



Your link to the Graduate Center! Published by the Office of the Vice President for Student Affairs

Spring 2018

GREETINGS from all of us in Student Affairs and Student Services.

We are pleased to welcome Eric Brown, as the Graduate Center's Student Activities Coordinator. Prior to joining the GC, he served as the Office Manager/Event Coordinator in the Office of Student Activities at the Borough of Manhattan Community College. We look forward to working with Eric in the Office of Student Affairs.

The Graduate Center's **Child Development and Learning Center located in Room 3201** is accepting applications for children of students ages 2-5. Please see more information in this newsletter.

A reminder for all academically-related international travel, students must follow the CUNY International Travel Guidelines, in particular, the section on mandatory procedures for "CUNY-affiliated Independent Academic Travel." Such travel includes any self-guided international travel by a student for the purpose of research, internship activities or attending or presenting research at conferences related to academic work at CUNY. Students are required to purchase international travel insurance whether or not they are being funded for such travel. The required forms must be submitted to the Office of Student Affairs at least two weeks prior to their departure. The insurance **must** include evacuation **for both medical and**

security/safety situations. Submission of these forms after their return is not acceptable.

Details, forms, and the link to purchase travel insurance at the reduced CUNY rate can be found at the following site: <http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Students>.

As with the start of any new semester, please take a moment to make sure that your **NYSHIP status** is up-to-date if you are enrolled in this employee benefit: *Is there any change to your job title or the campus from which you will be paid?* If so, you need to submit a **transfer form**. *Are you an adjunct at a community college?* If so, you must contact Student Affairs and your community college so that your payroll can be transferred to the Graduate Center. **This must be done each semester**. *Are you still a student but not in an eligible job title? Or have you graduated, taken a leave of absence, or withdrawn from your program (even if you are still adjuncting)?* If so, you are no longer eligible to remain in NYSHIP and must complete a termination form, even if you are an adjunct this semester. If your NYSHIP is terminating, you will be offered continuation of coverage via COBRA by New York State Civil Service. In addition, always remember that if you have changed your residence address, you must notify us directly via the change of address form. All forms can be found at <http://www2.cuny.edu/about/administration/offices/hr/benefits/doctoral-students/> Please send completed forms and questions to: healthinsuranceinfo@gc.cuny.edu.

A reminder as part of our ongoing effort to foster an informed, safe community: If you were an entering student for the fall semester or a new student this semester, please take the important step of logging on for your **Haven Plus Online Training on preventing addressing sexual misconduct**. The GC and other CUNY campuses are asking students to participate in this training, which will support you and your fellow-students in your student life and in your role teaching undergraduate students at CUNY. Please see more information below in this newsletter about

RESOURCES FOR COMBATING SEXUAL ASSAULT AND OTHER UNWELCOME BEHAVIOR (TITLE IX) and at

<http://www1.cuny.edu/sites/title-ix/campus-websites/resources/>.

Student government elections for the DSC (Doctoral Students' Council) begin with the nominations process during the spring. Consider taking advantage of the participatory and professional development opportunities that the DSC and other governance roles offer. At the state level, I remind you that 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** link and forms provided by our office each semester. At <http://www2.cuny.edu/about/administration/offices/government-relations/register-to-vote/> you can find voter registration information; or you may obtain forms and assistance in the Student Affairs office for voter registration as well as citizenship information. 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 Student Affairs at 212-817-7400 or e-mail our office at studentaffairs@gc.cuny.edu.

Finally, take time to at least skim through the *GC Student Handbook*, which this Newsletter generally supplements with updates and highlights. You will find the Handbook online as a pdf at

http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf

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.

Happy new semester, and stay connected!

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

Table of Contents

Looking for information about health, wellness, and managing health insurance or obtaining healthcare? [NYSHIP Health Insurance](#) [New York State of Health Enrollment](#) [Lactation Room](#) [Meditation Room](#)

Kicking off that New Year's resolution? [Fitness Classes and Athletic Facilities](#): [Fitness Classes](#) [Baruch College Athletics and Recreation Complex \(ARC\)](#) [John Jay College Cardiovascular Fitness Center](#)

Get your career in gear! Updates from [Office of Career Planning and Professional Development](#) [Online Credentials Services](#) [Teaching and Learning Center](#)

Do you know what's new at the library? [Mina Rees Library](#)

Looking for a safe space to talk? [The Ombuds Office](#)

Search out funding Opportunities? [Fellowships and Awards](#)

Your academic need-to-know to keep on track! [Plagiarism: Do you know how to Avoid it? \(your guide to academic integrity\)](#) [Human Subject Research](#) [Disabilities Services for Students](#)

International Students need-to-know... [Office of International Students](#)

Looking out for our littlest students... [The Child Development and Learning Center](#)

Important CUNY policies to support you in your studies and teaching: [Resources for Combating Sexual Assault and Other Unwelcome Behavior \(Title IX\)](#) [The City University of New York Policy on Equal Opportunity and Non-Discrimination](#) [Doctoral Student Parental Accommodation Policies](#) [Pregnancy Non-Discrimination Policy](#)

NYSHIP Health Insurance

Active matriculating doctoral students at the Graduate Center who are employed as either Graduate Assistants A, B, C or D; or in one of the eligible Adjunct titles (Adjunct Instructor; Adjunct Lecturer; Adjunct College Laboratory Technician (CLT); Non-Teaching Adjunct I or II) and who meet specific pay levels in those titles are eligible for health insurance coverage. The health insurance is made available through the Student Employee Health Plan (SEHP), a component of the New York State Health Insurance Program (NYSHIP). Students wishing to enroll must complete an enrollment form and provide copies of their social security card, birth certificate or passport, and current appointment letter. Additional documentation is required for those wishing to enroll dependents (spouse, child, domestic partner).

The program provides a medical/hospitalization benefit, pharmacy, laboratory tests, mental health/substance abuse care, and some dental coverage and vision care. Benefits are administered by a specified insurance provider depending upon the coverage.

- Hospital/Emergency Room- administered by Empire BlueCross BlueShield
- Medical-Doctor Visits/Laboratory Tests- The Empire Plan administered by UnitedHealthcare
- Prescription Drug- Empire Plan Prescription Drug Program administered by CVS Caremark
- Mental Health and Substance Abuse- administered by Beacon Health Options
- Dental Care- administered by Emblem Health
- Vision Care- administered by Davis Vision

There is no annual benefit maximum for essential benefits under the plan.

Further information about the plan's various benefits, along with the ability to access and download the enrollment form, can be found at the Doctoral Student Employee Health Plan page on the CUNY University Benefits Office website <http://www.cuny.edu/about/administration/offices/ohrm/university-benefits/dshp.html>.

Participants pay for the plan by having automatic deductions taken from their bi-weekly paychecks. For 2018, the bi-weekly premium for individual coverage is \$16.76 and \$104.58 for family coverage (which includes spouses, children, and domestic partners).

There is an annual maximum out-of-pocket limit for covered, in-network services. For 2018 individual coverage, the total is \$7,350: \$2,550 for prescription drug program and \$4,800 for hospital, medical and mental health/substance abuse. For family coverage, the total is \$14,700; \$5,100 for prescription drugs and \$9,600 for hospital, medical and mental health/substance abuse.

Scott Voorhees, the Graduate Center's NYSHIP Coordinator, can be contacted at 212-817-7400 or svoorhees@gc.cuny.edu or by stopping by the Student Affairs office, Room 7301.

Additional information is also available by accessing the GC website at: <http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health--Wellness/Health-Insurance> or sending an email to healthinsuranceinfo@gc.cuny.edu

New York State of Health

New York State of Health, the Official Health Plan Marketplace, is a way for people to shop for, compare, and enroll in health coverage. It is also the only place to get financial assistance provided by the federal government to lower the cost of your health coverage. If you live in New York, the New York Health Benefit Exchange is the Health Insurance Marketplace to serve you. Use the New York Health Benefit Exchange website to apply for coverage, compare plans, and enroll. You can quickly compare health plan options and apply for assistance that could lower the cost of health coverage. Individuals and families may also qualify for free or low-cost coverage from Medicaid or Child Health Plus through the Marketplace. Anyone who needs health coverage can apply.

The current open enrollment ended January 31, 2018.

If you have a qualifying event, however, you may be eligible to enroll after the deadline. To view health insurance options available on the Exchange, visit the NY State of Health Official Health Plan Marketplace website <https://nystateofhealth.ny.gov/> or call 1-855-355-5777.

Students may qualify for the **Essential Plan** available through the Official Health Plan Marketplace website (above). It costs much less than other health plans and it offers the same essential benefits. It is available to

lower-income residents who don't qualify for Medicaid or Child Health Plus and there is no enrollment period. If you qualify, coverage could be as little as \$20 a month.

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.

Meditation Room

Room 9201 at the GC has been designated as a quiet meditation room, a space for prayer/meditation/reflection. It is requested that as you enter, you please remember to be quiet and respectful.

Fitness Classes and Athletic Facilities

Fitness Classes are available for GC students, faculty, and staff through the Student Affairs office and the Doctoral Students' Council. Classes have included Mindful Yoga, Hatha Yoga, and Pilates. Information is available from the Student Affairs office, at 212-817-7400, Room 7301. Pre-registration and payment are required before the first class and classes are limited in size.

Join the Baruch College Athletics and Recreation Complex (ARC):

Obtain from the GC Registrar's office a certification of enrollment to present to the ARC Facilities Director; complete paperwork at Baruch along with payment of \$100 for the year beginning September 1. Information about the ARC facilities can be found at their website at <http://athletics.baruch.cuny.edu/sports/2006/1/7/Contact%20Us.aspx?tab=contactus&path=arc>. Membership information can be found at http://athletics.baruch.cuny.edu/sports/2008/7/9/Membership_Information.aspx?id=73.

Use the John Jay College Cardiovascular Fitness Center

\$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, contact 212-237-8367. Information about the John Jay facilities can be found at their website at

<http://www.johnjayathletics.com/sports/2006/8/17/facil.aspx?> “Medical Referral forms” are available online at <http://www.johnjayathletics.com/documents/2006/12/11/FitnessCenterHealthForm.pdf>.

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. We also offer peer-to-peer writing consultations; students can meet individually with our graduate writing consultants to review written materials such as seminar papers and discuss writing-related issues. 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 cuny.is/careerplan. Our office is located in suite 3300.08 of the Graduate Center and we can be reached at [212-817-7425](tel:212-817-7425). We look forward to helping you attain your professional goals!

Online Credentials Services

The Graduate Center has partnered with a company named [Interfolio](#) to provide online dossier services. As is now common practice, student portfolios can be placed online in an Interfolio account and accessed 24/7. The student works directly with Interfolio to establish a portfolio that can include letters of recommendation, curriculum vitae, writing samples, dissertation abstracts, teaching certifications, student evaluations, and more.

The Interfolio system accepts and stores almost any type of information. Interfolio is an excellent way to store and deliver materials to an academic search committee or for further study. Interfolio maintains robust technological safeguards to keep documents private and safe. Once you sign up and upload your documents, the process for sending out materials becomes as simple as telling Interfolio where you want to apply and when.

It is free to set up an Interfolio account to request, collect, and organize your academic documents. To set up a free account, follow [these instructions](#). Interfolio only charges a fee to use their dossier delivery service.

Current GC students who are ready to use Interfolio's dossier delivery service can send an email to careerplan@gc.cuny.edu to request an Interfolio access code. Each unique access code will provide a user with 50 delivery credits to be used in Interfolio within one calendar year. Students are eligible to renew this service twice (50 delivery credits each year for up to three years) through the Office of Career Planning and Professional Development.

Teaching and Learning Center

The GC's Teaching and Learning Center (TLC) supports Graduate Center students who are starting or evolving as college teachers, and develops programming that asserts and explores the centrality of pedagogy to the modern university. The TLC provides individual consultations and workshops for students on course and assignment design, syllabus construction, classroom management, the role of technology in the classroom, assessment, preparing for the job market, and the scholarship of teaching and learning. The TLC also works with partner offices and programs at the Graduate Center, including the Provost's Office, the GC Digital Initiatives, the Futures Initiative, the Office of Career Planning and Professional Development, the Interactive Technology and Pedagogy Certificate Program, and the Center for Media and Learning on projects that identify, explore, and support emerging modes of pedagogy across CUNY's classrooms. For more on the TLC, including a schedule of workshops and staff office hours, visit cuny.is/teaching. Rooms: 3300.21. Telephone: 212-817-7273. Email: tlc@gc.cuny.edu. Director: Dr. Luke Waltzer.



Updates from the Graduate Center Library

Borrow a Chromebook! In addition to our highly in-demand MacBooks and Dell laptops, the library now lends Chromebooks as well. The loan period for all laptops is two weeks, and you can renew a loan up to three times, provided the device has not been recalled. More information available at <http://libguides.gc.cuny.edu/librarytech/equipment>.

Chicago Manual of Style Online: Did you know that the library provides online access to the 16th and 17th editions of the Chicago Manual of Style (CMOS)? Many book and journal publishers use the CMOS citation style, and writers everywhere rely on CMOS for instructions about grammar, punctuation, abbreviations, etc. Don't lug around the big print volume — it's all available online through the library! Find it on our A-Z list of databases.

New Database: American Antiquarian Society Historical Periodicals: The library now offers access to the American Antiquarian Society (AAS) Historical Periodicals Collection. This collection contains over 6,500 digitized publications from 1691-1877. Documenting the Colonial Era through the Civil War and Reconstruction via print culture from the period, this collection offers full page scans of each publication and is full-text searchable. Find it on our A-Z list of databases.

Let the Library Archive Your Website: You may have worried about your website evaporating into the ash heap of history. Or you may have stumbled upon the Graduate Center's archived sites in Internet Archive's Wayback Machine and wondered how this content ended up there. No need to wonder or worry any longer! If you have concerns regarding the sustainability of the online elements of your scholarly endeavors, merely email libraryweb@gc.cuny.edu and we will evaluate if your website is a good candidate for our Wayback Machine collections.

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>.

Connect with the GC Library: Subscribe to the library's blog on the CUNY Academic Commons (gclibrary.commons.gc.cuny.edu), follow us on Twitter (@cunyGClibrary), or like us on Facebook (facebook.com/cunyGClibrary)!

The Ombuds Office

The Ombuds Office is here for you

The Ombuds Office 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 strictest confidence. Options can range from informally talking about concerns to requesting a formal grievance. 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 Gitterman Ombuds Officer, Room 3311; 212-817-7191; ombuds@gc.cuny.edu and visit <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Ombuds>.

Fellowships and Awards

As a general practice, students should refer to their academic program and the sites below for information on fellowships and awards.

Office of Research and Sponsored Programs

<http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding>

<http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Financial-Assistance/doctoral-fellowships-and-support>

Please note the following award opportunity:

New Media Lab Positions and Awards

Are you considering doing innovative digital work related to your academic studies? The New Media Lab (NML) supports doctoral students to spend time in its collaborative laboratory environment working on digital projects related

to academic research topics. NML also has numerous small research and teaching awards for Lab students: The NML Digital Dissertation Award, the History or Public Health Student Award, the Social Justice Award, the Dewey Digital Teaching Award, and the NML Conference Travel Award. For more information, see the [NML website](#) or contact the managing director Andrea A. Vásquez (avasquez1@gc.cuny.edu or 212-817-1967).

Plagiarism: Do you know how to avoid it? *Your guide to academic integrity*

Do you know how to avoid plagiarism? Make sure you read the guide "Avoiding and Detecting Plagiarism," available from the Student Affairs Office, Room 7301, or online at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/AvoidingPlagiarism.pdf?ext=.pdf.

Human Subject Research

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 students 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.

For more information about the CUNY HRPP, please visit:

<http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/>

Students conducting research under the supervision of Graduate Center faculty should also visit the GC HRPP webpage at www.gc.cuny.edu/hrpp.

Disability Services for Students

The provision of student disability services is a function of the Office of the Vice President for Student Affairs (the Student Affairs Office). The mission of Student Affairs disability services is to provide and support equal access to all programs, services, and activities of the Graduate Center and the University for Graduate Center students with disabilities. Non-discriminatory, or equal, access for students with disabilities is achieved through a process of accommodation. It is the policy of the Graduate Center and CUNY to provide auxiliary aids and services and to make appropriate academic accommodations needed by students with disabilities.

A disability is any physical or mental impairment that substantially limits one or more major life activities. A person is considered to be a person with a disability if the individual has the disability, has a record of the disability, or is regarded as having the disability.

The process of accommodation usually starts with contacting the Student Affairs office and discussing needs and possible accommodations. Discussions and information regarding a student's disability will be kept confidential unless a student requests otherwise. Documentation appropriate to the requested accommodations must be provided to the Student Affairs office and is kept on file and not shared with any faculty by Student Affairs unless necessary and agreed to by the student. Student Affairs works closely with faculty and the academic program offices to arrange for accommodated exam administration and other types of academic modifications. Assistive Technology aids and services are coordinated by Student Affairs in collaboration with the GC's Information Technology services as well as with CUNY's Assistive Technology Services office.

The Graduate Center Student Handbook, http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf, at pages 27-28, and the Graduate Center website, <https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Disability-Services>, provide examples of the types of accommodations coordinated by the Student Affairs office that may be appropriate for a given disability.

The Graduate Center provides readers/library assistants, real-time captioning, sign-language interpreters, notetakers, scribes, assistive

technology, and other auxiliary aids and services as needed. Possible academic accommodations include extended or divided time for taking an examination, use of a computer or other auxiliary aid during an examination, adjustments in course load when appropriate, and recording of classes. Adaptive equipment and computer software available at the Graduate Center include screen-character enlargement, text-to-speech, and optical-character-recognition scan-and-read software, a closed-circuit television, and voice recognition software.

The 504 / ADA Compliance Coordinator for persons with disabilities is the Vice President for Student Affairs, Room 7301; Telephone: 1-212-817-7400. For more information (with confidentiality) and to request accommodations, contact the Manager of Student Disability Services, Director of Student Affairs, or the Vice President for Student Affairs (1-212-817-7400 or disabilityservices@gc.cuny.edu) and consult the Student Handbook (link above).

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 OnCampus 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 Training (J-1 students) is available on our website, under the current students section.

6. 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.

7. 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.

2. Make copies of Passport, Visa, I-94, and I-20 or DS-2019 forms for your own records to protect in case of loss. Keep all of your I-20 or DS2019 forms for your records.

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 postgraduation 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 taxcalendar 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 Child Development and Learning Center

The GC Child Development and Learning Center provides an excellent educational program for preschool children. Licensed to serve 27 children ages 2 through 5, it offers on-site affordable childcare to children of GC faculty, staff, and 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).

Important CUNY Policies

RESOURCES FOR COMBATING SEXUAL ASSAULT AND OTHER UNWELCOME BEHAVIOR (TITLE IX)

As CUNY's **Policy on Sexual Misconduct** states: "Every member of The City University of New York community, including students, employees, and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence." The Sexual Misconduct policy also references other CUNY policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

The following direct link will provide you with the full policy documents: <http://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/>. For an overview on Title IX, and links to information on sexual violence and support services and other resources--and for important information if you recently were sexually assaulted--please see <http://www1.cuny.edu/sites/title-ix/campus-websites/resources/> . If you are the victim of a sexual assault, sexual harassment, domestic violence, intimate partner violence, dating violence, or stalking, you should immediately 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**
- **Campus Director of Public Safety: John Flaherty, Room 9117, 212-817-7761**
- **Vice President for Student Affairs: Matthew Schoengood, Room 7301, 212-817-7400**

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.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the University’s policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing

religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint. <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf> (for full policy and procedures).

COMPLAINT PROCEDURES UNDER THE CITY UNIVERSITY OF NEW YORK'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly.

Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

- A. Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location. [At the Graduate Center: Ms. Edith Rivera, erivera@gc.cuny.edu; 212-817-7410]
- B. Employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in CUNY's Policy on Sexual Misconduct: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf>
- C. There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in CUNY's Procedures on Reasonable

Accommodation: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/reasonable-accommodations-and-academic-adjustments/Procedures-for-Implementing-Reasonable-Accommodations-9.21.2016.pdf>

Doctoral Student Parental Accommodation Policies

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, the Graduate Center's Doctoral Student Parental Accommodation Policies are intended to further the Graduate Center's commitment to supporting programs and services to help graduate students to meet their family care obligations while they pursue their academic goals. For specific policy information and the procedures for requesting parental accommodations, refer to the Graduate Center's *Student Handbook* (pp. 91-98) at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf.

Pregnancy Non-Discrimination Policy

The Graduate School and University Center does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from accessibility services within the Student Affairs office from Vice President for Student Affairs Matthew G. Schoengood. (Room 7301; 212- 817-7400; StudentAffairs@gc.cuny.edu) or from Title IX Coordinator/Compliance & Diversity Officer Edith Rivera (Room 7301; 212-817-7410; ComplianceDiversity@gc.cuny.edu).