A Newsletter Published by the Office of the Vice President for Student Affairs  

GREETINGS from all of us in Student Affairs and Student Services to new and returning GC students. With the start of the 2017-2018 academic year, we are pleased to welcome **Clare Wilson as the Graduate Center’s Disability Services Manager.** Clare has been working closely with Graduate Center students supporting assistive technology and academic accommodations for the past eight years.

Also joining the Graduate Center is **Julie Vick** who will be working in the Office of Career Planning and Professional Development as a career advisor. Julie comes to the GC from the University of Pennsylvania where she had been working with graduate students and postdoctoral fellows in Career Services since 1985. You may be familiar with her columns and articles in *The Chronicle of Higher Education* or the Academic Job Search Handbook, 5th ed. Philadelphia: U. of Pennsylvania Press, 2016, which she coauthored with Rossanne Lurie and our own Dr. Jennifer Furlong.

We have also seen a reorganization in the Student Affairs office with **Elise M. Petram** now serving as Director of Student Affairs and **Scott Voorhees** as Associate Director of Student Affairs and NYSHIP Manager. Rounding out the office is **Sheila Berman** who continues to play an integral role as Assistant to the Vice President for Student Affairs.

With appreciation to the continuing students who have engaged effectively in the effort to foster an informed, safe community, as part of our initiatives to address **Title IX education, prevention, reporting, and support services for students,** the Graduate Center and other CUNY campuses ask all new students and those returning students in special roles of responsibility and trust to participate in on-line training that will shortly be offered to all new students and in the leadership training that will be offered again early in the semester. The Graduate Center and all of CUNY take very seriously issues of sexual harassment and sexual violence. Such conduct is a form of gender discrimination prohibited by Title IX of the federal Education Amendments of 1972. In addition to CUNY’s **Policy on Sexual Misconduct,** which address sexual harassment, gender-based harassment, and sexual violence, I call your attention to CUNY’s newer, related **Drug/Alcohol Use Ammonry Policy** and the **Student Sexual Misconduct Complainants' Bill of Rights.** The full policy documents are at the following link: [http://www1.cuny.edu/sites/title-ix/?post_type=campus_profile&p=144](http://www1.cuny.edu/sites/title-ix/?post_type=campus_profile&p=144)

If you need to register to vote—or if you wish to sign up as an organ donor, even if you are not registering to vote or changing your address for voter registration purposes—your program disseminates a [voter registration](http://www1.cuny.edu/sites/title-ix/?post_type=campus_profile&p=144) link and forms provided by our office each semester. At [http://www.cuny.edu/about/administration/offices/govern ment/vote.html](http://www.cuny.edu/about/administration/offices/government/vote.html) you can visit the “CUNY Votes” link or you may obtain forms and assistance in the Student Affairs office for voter registration as well as citizenship information. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York at [http://www.elections.ny.gov/](http://www.elections.ny.gov/). Note as well that in connection with the provision of student disability services by the Student Affairs office, we are, under the National Voter Registration Act, an agency-based voter registration site where voter registration application forms and information are available and where students will be offered the opportunity to register to vote. If you would like information, voter registration application forms (which we can mail in for you), or voter registration assistance of any kind, please call us at 212-817-7400 or e-mail our office at studentaffairs@gc.cuny.edu.

Please do not hesitate to bring to Student Affairs any questions, concerns, or feedback in general. We are in Room 7301 and can be reached at 212-817-7400 and [studentaffairs@gc.cuny.edu](mailto:studentaffairs@gc.cuny.edu). Happy new semester, and stay connected!

—Matthew G. Schoengood, V.P. for Student Affairs

**Updates from the Graduate Center Library**

**Improved CUNY Book Renewal Policies for Doctoral Students:** Have you ever been confused or frustrated by an inability to renew a CUNY book? Ever wondered why you could renew some CUNY books but not others? At CUNY, initial circulation periods are standardized (8 weeks for PhD students and faculty, 6 weeks for master’s students) but the number of renewals per item is not. But there’s good news for doctoral students: after a vote by the CUNY Council of Chief Librarians, every CUNY library now offers doctoral students a minimum of two renewals. The exact number of renewals still differs from library to library, but it is at least two across all CUNY libraries. (But be aware that, as always, renewed books may be recalled if someone else requests them.)

**Chat with a Librarian:** When you click the “chat with a librarian” icon on the library website, a window pops up and invites you to chat with a librarian, any time of day or night. This 24/7 availability is not fueled by endless cups of coffee but rather through an international library consortium in which librarians from other academic institutions assist with questions from GC researchers (and vice versa). So, no matter when you do your research, there’s a qualified academic librarian ready to help!

**Now Open: The Library Lounge:** The new Library Lounge is on the library’s 2nd floor in room 2300, right behind the printing area. It is unlocked and available to all library users during library hours. The Library Lounge is the first and only space in the library where audible conversation and collaboration are welcome.


**Suggest a Book!** Is there a book that you borrow repeatedly from other libraries and wish that we had here? Is there something that you can’t believe isn’t already held at CUNY? A title that’s about to be released that should be on our radar? Use our new book purchase request form at [http://bit.ly/gcbookrequest](http://bit.ly/gcbookrequest).

**Connect with the GC Library:** Subscribe to the library’s blog on the CUNY Academic Commons ([gclibrary.commons.gc.cuny.edu](http://gclibrary.commons.gc.cuny.edu)), follow us on Twitter (@cunyGCLibrary), or like us on Facebook ([facebook.com/cunyGCLibrary](https://facebook.com/cunyGCLibrary))!

**Doctoral Students’ Council (DSC)**

Main Office: Room 5495 / Tel.: 212-817-7888 [http://www.cunydsc.org/](http://www.cunydsc.org/)

The Doctoral Students’ Council (DSC) serves all students enrolled in GC doctoral and master’s programs or courses who pay a GC student activity fee. The Doctoral Students’ Council and its officers are charged with representing student interests before the administration and external bodies. The DSC also administers the money collected from the Student Activity Fee.
Office of Career Planning and Professional Development
The Office of Career Planning and Professional Development supports the Graduate Center's students in achieving their career goals. The office offers individual career counseling to students, including advice on CV's, resumes, and other job search materials, assistance with preparing for interviews, and discussions of career planning strategies. We work with students on both nonacademic and academic job searches. All conversations with office staff are confidential. Students can connect with the office in several ways: email us at CareerPlan@gc.cuny.edu; follow us on Twitter @CareerPlanGC; or access our calendar of events and use the many resources on our website http://careerplan.commons.gc.cuny.edu. Our office is located in suite 3300.09 of the Graduate Center and we can be reached at 212-817-7425. We look forward to helping you attain your professional goals!

Improve Your Academic Tech Knowledge and Skills
as you pursue your doctoral degree! Learn how to use and think critically about academic technology in the classroom and in your research. Make yourself more competitive in the academic job market. The Interactive Technology and Pedagogy Certificate Program is available to all enrolled GC doctoral and MA/S students. See http://www.gc.cuny.edu/itp/ and contact Julie Fuller at 212-817-7290 to register for the program or for more info, email Coordinator Professor Michael Mandiberg at mmandiberg@gc.cuny.edu.

The Child Development and Learning Center
The GC Child Development and Learning Center provides an excellent educational program for pre-school children. Licensed to serve 27 children ages 2 to 5 years old, it offers on-site, affordable childcare to children of GC students. To learn more about the program or placing your child on the center’s waiting list, please contact director Linda Perrotta, (212) 817-7033, Lperrotta@gc.cuny.edu, or visit our updated website for more information about the Child Development and Learning Center/General Information.

The Wellness Center
The Wellness Center comprises the Student Health Services and the Student Counseling Services. Robert L. Hatcher, Ph.D., is Director of the Wellness Center. Administrative Coordinator: Cheri Daniels, Office Assistants: Deborah Mandas and Grace Acevedo. To make an appointment, call 212-817-7020 or stop by the Wellness Center office in Room 6422.

Student Counseling Services/Wellness Center
The Wellness Center’s Student Counseling Services (SCS) offers short-term individual and couples counseling (generally 3 to 12 sessions), group counseling, academic consultation and referrals, and variety of workshops relevant to graduate student life. The SCS is staffed by psychologists, social workers, and psychology fellows.

Sessions are individually designed to help each student progress towards personal and professional development as well as to offer useful and practical strategies to move forward in their academic work.

All services are confidential and free to matriculated Graduate Center students. Please visit our updated webpage for more information about the SCS, workshops, schedule, and our services - http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness.

Student Health Services are currently unavailable. Please check the Wellness Center office for information regarding alternative services.

The Wellness Center office is open Monday through Friday from 9 a.m. to 5 p.m.

Wellness and Fitness
The Graduate Center offers a small number of fitness classes on campus. Classes have included Yoga and Pilates. Information on classes is available from the Student Affairs office at 1-212-817-7400. By special arrangement with Baruch College, enrolled Graduate Center students have been allowed to become members of the Baruch College Athletics and Recreation Complex (ARC), and it is anticipated that this arrangement will continue. Under the current provisions, Graduate Center students need to obtain from the GC Registrar's office a certification of enrollment to present to the ARC Facilities Director and complete paperwork at Baruch along with payment of $100 for the year. Information about the ARC facilities can be found at http://athletics.baruch.cuny.edu/sports/2006/1/9/Facilities_and_Schedules.aspx. Graduate Center students are also welcome to use the John Jay College Cardiovascular Fitness Center (899 Tenth Avenue, Suite 601) for a $275 annual fee (half-year membership is available for $137.50). For John Jay, students must first have a physical examination ($25 on-site exams are available twice a year). For further information, call 1-212-237-8367. “Medical Referral forms” are available online at http://www.johnjayathletics.com/sports/2006/8/17/feid.aspx.

Office of International Students
The Office of International Students assists international students at The Graduate Center with maintaining legal status in the United States, applying for benefits of status, and providing support with adjustment to the U.S., New York City, and a new academic system.

SEVIS (the Student and Exchange Visitor Information System) is the Official Record of an international student’s Immigration Status activities. For an international student to maintain valid F-1 or J-1 Immigration Status in the United States, the student’s SEVIS Record must be kept up-to-date.

SEVIS Reporting Requirements: The principal items that international students in F-1 or J-1 Status must report to the Office of International Students are:
1. Change of US Address and of Legal Name (as it appears in the student’s Passport) must be reported to the Office of International Students within 10 days of the change. The “SEVIS Data Sheet” should be used to report the change. The form is available on our website, under the current students section. You may complete the form and submit it to the Office of International Students at the Graduate Center via email or in person.
2. Applications for Extension of F-1 or J-1 Status must be submitted to the Office of International Students no later than 30 days before the completion date on Form I-20 or DS-2019. Students should consult the Office of International Students 1 to 2 months in advance. The extension of program form is available on our website, under the current students section.
3. Applications for a new I-20 or DS-2019 form for a Change of Major or Change of Degree Level between Master’s and Ph.D. must be submitted to the Office of International Students before a student begins the new program. Students must receive the new I-20 or DS-2019 form before they may begin classes in the new program.
4. On-Campus Employment Authorization for J-1 students. J-1 students must apply for on-campus employment authorization before beginning any job on any CUNY campus. The employment authorization is for one specific on-campus job and is valid for one year. The On-Campus Employment Request form for J-1 students is available on our website, under the current students section.
5. Applications for Off-Campus (non-CUNY) Employment must be discussed before a student agrees to take any job, paid or unpaid. Students must receive employment authorization in their SEVIS Record before they may begin working for any paid or unpaid positions. Information about Curricular Practical Training (F-1 students) and Academic
Research Protection

1. Research is engaged in all research, regardless of funding. The CUNY Human Research Protection Program (HRPP) is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and RF CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and State regulations, University policy and the highest ethical standards. The CUNY HRPP comprises of 5 University Integrated Institutional Review Boards (IRBs) and 19 on-site HRPP offices.

When is CUNY HRPP or IRB review required?
CUNY HRPP or IRB review is required when ALL of the following criteria are met:

a. The investigator is conducting research or clinical investigation;

b. The proposed research or clinical investigation involves human subjects;

c. CUNY is engaged in the research or clinical investigation involving human subjects.

Note: CUNY applies OHRP Guidance on Engagement of Institutions to determine CUNY’s engagement in all research, regardless of funding. For further information about the CUNY Human Research Protection Program, please visit: http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/

For inquiries regarding this requirement, please email gc-irb@gc.cuny.edu

For further information about the GC HRPP, please visit: https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-(HRPP)

1. Applications for post-completion Optional Practical Training (OPT in F-1 Status) or Academic Training (AT in J-1 Status) must be made before a student deposits the thesis or dissertation. Students must contact an International Student Counselor at the beginning of the semester in which they plan to defend their Dissertation or Thesis. Information regarding OPT and Academic Training is available on our website.

2. Transfer of SEVIS Record to another school must be completed before a student leaves the Graduate Center.

Maintaining Valid Immigration Status

1. Confirm that all immigration documentation are up-to-date.
3. Maintain Full-Time Registration at the Graduate Center each semester. Apply for a reduced course load authorization, if eligible, for any semester you plan to enroll less than full-time. Students must receive the reduced course load authorization before enrolling less than full-time.
4. Obtain employment authorization for any Off-Campus Employment (non-CUNY) before beginning any employment (paid or unpaid).
5. J-1 Students Only: Obtain on-campus employment authorization for any On-Campus Employment (CUNY) before beginning the employment.
6. J-1 Students Only: Maintain health insurance coverage that meets the minimum health insurance coverage requirements per the J-1 regulations. J-1 students must submit a J-1 Health Insurance Verification form to the Office of International Students. Information regarding the coverage requirements are available on our website.
7. Four months before a student plans to graduate, the student should contact an International Student Counselor so that we may discuss post-graduation plans and review immigration status options.
8. File yearly U.S. tax return reports. The Office of International Students provides information and holds workshops to assist Non-Resident Alien Tax Status students in February and March, following the end of the tax calendar year. We will announce these over our INTSTU-L Email List, on our Facebook page, and on our Twitter account.
9. Contact the Office of International Students before beginning a change of Status to any other US immigration status (e.g., H-1B, Permanent Residency, etc.).

Traveling Outside the United States

1. Before travel outside the US, students must always check with our Office to verify that their passport, visa, and I-20 or DS-2019 will allow them to reenter. We will advise you of the travel and reentry regulations and update your documents, if necessary, before you depart the US.
2. After reentering the US, a student must bring to our office or submit via email at intstu@gc.cuny.edu the following documents: Passport, I-94 Admission Record, and I-20 or DS-2019 Form.

Validating E-mail Address

Students should report their current/active e-mail address to the Office of International Students. The Office uses email as the principal means of informing international students of important immigration status requirements. Because we often use batch messaging, students must be sure their e-mail server will accept our batch messages. To receive updates on SEVIS regulations and changes in Immigration Status Requirements, please inform us of any change in email address.

Office Visits

A student must bring all original immigration status documents whenever he or she comes to our office. We need to verify that there have been no additions or changes since a previous visit or after a reentry to the United States from travel. You may contact the Office of International Students at (212) 817-7490 or by email at intstu@gc.cuny.edu.

The Ombuds Office is always here for you! – It offers a safe and neutral place for students, along with other members of the GC community, to voice concerns, evaluate situations, organize their thoughts, and explore options for handling problems that arise - all in strict confidence. The ombuds officer can gather information, serve as a “shuttle diplomat,” or mediate, as well as provide referrals to relevant authorities. The office has been established outside the existing administrative and academic structures and is completely independent. The most important job of the ombuds officer is to listen. Concerns that people bring to this office include feelings of stress, disagreements about grades, problems with tuition charges, interpersonal conflicts, professional misconduct, academic dishonesty, safety concerns, ethics and whistle-blowing, and intellectual property issues. Students should feel free to visit this office. Contact Dr. Martin Gitteman Ombuds Officer, Room 3311; 212-817-7191, ombuds@gc.cuny.edu, http://web.gc.cuny.edu/ombuds/

GC Dissertation Fellowships and Awards: A variety of dissertation fellowships and awards are available through a competitive review process. Dissertation write-up awards include a number of named fellowships and special focus awards and range in amount from $2,000 to $25,000.

All awards are subject to the availability of funds. Students who are advanced to candidacy (level III) before February 16, 2018, and expect to complete the dissertation during the 2018-19 academic year are eligible to apply. Application information will be available from the Provost’s Office by November 2017 and the application deadline is January 15, 2018. For further information contact Rachel Sponzo (rsponzo@gc.cuny.edu, 212-817-7282), Office of the Associate Provost.

Doctoral Student Research Grant (DSRG)

Doctoral students in their 2nd to 6th year can apply for up to $1,500 in funding for uses that include – but are not limited to – research, travel, and compensation of research subjects. The guidelines for this funding opportunity can be found here: http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/dsrgguidelines.pdf

Students are not eligible to receive DSRG grants two years in a row, but may apply and be awarded again after a year's lapse. Any questions about the guidelines or eligibility should be directed to dsrg@gc.cuny.edu.

For inquiries regarding this requirement, please email ge-irb@gc.cuny.edu

For further information about the GC HRPP, please visit: https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-(HRPP)
Do You Know How to Avoid Plagiarism? Make sure to read the booklet Avoiding and Detecting Plagiarism, available online at http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/PEONonDiscrimination12.4.2014.pdf

Lactation Room

The Lactation Room is a dedicated space at the Graduate Center for mothers to express breast milk for a nursing child. Room 7408, also called the Mothers' Room, is available to all nursing women students and employees who present a Graduate Center ID. Those wishing to use the Mothers' Room should fill out a one-time key request form in the Student Affairs office, room 7301.

Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

If you are the victim of sexual harassment, domestic violence, sexual or dating violence, or stalking call public safety or 911. You may also contact one of the Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence:

• Chief Diversity Officer/Title IX Coordinator: Edith Rivera, Room 7301, 212-817-7410, erivera@gc.cuny.edu
• Chief Student Affairs Officer: Matthew G. Schoengood, Room 7301, 212-817-7400, mpschoengood@gc.cuny.edu
• Director of Public Safety: John Flaherty, Room 9117, 212-817-7761, jflaherty@gc.cuny.edu
• Executive Director of Human Resources: Ella Kiselyuk, Room 8403, 212-817-7700, ekiselyuk@gc.cuny.edu

For additional information and resources

http://www1.cuny.edu/sites/title-is/?post_type=campus_profile&p=144

The Vice President for Student Affairs is the 504/ADA Compliance Coordinator (Room 7301; (212) 817-7400). For more information and to request accommodations, contact Clare Wilson or Elisse Perram in the Student Affairs office (212-817-7400 or disabilityservices@gc.cuny.edu) and see “Services for Students with Disabilities” in the Graduate Center Student Handbook link above.

RESOURCES FOR COMBATING SEXUAL HARRASSMENT/SEXUAL ASSAULT (TITLE IX)

Sexual harassment of students, which includes acts of sexual violence, is a form of gender discrimination prohibited by Title IX. The U.S. Department of Education’s Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Harassing conduct creates a “hostile environment” when sufficiently severe or pervasive to limit a student’s ability to participate in educational activities.

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For additional information and resources

http://www1.cuny.edu/sites/title-is/?post_type=campus_profile&p=144

THE CITY UNIVERSITY OF NEW YORK POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

For the full non-discrimination policy and procedures, which also prohibit retaliation, please see

http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/PEONon-Discrimination12.4.2014.pdf

Compliance & Diversity Officer: Edith Rivera, Room 7301, 212-817-7410 erivera@gc.cuny.edu