



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

Spring 2017

GREETINGS from all of us in Student Affairs and Student Services. The legal implications of the executive order that bans entry, including reentry, into the United States for 90 days for citizens and nationals of Iran, Iraq, Libya, Somalia, Sudan, Syria and Yemen on both immigrant (permanent residents) and non-immigrant visas are continuing to unfold. Our offices will continue to monitor developments and identify appropriate ways to assist affected students. Students in the United States with questions about their immigration status and/or travel abroad should write to Citizenship Now! at citizenshipnowinfo@cuny.edu and review the information at <http://www2.cuny.edu/current-students/student-services/international-students/immigration-policy-changes-information/>.

In light of current events, we are especially pleased to officially welcome the **new Director of the Office of International Students Linda Asaro**, who comes to the GC from The New School, where, following international student advising roles at Rutgers, she served successively as assistant, associate, and interim director of International Student and Scholar Services. Linda's substantial experience in international education includes Peace Corps service in Armenia and running a cultural immersion program in Cuba, and she is an established NAFSA presenter and trainer. She holds a B.A. in Psychology from Humboldt State University and a MS in organizational management from the School for International

Training. We are also so pleased to welcome back, **Linda Perrotta, beloved founding director of the Child Development and Learning Center**, who resumes her leadership of the center, which serves children ages 2 through 5. (Do not hesitate to contact her at perrotta@gc.cuny.edu or 212-817-7033 if you are a student planning child care placement for your child or a faculty member helping to identify resources for your students.) This spring we will shortly welcome **Paula Fleischer, our new Deputy Director of Student Services/ Systems Administrator**. Most recently the campus registrar at LIU Brooklyn, Linda previously was a systems analyst at Cal State Northridge.

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. Finally, 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/getting-help/>.

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 a less local 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 don't 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

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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 2017, the bi-weekly premium for individual coverage is \$15.79 and \$95.27 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 2017 individual coverage, the total is \$7,150 \$2,400 for prescription drug program and \$4,450 for hospital, medical and mental health/substance abuse. For family coverage, the total is \$14,300; \$4,800 for prescription drugs and \$8,900 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, 2017.

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.

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, M.S.; Office Assistants: Deborah Mandas and Grace Acevedo.

Student Health Services (SHS)/Wellness Center*

***Below is a description of the customary services of the Wellness Center Student Health Services. Currently, however, the Nurse Practitioner who staffs and directs the Health Services is on medical leave, and “stop-gap” primary medical care services for registered Graduate Center students who are uninsured or underinsured are available at selected Institute for Family Health (IFH) clinics. This arrangement, made possible by the administration, will continue for the spring semester as necessary. Please refer to the detailed FAQ about eligibility and services at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/Health-Services-short-term-off-site-option-for-GC-students-Extended-through-February-28-2017.pdf**

*The Student Health Services (SHS) at the Wellness Center is staffed and directed by a licensed Nurse Practitioner, Adraenne Bowe, NP. The Health Education Coordinator is Ashley Chastain, MPH. Services are available to matriculated Graduate Center students only. All services are confidential and include visits for acute medical problems as well as management of ongoing health issues, women's health examinations and pap smears, men's genitourinary examinations, screening for sexually transmitted infections (STIs), immunizations, and referrals to outside health care providers. In addition we offer health and wellness programs, and workshops. Please check our website at <http://cuny.is/wellnesscenter> for current information. Students are seen by appointment, but those students with particularly urgent problems may be seen same day, if a time slot is available.

Although there is no charge for visits to the Student Health Services, there is a charge for laboratory costs for blood and urine tests. These charges may be covered by insurance; charges to uninsured students are substantially reduced through an arrangement with Mount Sinai Medical Center and further reduced through subsidies from the Doctoral Students' Council (DSC). For students who are uninsured or underinsured, and require radiology testing, prescriptions, or specialty referral, the SHS attempts to direct students to the least expensive providers, since these services are not provided by agencies connected with the Graduate Center. All students who are uninsured or underinsured are encouraged to investigate possibilities for health insurance and can receive advice through the Student Affairs office (212) 817-7400.

The Nurse Practitioner is generally available for appointments Monday through Thursday, with extended hours on Mondays, until 7 p.m. Please check the website or call the Wellness Center office to get up-to-date information on the NP's availability.

The Wellness Center office is open Monday through Friday from 9 a.m. to 5 p.m. When the Nurse Practitioner is off-site, students needing immediate attention should go to an outpatient clinic or hospital emergency room. A listing of some alternative health care providers is available at the Student Health Services.

For further information, please feel free to visit, or call Student Health Services: Room 6422; 212-817-7020. Please visit our website at <http://cuny.is/wellnesscenter> for current information.

Student Counseling Services/Wellness Center

The Wellness Center's Student Counseling Services (SCS) offers short-term (generally 3 to 12 sessions) individual and couples counseling, group counseling, consultations and referrals, dissertation support, and a variety of workshops relevant to graduate student life. All services are confidential and free to matriculated Graduate Center students. The SCS is staffed by licensed psychologists and by pre-doctoral fellows. To make an appointment, call 212-817-7020 or stop by the Wellness Center office in Room 6422.

We offer individual consultations (3-5 sessions) for students facing challenges with their academic work. Sessions are designed to help students find useful ways to move forward with their work.

Please visit our updated webpage for more information about the SCS workshops and services: <http://cuny.is/wellnesscenter>

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. Nursing mothers may also continue using the Eighth Floor pantry (near the Dining Commons), and the Child Care Center for the same purpose. 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 Intermediate 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 the credentials management service Interfolio Inc. to offer current and former students a more efficient and effective way of managing dossier files, in particular letters of recommendation. Interfolio's online system allows you to build an online portfolio - a complete file of all your credentials - and request electronic or

mail delivery. Nearly any document can be stored, including, but not limited to:

• *Confidential letters of recommendation* • *Resume* • *Curriculum Vitae* • *Statement(s) of purpose* • *Writing sample* • *Dissertation abstracts* • *Teaching Portfolio documents* • *Supervising teacher evaluations* • *Student & peer evaluations* • *Unofficial Transcripts*

Current students are eligible for a **one-time** three-year membership and mailing subsidy. Students should go to https://secure.interfolio.com/index.cfm?event=signup.fullaccount&selected_institution=4736&specialOfferCodeText=2ACBUB&ratetype=specialOfferCode [secure.interfolio.com]

to start your file and call or email the Office of Career Planning and Professional Development if you have any questions, [212-817-7425](tel:212-817-7425); careerplan@gc.cuny.edu.

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: 3300.21/22. Telephone: 212-817-7275. Email: tlc@gc.cuny.edu. Director: Dr. Luke Waltzer.



Updates from the Graduate Center Library

Online Access to All GC Dissertations 1965-2013: The library has created a new database of PDFs of all Graduate Center dissertations from 1965 to 2013. It can be accessed by anyone with an active CUNY library barcode number. The database is available through our A–Z Databases list (<http://libguides.gc.cuny.edu/az.php>), under Graduate Center Retrospective Dissertations, 1965-2013.

Database Access for Alumni: The library, in partnership with the Office of Career Planning and Professional Development, now offers GC alumni access to a suite of online resources — available anywhere, anytime, at no charge. The included databases are JSTOR, Project MUSE, SAGE publications, Vault Career Intelligence, and Versatile PhD. When you graduate, register for an alumni user ID and password with the GC Alumni Office (<http://www.gc.cuny.edu/alumni>).

Group Study Tables: In response to student demand for collaborative study space in the library, we have designated two tables immediately inside the library entrance as group study tables. This offers library users a place to hold quiet conversation, away from the library's quiet study spaces (Dissertation Reading Room and 2nd floor).

Google Scholar Profiles + CUNY Academic Works: Did you know that you can create your own Google Scholar Profile? And that adding your works to CUNY Academic Works (<http://academicworks.cuny.edu/>) makes them automatically appear in your Google Scholar Profile? And that making your work freely available online increases your chances of being cited? Learn more at <http://bit.ly/googlescholarprofiles>.

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

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 he/she has the disability, has a record of the disability, or is regarded as having the disability. 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.

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, provides examples of the types of accommodations coordinated by the Student Affairs office that may be appropriate for a given disability. For academic activities, non-discriminatory equal access is achieved through a variety of accommodations, including academic modifications and auxiliary aids and services. Types of accommodations include auxiliary aids and services for students with visual impairments (readers/library assistants and such technology as adaptive computer software and hardware, etc.); qualified sign-language interpreters; CART; scribes; extended or divided time on examinations for students with learning disabilities or reduced physical stamina; adjustments in course load when appropriate; voice recognition software; use of a computer for exams; and recording classes. 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 process of accommodation usually starts with contacting the Student Affairs office and discussing needs and possible accommodations. Documentation appropriate to the requested accommodations is required to 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.

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 Sharon Lerner or Elise 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.

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:

- a - **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.
- b - **Applications for Extension of F-1 or J-1 Status** must be completed 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.
- c - **Change of Major** – or change of Degree between **Master's or Ph.D.** – must be made before the student may begin classes in the new program.
- d - Applications **for Off-Campus (non-CUNY) Employment** must be discussed before a student agrees to take any job. Authorization must be given in the student's SEVIS Record before the student may begin working.
- e - **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.
- f - **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, I-94, and I-20 or DS-2019 forms for your own records to protect in case of loss.
3. **Maintain Full-Time Registration** at the Graduate Center. We request that a student register during the official registration periods: December 2016 for spring semester 2017 and during May 2017 for fall semester 2017.
4. **Discuss authorization for Off-Campus (non-CUNY) Employment** with an International Student Counselor before agreeing to any employment.
5. **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.
6. **File yearly U.S. tax return reports.** This Office 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.
7. **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 the following to our office so that we can verify the reentry status and update the file file: 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 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/> . 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 the GC's Title IX Awareness homepage at <http://www1.cuny.edu/sites/title-ix/getting-help/> . 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:

- **Campus Title IX Coordinator/Compliance & Diversity Officer: 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/PEONon-Discrimination12.4.2014.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. Applicants, 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://www.cuny.edu/about/administration/offices/la/CUNYProcedureReasonableAccommodationJune2005.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. 92-98) 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).

Earned Income Tax Credit (EITC)

The federal, New York State and New York City Earned Income Tax Credits (EITCs) are refundable tax credits for working people with low or moderate incomes. They have several important purposes: to reduce the tax burden on these workers, to supplement wages, and to provide a genuine incentive for working.

Workers who qualify for the EITCs and file federal and state tax returns can get back some or all of the income tax that was withheld during the year. They may also get extra cash back from the IRS, New York State and New York City if their EITCs are higher than the taxes they owe.

Earned Income and AGI Limits

[Earned income](#) and adjusted gross income (AGI) must each be less than:

If filing...	Qualifying Children Claimed			
	Zero	One	Two	Three or more
Single, Head of Household or Widowed	\$14,880	\$39,296	\$44,648	\$47,955
Married Filing Jointly	\$20,430	\$44,846	\$50,198	\$53,505

<https://www.irs.gov/Credits-&-Deductions/Individuals/Earned-Income-Tax-Credit/EITC-Income-Limits-Maximum-Credit-Amounts>

Income Limit

Investment income must be \$3,400 or less for the year.

Maximum Credit Amounts

The maximum amount of credit for Tax Year 2016 is:

- \$6,269 with three or more qualifying children
- \$5,572 with two qualifying children
- \$3,373 with one qualifying child
- \$506 with no qualifying children

For more information on whether a child qualifies you for EITC, see:

- [Qualifying Child Rules](#), or
- [Publication 596, Rules If You Have a Qualifying Child](#).

To be eligible for the New York City EITC you must, in addition to the above requirements:

- Be a full-year or part-year resident of New York City,
- Claim the federal earned income tax credit, and
- File a New York State income tax return.

Federal Tax Forms

Forms and instructions are available on the <https://www.irs.gov/Forms-&-Pubs>.

NYS Tax Forms and instructions are available on the [New York State Department of Taxation and Finance website](#). See this [information about the importance of recordkeeping for self-employed persons](#) in order to claim the credit.