



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

Spring 2013

WELCOME BACK from all of us in Student Affairs and Student Services. If you have not already skimmed 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.

I am pleased to welcome the Graduate Center's **new Director of Career Planning and Professional Development, Jennifer S. Furlong, Ph.D.** Dr. Furlong, who comes to us most recently from NYU, previously served as Associate Director of Columbia University's Graduate Student Career Development Center for Career Education, and as Associate Director, Graduate Students and Postdoctoral Fellows Career Services, University of Pennsylvania, will be establishing our new office for career services. You may have read Dr. Furlong's series of co-authored columns and articles in *The Chronicle of Higher Education* or the *Academic Job Search Handbook*, 4th ed. Philadelphia: U. of Pennsylvania Press, 2009, which she coauthored with Julie Vick. Dr. Furlong earned her Ph.D. in Romance Languages at the University of Pennsylvania in 18th-century French literature, history, and culture; and her B.A. in Comparative Literary Studies at Northwestern University. During the coming semester, Dr. Furlong will be in touch with various Graduate Center groups and offices as she "sets up shop" and

establishes new resources for GC students as they formulate career plans and advance their professional development goals.

Spring semester means your **student government elections for the DSC** (Doctoral Students' Council) are coming up, beginning with nominations. I encourage you to participate and take advantage of the networking, professional development, and, and of course, the participatory opportunities that the DSC and other governance roles offer. In a broader venue, I remind you that if you need to register to vote, your program disseminates a **voter registration** link and forms provided by our office each semester.

At <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/>. 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.

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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Health Insurance and Services

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 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- Empire BlueCross BlueShield
- Medical/Laboratory- The Empire Plan administered by UnitedHealthcare
- Prescription Drug- Empire Plan Prescription Drug Program administered by Medco
- Mental Health and Substance Abuse- UnitedHealthcare administered by OptumHealth
- Dental Care- GHI
- Vision Care- Davis Vision

The plan has an annual limit of \$2,000,000 per calendar year. This amount is for all services combined; including network and non-network, hospital, medical, mental health and substance abuse and prescription drug.

Further information about the overall 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 2013, the bi-weekly premium for individual

coverage is \$10.18 and \$69.95 for family coverage (which includes spouses, children, and domestic partners).

Scott Voorhees, the Graduate Center's NYSHIP Coordinator, can be contacted at 212-817-7400 or svoorhees@gc.cuny.edu or 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

GHI Student Insurance

The deadline to enroll in Group Health Incorporated (GHI), an EmblemHealth company, for spring 2013 is March 15. Please go to <http://www.emblemhealth.com/default.aspx?page=350> and print the enrollment form. In order for GHI to accept your application, it must be stamped by the Registrar's office confirming your enrollment. Be sure to make a copy for your records before you send it to GHI.

A "Student Health Insurance Guide" is available from the Student Affairs office (Room 7301) and at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Health/Health_and_Insurance_Guide.pdf?ext=.pdf.

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 Martinez; Office Assistants: Deborah Mandas and Dominique Volney.

Student Health Services (SHS)/Wellness Center

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 will be seen on a walk-in basis, as 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 7pm. 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 9a.m. to 5p.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.

Spring 2013 SHS Events:

Wellness Festival on April 15th from 10-4pm on the Concourse Level. We will have a full range of services represented, including: cholesterol & lipids testing, diabetes testing, GC Student Counseling Services information & depression screenings, vision testing, chiropractic care, hearing tests, HIV rapid testing and nutrition information, among others.

Ergonomics in Academia presented by Dr. Davis Reyes is expected to be offered in May 2013 (date/time TBA).

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) and groups for students facing challenges with their dissertations. Sessions are designed to help students find useful ways to move forward with their work. Our spring 2012 workshop series is listed below. Hundreds of students have valued past workshops and indicated that they would recommend them to others. To sign up for a workshop, please call our outreach number, 212-817-8731 and leave a message. Your call will be returned promptly. Please visit our updated webpage for more information about the SCS and our services: <http://cuny.is/wellnesscenter>

Spring 2013 Workshop Schedule:

Dissertation Completion Workshop

February 2013 (TBA)

Part I - 10-11:15am

Part II - 1:15-2:30pm

Room - TBA

Parenting in Graduate School

February 7, 2013

9-10am

Room 3205

Parenting in Graduate School (ongoing Workshop)

Monthly – typically on a Wed or Thursday

9-10am

Room 3205

Mindfulness Workshop

February 25, 2013

Time - TBA

Room - TBA

Getting What You Need From Your Advisor
March 11, 2013
10-11:30am
Room - 8301

Substance Use and Stress
April 2013
Time - TBA
Room - TBA

Special Topics in Graduate School
April 2013
Time - TBA
Room – TBA

Parenting in Graduate School
April 2
3-4:30pm
Room 8301


Procrastination and Your Dissertation
July 9
2-3:30pm
Room TBA

[Mina Rees Library](#)

Graduate Center Mina Rees Library News

Library Website: <http://library.gc.cuny.edu/> links through the library proxy server <http://library.gc.cuny.edu/using-the-library/remote-access/> to the CUNY Catalog (holdings of all CUNY libraries), WorldCat, Graduate Center (GC) journals and databases, as well as Google Scholar and interlibrary loan.

Accessing Resources from Home: Use your GC computer network and email login to access GC electronic databases, journals, and books from home. You do not have remote access to electronic resources held by libraries other than the GC. Any questions about your login must be directed to Information Technology: helpdesk@gc.cuny.edu or 212-817-7300.

Find it! : <http://library.gc.cuny.edu/help/find-it/> locates books and articles using the GC library's resources. An article citation (with no full text) in one database will be linked via *Find it!* to another database that offers

the article full text, when available. If no full text is available in any GC database, *Find it!* will direct GC users to log in to interlibrary loan and will auto-fill the request form.

Use CLICS for CUNY Book Delivery: Request CUNY books via CLICS, CUNY Libraries Inter-Campus Services <http://library.gc.cuny.edu/using-the-library/borrowing-and-access/interlibrary-loanill-and-clics/clics-intra-cuny-borrowing/>. The CUNY Catalog's *Request* button allows books (except reference books, reserve books, special collections, music scores, CDs, and DVDs) to be delivered from any CUNY library to any other CUNY library, usually within 2-4 business days. Current CUNY students, with their IDs, may also borrow from and return material to other CUNY libraries. Request books unavailable in the CUNY Catalog through interlibrary loan.

Renewals for GC books: PhD students may renew GC 6-week loan books a dozen times as long as the titles are not requested by another user or course reserves. Renew all your CUNY books online through the CUNY Catalog's *My Account* link. Other CUNY libraries limit the number of renewals to 2 – 3. If you are late with your renewal request, use the GC's Renewal Form <http://library.gc.cuny.edu/requests/renew.html>.

Use WorldCat for interlibrary-loan books outside CUNY: Interlibrary-loan books arrive most quickly with an ISBN (international standard book number) in your request. The *Find it!* <http://library.gc.cuny.edu/help/find-it/> button in WorldCat inserts necessary information automatically. WorldCat combines the catalogs of thousands of public, academic, and research libraries. Select the WorldCat record for a title you want; if there are several matches, select the record used by the greatest number of libraries. *Find it!* auto-fills the interlibrary-loan form with necessary information.

Interlibrary loan turnaround time: Interlibrary loan <http://gc.cuny.illiad.oclc.org/illiad/logon.html> requests for articles unavailable from the GC library are often filled within 24 business hours, with many requests placed in the morning arriving by evening in PDF format. Books, CDs, DVDs, and scores unavailable in CUNY usually take 3-4 business days. Graduate Center patrons can also borrow resources from the Center for Research Libraries <http://catalog.crl.edu>.

24/7 Online Reference: Librarians at the GC team with librarians at Baruch, Brooklyn College, Hunter, and beyond to bring you around-the-clock chat reference service through the GC Library's Ask-a-Librarian <http://library.gc.cuny.edu/>. You get an immediate response anytime, many times from a CUNY librarian, even late nights and weekends. Use Ask-a-

Librarian <http://library.gc.cuny.edu/> email to make certain a GC reference librarian receives your question.

Reference desk: The library reference desk has returned to the second floor, opposite the library elevator.

Refworks and Zotero: RefWorks

<http://library.gc.cuny.edu/databases/refworks.html>, and Zotero <http://www.zotero.com/> are varieties of bibliographic citation software. Zotero is free; RefWorks is web-based provided through a CUNY-wide license. Zotero <http://www.zotero.com/> was designed with note-organizing in mind; the citation mechanisms are currently less developed. RefWorks imports and holds citations, notes, and links in an online database, and is available for login through the internet.

Access to other libraries: To visit a non-CUNY academic or special library in the New York metropolitan area, you must obtain a Metro referral card at the library reference desk. New York Public Library's MaRLI <http://libguides.gc.cuny.edu/MaRLI> allows borrowing from Columbia, NYU, and NYPL's research branches.

Fitness Classes and Athletic Facilities

Fitness Classes are available for GC students 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. Classes are free for students, but pre-registration is required before the first class for most sessions and 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 forms can be found at <http://athletics.baruch.cuny.edu/documents/2012/9/2/New-Membership-Application-2012-13.pdf?id=3470>.

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>.

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 7313; 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 Research and Sponsored Programs

<http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding>
(note: look for the frequently updated Student Grants Bulletin link in the upper right corner)

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

Please note the following new award opportunity:

New Media Lab Awards

Are you considering doing innovative digital work related to your academic studies? The New Media Lab hires doctoral students in good standing to

spend 4 to 12 hours per week in its collaborative laboratory environment working on digital projects related to their 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. All GC students are eligible for the part-time paid positions but the awards are for students already working on digital projects at the Lab. For more information, see the [NML website](#) or contact the managing director Andrea A. Vásquez (avasquez1@gc.cuny.edu or 212-817-1967).

Human Subject Approval

- Required for all dissertations***
- Also required for any non-dissertation research involving human subjects***

If you are planning to conduct research involving human subjects, whether funded or not, the CUNY assurance with the [U.S. Department of Health and Human Services](#) requires the City University of New York Institutional Review Board (IRB), to review your research design for compliance with human subjects regulations. This requirement is mandated by federal law and is given further impetus by the ethical standards set by professional societies and those of the City University of New York. **For information on submitting an application, please go to our website at <http://www.cuny.edu/research/compliance.html>** For further information, contact **Kay Powell, IRB Administrator, 212-817-7525, kpowell@gc.cuny.edu.**

Meeting your Language Requirement

Students who have yet to meet their language requirements may want to consider the offerings of the **CUNY Graduate Center Language Reading Program**. The program offers language instruction each semester and during the summer geared specifically to meet the needs of graduate students who must fulfill their requirements. Courses designated “Level One” assume no previous knowledge of the language. French and German have “Level Two” for people who can read but want to improve their reading ability.

Spring 2013 deadline was January 17.

Information on classes for Summer and Fall may be obtained by calling 212-817-7243. www.gc.cuny.edu/lrp

Disabilities and Access: Know Your Rights and Options

STUDENT DISABILITY SERVICES IN THE OFFICE OF STUDENT AFFAIRS:

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. Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified persons with disabilities are entitled to reasonable accommodations to achieve non-discriminatory access to programs, services, and activities of the GC. Some examples of covered disabilities are visual and hearing impairments, mobility impairments, impairment of hand function, and such "hidden" disabilities as AIDS/HIV, learning disabilities, ADD and ADHD, heart conditions, chronic fatigue syndrome, and being in recovery from substance abuse. The Graduate Center does not discriminate on the basis of disability in the admission and retention of students. To ensure equal access for persons with disabilities to all academic and other programs, services, and activities of the GC, as required by law, appropriate accommodations will be made. These may 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; 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 taping classes. The Vice President for Student Affairs is the 504/ADA Coordinator (Room 7301; 817-7400). For more information (with confidentiality) contact Sharon Lerner or Elise Perram (212-817-7400 or disabilityservices@gc.cuny.edu) and see pages 25-26 of the *Graduate Center Student Handbook* online at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf). Also, please see the first page of this newsletter for important voter registration information.

Dossier 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. 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 membership and mailing subsidy. Students should go to

https://secure.interfolio.com/index.cfm?event=signup.fullaccount&selected_institution=4736&specialOfferCodeText=2ACBUB&ratetype=specialOfferCode

to start your file and call or email the Student Affairs office if you have any questions, 212-817-7400; studentaffairs@gc.cuny.edu.

Plagiarism: Do you know how to avoid it?

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.

Office of International Students

Keep Your SEVIS Record Up-To-Date

Check the Office regularly for latest U.S. Government revisions to requirements for international students in F-1 and J-1 status.

Keep your preferred email address up to date in our office so that we can inform you in a timely manner as these new requirements become effective

The US Department of Homeland Security (DHS) requires you to report regularly – and update – the following items in the Office of International Students at the Graduate Center:

a. **Change of U.S. address** must be reported to the Office of International Students within 10 days of moving.

- b. **Change of Name** as it appears in your passport. Report as soon as new passport is received.
- c. **Register full-time** for every semester. Registration should be made for Fall semester in the preceding May, and for Spring semester in the preceding December.
- d. **Applications for extension of F-1 or J-1 status** must be made at least 30 days before the indicated completion date on your Form I-20 or DS-2019.
- e. **Change of Major** – or change from **Master's to Ph.D.** – must be made **BEFORE you begin classes** in the new program.
- f. **Applications for Optional Practical Training (OPT)** (F-1 status) or **Academic Training (AT)** (J-1 status) must be made **BEFORE you deposit** your dissertation/thesis in the Graduate Center Library. Schedule an appointment with an International Student Counselor at least 4 months before you plan to graduate and apply for OPT three months before you deposit your dissertation.
- g. **Transfer to another school** must be completed before you leave the Graduate Center.
- h. **Before you CHANGE STATUS**, consult with an International Student Counselor on how your application may affect your current status.

Keep your current E-MAIL address recorded in the Office of International Students. We use e-mail as the principal method of communication. We always need your current e-mail address.

HELP US KEEP YOU INFORMED

Other reminders for international students continue to be of importance:

1. Visit our office **before you travel outside the United States AND after you return**, so we can verify all immigration documents.
2. **Maintain full-time registration** at the Graduate Center. We request that you register during the official registration periods: during May for Fall 2013, and during December 2013 for Spring 2013.

3. **Discuss authorization for off-campus employment** outside CUNY with an International Student Counselor BEFORE you begin any employment outside the CUNY system.
4. **Four months BEFORE you plan to graduate**, contact an International Student Counselor, so that we may discuss your plans after graduation and review your immigration status options.
5. Confirm that all of your immigration **documentation is up-to-date**.
6. **Make COPIES** of your passport, I-94, and I-20 or DS-2019 to protect you in case of loss.
7. **Contact us BEFORE you begin a change of status** to any other United States immigration status (e.g. H-1B, Permanent Residency, etc.).
8. **File yearly U.S. tax return reports**. This office will be providing information about tax reporting during March each year. All income tax returns are due by April 15 each year.

If you have any questions, please contact the Office of International Students at intstu@gc.cuny.edu or 212-817-7490 to make an appointment to come to our office in Room 7200. We hope that you all have a pleasant and profitable spring semester 2013.

The Child Development and Learning Center

The GC Child Development and Learning Center provides an excellent educational program for pre-school children. The center, which is licensed to serve 27 children ages two and a half through six, offers on-site, affordable childcare to children of Graduate Center students.

If you are interested in learning more about the program or would like to place your child on the center's waiting list, please contact the director, Linda Perrotta, at 212-817-7032 or Lperrotta@gc.cuny.edu.

Important CUNY Policies

THE CITY UNIVERSITY OF NEW YORK POLICIES AND PROCEDURES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND AGAINST SEXUAL HARASSMENT are detailed at

<http://www.cuny.edu/about/administration/offices/ohrm/policies->

[procedures/finalnondeiscrimpolicy121213.pdf](#). (Revised, effective November 27, 2012) *

These policies include, in part, the following statements of policy:

CUNY 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 to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. (As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.)

It is also the University's Policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, 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.

. . . .

Policy Against Sexual Harassment*

Sexual harassment, a form of sex discrimination, is illegal under federal, state, and city laws, and will not be tolerated within the University. Members of the University community who believe they have been sexually harassed are strongly encouraged to report the allegations as promptly as possible. Delay in making a complaint of

sexual harassment may make it more difficult to investigate the allegations.

At the Graduate Center, complaints of discrimination should be brought to the **Graduate Center's Chief Diversity Officer**: Ms. Edith Rivera, Room 7301; 1-212- 817-7405. The following Graduate Center staff members are also available to answer questions and address requests:

504/ADA and Title IX Coordinator: Vice President for Student Affairs Matthew Schoengood, Room 7301; 1-212-817-7400

Sexual Harassment Coordinator: Distinguished Professor Michelle Fine, Room 6304.09; 1-212-817-8710

Ombuds Officer: Professor Martin R. Gitterman, Room 7313; call for appointments at 1-212-817-7191. The Ombuds Officer offers complete confidentiality to all students, staff, and faculty.

Assistant Vice President for Faculty and Staff Relations: Yosette Jones-Johnson, Room 8403; 1-212-817-7700.

Any member of the university community may file a complaint of sexual harassment with, or report allegations of sexual harassment or direct an inquiry to, the **Coordinator or, initially, to any member of the Graduate Center's Sexual Harassment Awareness and Intake Committee**:

Distinguished Professor Michelle Fine, Psychology-Social Personality (Coordinator), Rm. 6304.17, 212-817-8710; Distinguished Professor Robert Reid-Pharr, English (Deputy Coordinator), Rm. 4406.05, 212-817-8326; Ms. Edith M. Rivera, Chief Diversity Officer (Deputy Coordinator), Rm. 7301, 212-817-7410; Ms. Anick Boyd, Student, Comparative Literature, aboyd@gc.cuny.edu; Mr. Colin Ashley, Student, Ph.D. Program in Sociology, cashley@gc.cuny.edu; Ms. Sharon Lerner, Director of Student Affairs, Rm. 7301, 212-817-7413; Ms. Rhonda Palant, Assistant Program Officer, Educational Psychology, Rm. 3204.07, 212-817-8295; Ms. Tawana Spellens, Director of Administrative Services, IT, Rm. 8311; 212-817-7713.

*For the full statement of the **University's Policies and Procedures on Equal Opportunity, Non-Discrimination, and Against Sexual Harassment**, please see

*<http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/finalnondeiscrimpolicy121213.pdf> (*Revised, effective November 27, 2012*)

Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. The University's policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University's Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence, and stalking committed against students on and off-campus. CUNY wants all victims of sexual assault, stalking, and domestic and intimate partner violence to know that the University has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible. Copies of the policy are available from various Graduate Center offices, including Student Affairs, Public Safety, and the Wellness Center, and the policy is available online at <http://www.cuny.edu/about/administration/offices/la/CUNYSexualAssaultPolicy.pdf>

Earned Income Tax Credit (EITC)

The Federal, New York State and New York City Earned Income Tax Credits (EITCs) are refundable tax benefits 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.

To be eligible for the Federal and New York State EITC, you must:

- Have worked full or part time at some point during the calendar year,
- Be a single or married person raising "qualified" children at home,

- Have income below *\$ 36,920 (or \$ 42,130 if married)—for families with one child,
- Have income below *\$ 41,952 (or \$ 47,162 if married)—for families with two children,
- Have income below *\$ 45,060 (or \$ 50,270 if married)—for families with three or more children, or
- Be a worker between the ages of 25 and 65 and earn less than \$ 13,980 (or \$ 19,190 if married) for families with no children.

**These figures are based on Tax Year 2012 levels and change every year.*

Combined Federal and State EITC Refund Levels	
Number of Qualifying Children	May Be Eligible for up to:
0	\$618
1	\$4,120
2	\$6,807
3	\$7,658

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.

<http://otda.ny.gov/programs/tax-credits/#eitc>