarship Coordinator in the Admissions office.

The City College of New York Office of Admissions
Wille Administration Building, Room 101
160 Convent Avenue New York, NY 10031
Phone: 212.650.8716 Fax: 212.650.6417
Email: ccnyscholarships@ccny.cuny.edu

Tuition and Fees

The Bursar’s Office is located in the Administration Building, and the telephone number is 212-650-8700.
Tuition is set by the University Board of Trustees and is subject to change without notice of their actions. Students should arrange to pay their total tuition, fees and charges to complete their registration if they wish to be admitted to classes. Students who may be eligible for financial assistance or grants should consult with the Financial Aid Office as early as possible.

**Tuition Refunds**

When courses are withdrawn by the College, a full refund of appropriate tuition and fees will be made. In other cases, tuition refunds will be made or liability reduced only in accordance with Board of Trustees regulations. Further information can be obtained from the Office of the Registrar. On approved applications, proportionate refunds of tuition will be made in accordance with the schedule below. The date on which the application is filed, not the last date of attendance, is considered the official date of the student’s withdrawal and serves as the basis for computing any refund.

- Withdrawal before first day of classes (as published in the Academic Calendar) 100%
- Withdrawal before completion of the first full scheduled week of classes 75%.
- Withdrawal before completion of the second full scheduled week of classes 50%
- Withdrawal before completion of third full scheduled week of classes 25%
- Withdrawal beyond third week 0%
- Consolidated and activity fees are not refundable.

**New York State Residency Requirements**

Students are assigned residency status when admitted to the College. Since residency determines tuition rates, students should know their classifications. If there is a question of status it is the responsibility of the student to prove residency. An “Application for Proof of Bona Fide Residency” is available at the Office of the Registrar. New students must apply through the Office of Admissions.

The Financial Aid Office administers federal and state funds, as well as those provided by special programs and the College itself. Federal funds may be disbursed only to those students who maintain their academic standing and are not in default on a student loan or owe a refund on a federal grant. For the most recent information on application filing procedures, deadline dates, and eligibility criteria for the various programs, students are urged to contact the Financial Aid Office.

**Tuition and fees are subject to change without notice pursuant to City University Board of Trustee resolution.**

For more information about the current tuition and fees, please visit [http://www.ccny.cuny.edu/bursar/tuition-and-fee-information.cfm](http://www.ccny.cuny.edu/bursar/tuition-and-fee-information.cfm)

**Payment of Collection Costs**

Students who do not make full payment of their tuition, fees and other college bills and their account is sent to a collection agency will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts are owed to the college. In addition, non-payment or a default judgment against a student’s account may be reported to a credit bureau and be reflected in their credit report.
Academic Services

**Writing Center:** www.ccny.cuny.edu/writing/

Written communication is vital for public service. To help students improve, the Writing Center offers one-on-one tutoring, direct paper revision, email consultations, useful handouts on all aspects of writing, and a computer lab open from 10am – 6:45pm. Professional instructors, graduate students, and undergraduate students provide the services. Location: NAC Building 3rd Floor Amsterdam Ave Plaza P: 212.650.8104 E: writingcenter@ccny.cuny.edu Tutoring: 212.650.8542

**Libraries:** www.ccny.cuny.edu/library/

City College students have access to every library in the CUNY system. Students can walk in during operating hours or use the online system 24/7. Students can find full copies of more than 200,000 electronic books, check out print books, download articles, and browse special collections, including government documents. CCNY’s network of libraries is the largest in the CUNY system. Students can walk in and ask for guidance from a library assistant. Location: NAC 2nd Floor P: 212-650-7155

Support Services

**Career & Professional Development Institute**

The Career and Professional Development Institute (CPDI) offers a number of services to students and alumni including individual career counseling, internship and job opportunities, resume writing, career fairs and workshops aimed at developing the professional identity of students and alumni. Students are encouraged to explore the wealth of career information we have on the website or schedule an appointment to meet with a career counselor to discuss your personal situation. For more information, visit http://www.ccny.cuny.edu/careercenter/. Location: NAC 1/116 P:212.650.5327 E: careercenter@ccny.cuny.edu

Special Programs

CPDI offers a number of workshops and activities designed to help students successfully navigate the current work environment. These include:

- **CPDI Student Professional Development Fund** that offers small grants to students to cover the cost of conferences, unpaid internships and other professional development activities.
- **CPDI Golf Program:** Learn golf rules and etiquette, and skills.
- **Senior Conversations** Seniors are informal conversations where students ask questions on ways to prepare for life after graduation.
- **Bloomberg Aptitude Test,** the FREE TEST that assesses student’s aptitude for a career in finance and a place among the world’s business elite.
- **Professional Development Workshops** are experiential and interactive workshops to help prepare students and alumni for jobs and internships.

**General Education Requirements (Pathways)**

In order to graduate, all students are required to complete the following:

- General Education Requirements (Pathways)
- Major-field courses
- Free-elective courses
NOTE TO TRANSFER STUDENTS:
If students are transferring to City College from another institution, they may have already completed (at least) a portion of their General Education requirements. Please be sure students meet with an academic advisor to discuss their General Education requirements. For more information please call 212.650.8066 or visit the General Education website at http://www.ccny.cuny.edu/gened/index.cfm

I. The Common Core (30 credits)

A. Required (Fixed) Common Core
   (12 credits /4 courses)
   1. English Composition (2 courses)  
      English Composition 1  
      English Composition 2
   2. Mathematical and Quantitative Reasoning
      (1 course)
   3. Life and Physical Sciences (1 course)

B. Flexible Common Core (18 credits / 6 courses)
   Students will complete at least one course in each of the five Flexible Core areas and an additional sixth course in one of them. Students can complete no more than two courses from any one discipline or interdisciplinary field.
   Flexible Core areas are:
   1. World Cultures and Global Issues
   2. U.S. Experience in Its Diversity
   3. Creative Expression
   4. Individual and Society
   5. Scientific World

Once a student has met a Common Core area requirement at one CUNY college, that requirement will be met at any other CUNY college. Transfer students from institutions other than CUNY will have their transcripts evaluated and will be given credit for General Education courses taken at the previous institution as appropriate.

II. The General Education Curriculum at City College: Pathways College Option

Students at City College are required to take 12 additional credits of General Education. Transfer students will need to take 6 to 12 College Option credits depending on (a) whether they are transferring from a four-year or a two-year degree program, (b) whether they have completed an A.S. or A.A. (c) how many credits they had at
the time of transfer, and (d) whether they have coursework that counted towards the completion of the College Option at their previous institution. Visit: http://www.cuny.edu/academics/initiatives/pathways/gened/college-option.html for more details on the College Option requirement for transfer students and consult an advisor.

**Special Courses – FIQWS**

To be completed in the first semester of the student’s Freshman year:

A Freshman Inquiry writing Seminar (FIQWS): A 6 credit course that combines one of a variety of subjects with intensive writing. Encourage students to find a subject in any field that interests or intrigues them!

**What is a FIQWS?**

A FIQWS is a six-credit Freshman Inquiry Writing Seminar required of all students. The FIQWS is composed of two parts. The first part is a seminar about a specific topic, and in any semester an exciting variety of FIQWS are offered: it might concern an exploration of a famous writer or artist, or a particular school of philosophy, a scientific discovery or a key historical event.

The second part of the FIQWS is an intensive writing seminar, in which an instructor will guide students in writing essays and research papers concerning the subject of the seminar. Students will learn far more than the mechanics of writing; they will also learn to analyze texts, develop clear ideas and arguments, and to research and compose a college-level research essay.

**General Education Requirements (Pathways) for Transfer Students**

All transfer students are required to complete the 30-credit Common Core through coursework at City College, another college, or some combination of these.

**The Major**

Undergraduate majors are offered throughout the College in approximately fifty fields. They prepare students for a variety of careers as well as for professional and graduate schools. Advisors assist students in making their initial choice of major and, on occasion, in reconsidering chosen fields of study. Every student must complete an approved major. Each department or program sets specific course requirements for its majors, which are outlined in the departmental listings in the Bulletin. Students should consult their advisor periodically for updates on major requirements. While some courses in the major may be completed at other accredited colleges, at least 60% of the major must be taken at City College. Every student must complete the requirements of an approved major in order to obtain a degree. Students must declare a major prior to completing 61 credits or risk losing eligibility to receive financial aid. Forms may be obtained in the Office of the Registrar or the Student Welcome Center.

**Dual Majors**

Students who wish to major in two fields should file a Major Form, which must be each signed by the appropriate department advisor and by the divisional dean. The requirements of both declared majors must be completed. Students wishing to complete two majors should discuss it at an early stage of their college career with an advisor in each of the two departments. No more than three courses may be credited to both majors.

**The Minor**

A number of departments offer a minor, a program of study of approximately 15 credits which can be taken in conjunction with the major. It should be noted that all degree candidates must have a major. The minor, however, is optional.

**Free Electives**

Free electives are those courses taken in addition to required courses to bring the total to the minimum number of credits required for graduation. Students use free electives to take additional work in the major, concentrate in a second field, or to explore particular interests. Students may take almost any course for which they have the prerequisites in the College of Liberal Arts and Science as a free elective, and
they are encouraged to take advantage of the wide range of offerings in the professional schools and special programs at the College. The Professional Schools control their own class registrations and students should consult with the advisors in these schools to see if space is available and if they have the prerequisites for the courses in which they are interested. In many cases the focused training of both professional and technical personnel will be too highly specialized for inclusion in a broad liberal arts curriculum. A major department may approve courses in the professional schools for a given student’s major program. Only a maximum of 30 credits of free electives from the professional schools will be granted toward the CLAS degree requirements. In the case of B.A. degrees in particular majors, students may be able to transfer into CLAS fewer than 30 credits in order to fulfill New York State requirements that B.A. degrees must include 90 credits of state-defined liberal arts and science courses.

Pathways General Education Requirements for Honors Program and Macaulay Honors College Students at City

Honors Program students have the same Pathways General Education requirements as other students pursuing the same majors. They will satisfy their Pathways requirements, however, by taking the equivalent general education courses in Honors.

This will simultaneously satisfy requirements for Honors and their majors. For further guidance, please be sure students consult with their advisor in the Honors Center.

As an international student at City I enjoy and appreciate the diversity of the community most of all. There is so many cultural explosions each semester on campus it’s unbelievable. No matter where you’re from you can find someone or some activity that reminds you of home when you get homesick in the ‘Big City’. It’s been an amazing experience so far and I am looking forward to my remaining semesters at The City College of New York.”

- Ashea West

Academic Regulations

Students are graded in courses according to the system described.

**Grading System and Glossary**

The grade point average is computed on a scale in which:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
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<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
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<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.70</td>
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<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F, FIN, WF, and WU</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Incomplete (INC) Grades**

The grade of INC is given by the instructor in consultation with the student, with the following guidelines:

1. When the student has been doing passing work and the instructor believes the student can successfully complete the requirements of the course no later than the last day of the eighth week of the following semester, or its equivalent in calendar time, exclusive of Summer Session. The student must provide an acceptable and documented reason for not completing the course on time.

2. When a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the eighth week of the following semester, or its equivalent in calendar time, exclusive of Summer Session. Students must pay the make-up exam fee to the Bursar before taking the make-up exam. Extensions may be granted only by the Committee on Course and Standing of the School offering the course.

3. Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons other than the Procedures for Imposition of Sanctions related to the Board’s Academic Integrity Policy.

When applying for an INC grade, an Incomplete Agreement Form must be completed and returned to the instructor. The instructor may insist that the student obtain the permission of the Committee on Course and Standing (of the School offering the course) to complete the course.

The Registrar’s Office will change the temporary grade of INC to failure (FIN) by the tenth week of the following semester unless the instructor has submitted a passing grade.
Pass/Fail Option

Students in the professional schools, except for the School of Education, may not take courses on a pass/fail basis, even if the courses are being taken as free electives. Students in the College of Liberal Arts and Science and in the School of Education may take certain courses on a pass/fail basis, subject to the following restrictions:

1. The student must have completed at least 28 credits.
2. A student may take only one course per semester on a pass/fail basis.
3. No general education courses may be taken pass/fail.
4. No courses required for the major may be taken pass/fail.
5. Students must choose this option during registration. (Students are not permitted to change to or from pass/fail after the deadline published in the academic calendar.)
6. No more than 18 credits may be taken pass/fail.

Auditing

Students wishing to audit a course must select audit status at the time of registration. Auditors must register in the normal manner and pay required tuition and fees. No credit or grade will be given for audited classes. Auditor status cannot be changed to credit status after the closing date for change of program. Likewise, credit status cannot be changed to auditor status after the change of program period.

Grade Point Average (G.P.A.)

A student’s overall academic performance is measured by calculating the grade point average (G.P.A.). This average is found by using grades from each course on the student’s record except those that have one of the following grades assigned: P, INC, W, WA, WN, PEN, AUD.

Each grade received is assigned a numerical value called Quality Points, as described in the Grading System chart. The number of Quality Points multiplied by the number of credits the course carries is the total for the course. The G.P.A. is found by adding these totals and dividing this amount by the total number of credits attempted.

Resignation from Courses

A student must complete a Change of Program (Add/Drop) Form in order to withdraw from a course during the program adjustment or refund period. Forms are available at the Student Welcome Center in the NAC lobby, in an Academic Advisor’s office or at the Registrar’s Office in A-102.

During the Change of Program period, students may make program changes during the first week of classes. A student may drop a course without penalty (the course will not appear on the transcript) until approximately the end of the third week of classes. Refer to the academic calendar posted on the College’s website (www.ccny.cuny.edu) for pertinent dates. The Add/Drop form must be signed by an academic advisor and returned to the Registrar’s Office.

After the Change of Program period, and prior to the tenth week of classes, students may officially drop courses using a withdrawal form that must be signed by the instructor and the divisional dean. The grade of “W” is assigned only when it is clear that the student has good and sufficient reasons for withdrawing from the course. A grade of “WN” is assigned to students who never attended and did not officially withdraw.

After the tenth week of the term, students who withdraw will be assigned a grade of “WU.” A grade of “WU” is also to be assigned to students who attended a minimum of one class, stopped attending, but did not officially withdraw.

Degree Progress-On-line Advisement

DegreeWorks is an easy-to-use software application that gives students access to their degree progress via the web. It allows a student to view the courses required to complete the general education requirements, major and degree. Courses required for minors and concentrations also appear in DegreeWorks. A student can also conduct “What-If” audits to see the courses required to change the major.

Note: A student who withdraws from 12 credits or more within two academic years will be placed on academic warning; a student who drops 18 or more credits will be subject to dismissal. Dropping courses may cause a student to become ineligible for financial aid.
Dean's List

Students are eligible for the Dean's List four times during their career at City College: the semester in which they become sophomores, the semester in which they become juniors, the semester in which they become seniors, and the semester in which they have completed twenty-four or more credits as seniors. Students are placed on the Dean’s List for a particular year if for that year they have:

1. A 3.2 grade point average.
2. Completed at least 24 credits at City College.
3. No grades other than A, B, C, D, W or P.

Undergraduate Graduation Honors (Latin Honors)

For students admitted to the College prior to Fall 2014 the graduation honors policy is as follows:

At graduation, there are three categories of honors for baccalaureate candidates:

- A degree summa cum laude is granted to students whose average in all subjects is at least 3.8.
- A degree magna cum laude is granted to students whose average in all subjects is at least 3.5.
- A degree cum laude is granted to students whose average in all subjects is at least 3.2.

In the computation of graduation honors, all college work taken by students at institutions other than the City College is taken into account even if some of the work is not transferred. A student must be eligible for honors based exclusively on their City College work, as well as the combined average of City College work and all work completed at other institutions. A student may not obtain a higher honor (i.e. magna cum laude instead of cum laude) than their City College index indicates. Thus, if a student achieves a 3.3 index at the City College and has a combined index of 3.5, the honor of cum laude is awarded. Second degree Students are not eligible for graduation honors.

For students admitted to the College in Fall 2014 and after, the graduation honors policy is as follows: At graduation, there are three categories of honors for baccalaureate candidates.

- A degree summa cum laude is granted to students whose average in all subjects is at least 3.8.
- A degree magna cum laude is granted to students whose average in all subjects is at least 3.5.
• A degree cum laude is granted to students whose average in all subjects is at least 3.2.

Students must complete a minimum of 50 credits at City College to be eligible for Latin honors. Only coursework completed at City College is taken into account in the computation of graduation honors.

**Application for Graduation**

Degrees are conferred three times each year: February, May/June and September. Candidates for graduation must file an Application for a Degree Form online by the specified date in November for February graduation, in March for June graduation and July for September graduation. Candidates who do not comply with deadlines will not graduate on time. Please ask students to consult the College calendar published online each semester for the application deadline.

**Residency Requirement**

To be eligible for a degree, a student must complete a minimum of 80 credits or the last 30 credits at City College. In addition, at least 60% of the major must be completed at City College. All transfer students and second-degree students (including those who are graduates of City College) are subject to the residency requirement. Graduates of City College who return for a second degree may not use coursework completed under the first degree to meet the residency requirement for a second degree from City College.

**Requirements for Graduation**

Students who entered City College as first-time freshmen after September 1996 will be required to complete a total of 120 credits, to include major and general education/core requirements. Exceptions are the degree programs in Architecture, Engineering and the Sophie Davis School of Biomedical Education, which require more than 120 credits.

Students are expected to be familiar with the requirements of their degree programs. All requirements for the degree must be met before the date of graduation. The temporary grade of INC (including those assigned in the final semester of attendance) must be resolved prior to the date of graduation.

In addition, all “stops” must be cleared by the date of graduation. Failure to clear “stops” will result in the delay of the distribution of diplomas and the processing of requests for transcripts.

Upper-division students should have a preliminary graduation check conducted two semesters before the anticipated date of graduation by an advisor in their department or division. The final graduation check and certification is conducted in the appropriate Dean’s Office.

**Policy on Lateness and Absence**

Students are expected to attend every class session of each course in which they are enrolled and to be on time. An instructor has the right to drop a student from a course for excessive absence. Students are advised to determine the instructor’s policy at the first class session. They should note that an instructor may treat lateness as equivalent to absence. No distinction is made between excused and unexcused absences. Each instructor retains the right to establish his or her own policy, but students should be guided by the following general College policy:

In courses designated as clinical, performance, laboratory or fieldwork courses, the limit on absences is established by the individual instructor. For all other courses, the number of hours absent may not exceed twice the number of contact hours the course meets per week.

When a student is dropped for excessive absence, the Registrar will enter the grade of “WU”. 
Academic Appeals

The faculty of each of the Schools defines the degree requirements, academic standards, and rules, and in general has jurisdiction over all of the courses offered by that School. Each of the Schools has a Committee on Course and Standing charged with oversight and enforcement of these matters and dealing with special cases and appeals. Students have the right to appeal to the appropriate Committee on Course and Standing any decision made by individual faculty members or administrators about these academic matters. Students must consult with their academic advisor for the appropriate appeals procedure. The Committee on Course and Standing is the final authority on enforcement of curriculum, degree requirements, academic standards, grades and academic rules.

Complaints

Students with complaints concerning classroom matters other than grades should first attempt to resolve the complaint at the department level through discussion with the faculty member(s) or department chair. If the matter is not resolved, the student or department may refer the problem to the appropriate academic dean, the Ombudsman, or the Vice President for Student Affairs, who shall, if necessary, refer it to the Office of the Provost for further consideration and possible action. For complaints about faculty conduct in formal academic settings please see the City University Student Complaint Process in Appendix B.16 of the City College Undergraduate Bulletin.

Course Loads for Full-Time Students

An average student program consists of twelve to fifteen credits. Students who are not on academic probation may take as many as eighteen credits. Students who wish to take more than eighteen credits must request permission from the dean of the school or division. Permission is granted only to students with outstanding records who have compelling reasons for making the request. A student who is granted permission for more than eighteen credits is expected to complete all courses on time and is generally not permitted to drop any courses.

Students on probation must limit their programs to approximately twelve credits. Students in the Grove School of Engineering who are on academic probation may not take more than twelve credits per semester.

Many forms of financial aid are contingent on full-time student attendance. Ordinarily, a student must register for at least twelve credits to be full-time. Students receiving financial aid should verify their full-time status with the Financial Aid Office, particularly when changing majors.

Academic Standards

Students are expected to maintain minimum G.P.A. requirements both overall and in major courses; not to withdraw from twelve credits during any two consecutive academic years; and pass all required courses in sequence. All new students-whether or not they are Math-proficient and required to take the CUNY Assessment Test in Mathematics (Math 3). Test results will be used to place student in the appropriate Mathematics course. ESL and SEEK students should consult with their advisors regarding compliance with these requirements.
Repeating Courses

Students may not repeat a course they have already passed unless that course has been designated as repeatable in the Bulletin. In instances in which a course is repeated, the repeated course does not confer additional credit. This limitation applies to courses taken at City College, courses taken at other colleges, and to courses for which credit is granted by exemption examination or advanced placement examination. Courses designated as repeatable may confer additional credit, up to the maximum number of allowable credits, as stated in the Bulletin. Students are ultimately responsible for determining if the coursework they select is a repeat of prior coursework. Students who have failed a course may register to retake that course a maximum of two times. If the course is required for their major and if they do not pass after three tries, they must change majors or leave the College.

“F” Repeat Policy

The “F” repeat policy only applies to courses taken after 1990. The number of failing credits that can be deleted from the G.P.A. shall be limited to sixteen for the duration of the student’s undergraduate enrollment in institutions of the University. If the second grade is C or higher (C- does not qualify) the original grade of “F” will not be used in the calculation of the G.P.A. (although the course and grade remain on the record). The revised G.P.A. will be used for academic progress and graduation minimum standards. The F grades will, however, apply to graduation honors and can affect other requirements for progress in the major. The implementation of the F policy varies in some of the Professional Schools. The F policy does not apply to Graduate students. Consult with the Office of the Registrar for specific applications of this policy.

Important Notice of Possible Changes

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication (or website) are similarly subject to change by the Board of Trustees of the City University of New York. The University regrets any inconvenience this may cause.
# Important Contact Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Student Affairs</td>
<td>Juana Reina, Vice President</td>
<td>A 204</td>
<td>5426</td>
</tr>
<tr>
<td>Student Development</td>
<td>Wendy J. Thornton, Dean</td>
<td>A 204</td>
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<tr>
<td>Campus Engagement, Parent Programs</td>
<td>Cicely Bland, Executive Director</td>
<td>A 204</td>
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<tr>
<td>Academic Standards Admissions</td>
<td>Andrew Grablewski, Coordinator</td>
<td>A 216</td>
<td>8113</td>
</tr>
<tr>
<td>Undergraduate Admissions</td>
<td>Joseph Fantozzi, Director</td>
<td>A101</td>
<td>6977</td>
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<tr>
<td>Graduate Admissions</td>
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<tr>
<td>• Architecture</td>
<td>Sara Morales</td>
<td>AR 133</td>
<td>8748</td>
</tr>
<tr>
<td>• Liberal Arts &amp; Engineering</td>
<td>Pauline Pabon</td>
<td>A 101</td>
<td>6427</td>
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<tr>
<td>• Education</td>
<td>Stacia Pusey</td>
<td>NA 3/223A</td>
<td>6296</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>Michelle Baptiste, Director</td>
<td>A 200</td>
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<td>Bursar</td>
<td>Joseph Boselli, Bursar</td>
<td>A 103</td>
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<td>Counseling Services</td>
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<td>Evaluation &amp; Testing</td>
<td>Shailesh Thacker, Director</td>
<td>A 213</td>
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<tr>
<td>Financial Aid</td>
<td>Arshaw Ramkaran, Deputy Director</td>
<td>A 104</td>
<td>5819</td>
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<tr>
<td>• TAP Certification</td>
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<td>• Information (non-SEEK)</td>
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<td>Gateway Advising Center</td>
<td>Lydia Gerson, Director</td>
<td>NA 1/220</td>
<td>6115</td>
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<tr>
<td>Honors Program</td>
<td>Susanna Yurick, Asst. Director</td>
<td>NA 4/150</td>
<td>6917</td>
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<tr>
<td>International Student Services</td>
<td>Maribel Morua, Director</td>
<td>NA 1/107</td>
<td>8106</td>
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<tr>
<td>Registrar</td>
<td>Daniel Matos, Senior Registrar</td>
<td>A 102</td>
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<td>• General Inquiries</td>
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<td>• Degree Verification</td>
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<td>• All other business</td>
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<td>Security</td>
<td>Pat Morena, Executive Director</td>
<td>NA 4/201</td>
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<tr>
<td>SEEK</td>
<td>Maudette Brownlee, Director</td>
<td>NA 5/226</td>
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<tr>
<td>• Tutorial Coordinator</td>
<td></td>
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<td>• College Skills Center</td>
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<tr>
<td>Student Support Service</td>
<td>Elizabeth Thangaraj, Director</td>
<td>NA 6/147</td>
<td>6829</td>
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<tr>
<td>Student Health Services</td>
<td>Teresa Walker, Director</td>
<td>MR 15</td>
<td>8222</td>
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<tr>
<td>Veterans Affairs</td>
<td>Mariette Kalinowski, Coordinator</td>
<td>Wingate 106</td>
<td>5374</td>
</tr>
</tbody>
</table>

The area code for all City College telephone numbers is 212 and the prefix is 650. The 4-digit numbers listed below are extensions; the number for the Student Welcome Center, for example, is (212) 650-5338.
## Spring 2015 Academic Calendar

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<thead>
<tr>
<th>January</th>
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<tbody>
<tr>
<td>01/20/2015</td>
<td>Last day to apply for an e-Permit</td>
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<tr>
<td>01/27/2015</td>
<td>Last day for 100% tuition refund</td>
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<tr>
<td>01/27/2015</td>
<td>Last day of Registration</td>
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<tr>
<td>01/28/2015</td>
<td>CLASSES BEGIN</td>
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<tr>
<td>01/27/2015–01/30/2015</td>
<td>Change of Program</td>
</tr>
<tr>
<td>01/31/2015</td>
<td>FIRST DAY OF SATURDAY CLASSES</td>
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<td>02/02/2015–02/03/2015</td>
<td>Change of Program</td>
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<tr>
<td>02/03/2015</td>
<td>Last day to file for Pass/Fail and Audit Options</td>
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<tr>
<td>02/03/2015</td>
<td>Last day to add a class to an Existing Program</td>
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<td>02/03/2015</td>
<td>Last day to drop classes for 75% tuition refund</td>
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<td>02/10/2015</td>
<td>Last day to drop classes for 50% tuition refund</td>
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<td>02/12/2015</td>
<td>COLLEGE CLOSED - Lincoln’s Birthday</td>
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<td>02/16/2015</td>
<td>COLLEGE CLOSED - President’s Day</td>
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<tr>
<td>02/17/2015</td>
<td>Last Day to drop classes for 25% tuition refund</td>
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<td>02/17/2015</td>
<td>Last day to drop classes without the grade of “W”</td>
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<td>02/18/2015</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially drop a class) – No Refund</td>
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<td>02/18/2015</td>
<td>Monday Schedule</td>
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<td>2/18/2015</td>
<td>Verification of Enrollment begins</td>
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<td>02/26/2015</td>
<td>Last day to submit proof of immunization for NYS residents</td>
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<tr>
<td>02/26/2015</td>
<td>Verification of Enrollment due to Registrar for assignment of WN grades</td>
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<td>03/02/2015</td>
<td>Deadline for filing Application for Degree for May 2015 graduation.</td>
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<tr>
<td>03/05/2015</td>
<td>Last day to select a major for this semester’s TAP awards</td>
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<td>03/13/2015</td>
<td>Last day to submit proof of immunization for non-NYS Residents</td>
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<td>03/15/2015</td>
<td>FAFSA priority deadline for 2015 – 2016 financial aid</td>
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<tr>
<td>04/03/2015 – 04/11/2015</td>
<td>Spring recess (College Open)</td>
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<tr>
<td>04/08/2015</td>
<td>INC grades for Fall 2014 for Undergraduate students convert to FIN</td>
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<tr>
<td>04/08/2015</td>
<td>INC grades for Spring 2014 for Graduate students convert to FIN</td>
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<tr>
<td>04/16/2015</td>
<td>Course withdrawal period ends, last day to drop with the grade of “W”</td>
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<tbody>
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<td>LAST DAY OF CLASSES</td>
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<tr>
<td>05/16/2015</td>
<td>LAST DAY OF SATURDAY CLASSES</td>
</tr>
<tr>
<td>05/17/2015</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>05/18/2015–05/24/2015</td>
<td>Final Exams</td>
</tr>
<tr>
<td>05/24/2015</td>
<td>End of Spring Term</td>
</tr>
<tr>
<td>05/25/2015</td>
<td>COLLEGE CLOSED - Memorial Day</td>
</tr>
<tr>
<td>05/28/2015</td>
<td>Last day for grade submissions for Spring 2015</td>
</tr>
<tr>
<td>05/29/2015</td>
<td>Commencement</td>
</tr>
<tr>
<td>June</td>
<td></td>
</tr>
<tr>
<td>06/01/2015</td>
<td>Summer Session Begins</td>
</tr>
</tbody>
</table>

**Campus Map**

1. Shepard Hall
2. Steinman Hall
   The Grove School of Engineering
3. Baskerville Hall
4. Compton-Goethals Hall
5. Townsend Harris Hall
6. Wingate Hall
7. North Academic Center (NAC)
8. Marshak Science Building
9. Wille Administration Building
10. The Spitzer School of Architecture
11. Aaron Davis Hall
12. Day Care Center
13. The Towers

**Future homes of:**
- Amsterdam Ave.
- Convent Ave.
- West 135 St.
- West 130 St.
- West 141 St.
- West 140 St.

**City College Center for Discovery & Innovation**

**Advanced Research Center**

**Campus Map**