Practical Guide for MALS Students

Updated November 2018

Table of Contents

Introduction

This practical guide is intended for students pursuing the Master of Arts in Liberal Studies (MALS) at The Graduate Center, CUNY. Students should also peruse the Graduate Center (GC) *Student Handbook*, which is also available in hard copy from the Office of Student Affairs, room 7301. If students have any questions, feel free to ask any of the staff or faculty..

Students are responsible for checking regularly the following websites for announcements and information:

- MALS Program – events, courses, faculty, Thesis/Capstone, advisors
- Registrar – forms, academic calendars, links to all Student Services' websites
- Library – access, important Thesis/Capstone guidelines and deadlines, MALS library guide

The **MALS student listserv,** which the program uses to notify students of essential program information, and the MALS Student Group of the CUNY Academic Commons are also excellent sources for more information about the program and events.

Basic Information

M.A. Program in Liberal Studies
The Graduate Center
365 Fifth Avenue, Suite 4108
New York, NY 10016–4309
Tel: (212) 817-8480
Email: liberalstudies@gc.cuny.edu

- Students need to have their GC ID to enter the building.
- The MALS Office is located on the 4th floor.
- All Graduate Center (GC) phone numbers begin (212) 817-xxxx. The final four numbers are the extension (e.g., the MALS Program ext. is "8480") and can be dialed from any GC phone simply by dialing those four numbers.

A. The Program Officers and Staff

Officers, Staff	Extension	E-Mail	Room #
Elizabeth Macaulay-Lewis **Acting Executive Officer**	8481	emacaulay_lewis@gc.cuny.edu	4108.01
Karen Miller **Deputy Executive Officer**	8485	kamiller@lagcc.cuny.edu	4104
Katherine Koutsis **Assistant Program Officer**	8480	kkoutsis@gc.cuny.edu	4106

MALS Overview

MALS is designed to encourage and support challenging intellectual pursuits that cross conventional academic boundaries and provide the flexibility to go where professional and academic objectives, curiosity, and intellect lead.

Students are expected to follow this general course sequence:
- **Introduction to Graduate Liberal Studies, MALS 70000,** should be taken in the first calendar year of enrollment, preferably in the first semester. Students entering with a Master's degree are exempted and should take an additional elective course instead. (3 credits)
- **Concentration-specific core courses:** If these courses are cross-listed, students must register for the MALS course number. (6 credits)
- **Elective courses:** These are courses chosen from those offered by the doctoral, master's, and certificate programs at the Graduate Center (including core courses for other MALS concentrations). (18 credits)
- **Thesis/Capstone Project, MALS 79000** (3 credits)

Students may not enroll in the same MALS course multiple times for credit.

Students may only take one section of the **Introduction to Graduate Liberal Studies** course for credit.

Most classes meet once a week at the Graduate Center. All courses must have GC course numbers and must be offered through the GC.

Students are required to be in status each term. This means that students must either be registered (please also see Maintenance of Matriculation section below) or be on an approved Leave of Absence.

Applying for Readmission
A student who is not registered for courses and is not on an approved Leave of Absence will be withdrawn from the program.

Readmission following a withdrawal is at the discretion of the MALS program. A special Application for Readmission form must be submitted to Kathy Koutsis (room 4106) for approval by the MALS Executive Officer. A $20 readmission fee will be assessed. If you had withdrawn from the program more than five years ago, please get in touch with the program as additional information and records maybe required.

Please view the academic calendar on the Registrar's webpage for the deadline to submit the Readmission form (early January for Spring readmission, early August for Fall readmission).

Transfer Credits

The MALS program will consider accepting up to 12 credits of recent graduate-level work earned at another program or at the Graduate Center prior to matriculation. These credits cannot have counted for a previous degree and cannot have been taken as an undergraduate. Transfer credit requests are due by the Friday of the 3rd week of the semester and will then be reviewed by EO and DEO. Students should expect to hear about the outcome of their requests by the middle of the semester. Transfer credit requests cannot be assessed until a student is enrolled in the program.

- Students must submit a Transfer Credit Request Form plus a copy of their transcript to MALS Assistant Program Officer, Kathy Koutsis, kkoutsis@gc.cuny.edu (Room 4106).
  - The course(s) must have been completed with a grade of B or higher.
  - The course(s) must be comparable to courses offered by the GC.
  - Courses must be transferred during a student's first semester at the GC. An evaluation of previously earned credits may be made before the end of the student's first year in the program.

Registration

Registration information, including course descriptions and other pertinent information, is posted on the website prior to the start of each semester. All students should review the academic calendar for the registration dates. The latest course offerings are posted online on the CUNYFirst Class Search. All student registrations are done online via CUNYFirst. Not every course is offered each semester so it is important to be aware of when MALS core courses are being offered. If core courses are not taken when they are offered, this may delay the completion of the degree because these courses are not always offered in consecutive semesters.

Advisement

The MALS Advising Fellows will provide individualized academic support to MALS students, guiding them in choosing courses, managing their workloads and meeting academic challenges, and enlisting faculty mentors to supervise their theses.

Advisement Holds

- New students will have an advisement hold placed on their accounts. They must attend an advising session in order to remove the hold so that they can register. These sessions will take place in August for students beginning in the Fall and in January for students beginning in the Spring.
- Continuing students will have an advisement hold placed on their account each Spring. Continuing students are required to come in for an advisement meeting toward the end of the spring semester in order to register for the fall semester – after this meeting, their advisement hold will be lifted.
- Registration information will be sent via the MALS Student Listserv.

Satisfactory Progress Holds

Students need to be in good standing to register. A student may have a hold on his/her account for several reasons:

Academic Holds
- Students' records are evaluated at the end of each semester. Students are considered to be making satisfactory progress towards their degree by maintaining a 3.0 (or B) average or better, having no more than 2 open grades (incompletes or no grades), and by not exceeding the time to degree (a period of 8 semesters). If any of these conditions are not met, a student will have an academic hold.
- All students are notified of holds by the Vice President for Student Affairs via email.
- If a student has a satisfactory progress hold, they should contact the Deputy Executive Officer to resolve the issue.
- The hold must be removed **BEFORE** students can register and should be resolved before the start of the next semester after a student is notified of an academic hold.

Non-Academic Holds
- Various GC offices can place holds for different reasons (Admissions for missing transcripts, Bursar for payment issues, Wellness for immunization records, etc.).
- **Note that the MALS program can only help resolve academic holds**.

Class Permissions

If a course offered by another department is closed or has restrictions, interested students should get in touch with the instructor for permission to enroll. Once the instructor's permission has been obtained, students should arrange for a "class permission" by emailing the Assistant Program Officer of the department offering the course (make sure to include your CUNYFirst ID).

Please always be polite when emailing faculty members and administrators at the GC. The Career Services Website has good information about proper etiquette when emailing faculty members and potential employees that can be consulted.

Registering for English or Comparative Literature Department Courses

The English and Comparative Literature departments offer a 2-credit option for most of their courses, which is only available to doctoral students enrolled in those Ph.D. programs; **MALS students should choose the 4-credit option when registering for English or Comparative Literature courses**. When registering for variable-credit courses, the registration will be processed automatically for the lowest credit value available. MALS students must change this credit value by clicking on the credit number in the registration screen.

Grading vs. Pass/Fail

In order for a class to count for the degree, students must be graded on a A-F scale. The only exception is MALS 79000, the Thesis/Capstone Project which is graded on a Pass/Fail basis.

Add/Drop Period

During the first week of each semester, students have the option of adding courses to their initial program and of dropping courses. During the second and third weeks, students may freely drop courses. Adding courses during the second and third weeks of the semester requires the permission of the academic program and/or instructor. From the third to tenth week of the term, if a student elects to withdraw from a course, a Course Withdrawal Form should be submitted to the Registrar. A grade of "W" will be assigned, and the student remains liable for tuition.

*Dropping a course may result in a change to a student's financial aid. Please check with Financial Aid (on the 7th floor) before dropping any courses, if you received financial aid.

Incomplete Grades
To resolve incomplete grades, students must fulfill their obligations within one calendar year after completion of the course. After one year, an incomplete ("INC'') will automatically become a permanent incomplete; extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Executive Officer, and the Vice President for Student Affairs. MALS can only help to resolve incompletes in courses that are offered by MALS. Permanent incompletes will accrue no credit.

Students with more than two incomplete courses will be brought to the attention of their Executive Officer to determine whether or not they are making satisfactory progress. Students will not normally be regarded as making satisfactory progress toward their degrees if they have more than two "INC"s on their records. **(Please see the section on Satisfactory Progress Holds** above).

Maintenance of Matriculation
Students who have completed the 30 credits for the degree, but need an additional semester to complete the thesis, should register for "Maintenance of Matriculation."

If a student is not taking a course during a semester but would like to maintain their email and library privileges they should also register for "Maintenance of Matriculation."

MALS Concentrations and Core Courses
The program offers the following:

CONCENTRATIONS	CORE COURSES
Africana Studies	**MALS 73400** Africana Studies: Introduction **MALS 73500** Africana Studies: Global Perspectives
American Studies	**MALS 73100** American Culture and Values **MALS 73200** American Social Institutions
Approaches to Modernity	**MALS 70700** The Shaping of Modernity, 1789–1914 **MALS 70800** Transformations of Modernity, 1914–Present
Archaeology of the Classical, Late Antique, and Islamic Worlds	**MALS 74400** Special Topics in the Archaeology of the Classical, Late Antique, and Islamic Worlds **MALS 74500** Great Digs: Important sites of the Ancient, Late Antique and Islamic worlds

CONCENTRATIONS	CORE COURSES
Biography, Autobiography, and Memoir	**MALS 70900** Approaches to Life Writing **MALS 71000** Forms of Life Writing
Childhood and Youth Studies	**MALS 78800** Introduction to Childhood and Youth Studies **MALS 78900** Childhood and Youth Studies: Approaches and Methods
Data Visualization	**MALS 75400** Introduction to the Digital Humanities **MALS 75300** Data Visualization Methods
Digital Humanities	**MALS 75400** Introduction to the Digital Humanities **MALS 75500** Digital Humanities Methods and Practices
Fashion Studies	**MALS 71200** The Culture of Fashion: Theories and Practices **MALS 71300** Special Topics in Fashion Studies
Film Studies	**MALS 77100** Aesthetics of Film **MALS 77200** History of the Cinema I, 1895–1930 **MALS 77300** History of the Cinema II, 1930–Present
Individualized Studies	**Two core courses, selected from two different concentrations**
International Studies	**MALS 71400** Introduction to International Studies **MALS 71500** Critical Issues in International Studies
Latin American, Caribbean, and Latino Studies	**MALS 78300** Introduction to US Latino Studies **MALS 78400** Introduction to Latin American Studies
Law and Society	**MALS 70300** Law, Politics, and Policy **MALS 70400** Cultural Studies and the Law
New York Studies	**MALS 70100** Narratives of New York: Literature and the Visual Arts **MALS 70200** Metropolis: A Political, Historical, and Sociological Profile of New York
Science and Technology Studies	**MALS 72500** Narratives of Science and Technology: Literature and the Visual Arts **MALS 72600** Social Impacts of Science and Technology: Case Studies
Social and Environmental Justice Studies	**MALS 72700** The Political Ecology of Social and Environmental Justice **MALS 72800** Topics in Environmental Social Science

CONCENTRATIONS	CORE COURSES
Sustainability Science and Education	**MALS 75600** Sustainability and Human Ecodynamics **MALS 75700** Field Course in Island Long Term Human Ecodynamics
Urban Education	**MALS 78100** Issues in Urban Education **MALS 78200** The Politics of Contemporary Urban Education
Western Intellectual Traditions	**MALS 70500** Classical, Medieval, or Renaissance Culture **MALS 70600** Enlightenment and Critique
Women's, Gender, and Sexuality Studies	**MALS 72100** Feminist Texts and Contexts **MALS 72200** Contemporary Feminist Theories **MALS 72300** Introduction to Gender and Sexuality Studies

MALS Concentration in Individualized Studies

This concentration empowers students who identify a new area of study for which a MALS concentration does not currently exist to work closely with a MALS faculty member to create an individualized concentration of study.

- In order to enroll in the Individualized Studies concentration, a MALS faculty member must mentor students. Students must submit a request form and a short (1–2 page) written proposal to the MALS Executive Officer outlining the proposed course of study, identifying courses that may be taken, and explaining why existing MALS concentrations are not feasible for such a course of study. The consulting faculty member must review the proposal and sign the application form before they are submitted to the EO.

- Applications for an Individualized Studies concentration must be submitted by 5 p.m. on **November 15** for the fall semester and by 5 p.m. on **March 15** for the spring semester in order to be considered. Proposals should be submitted to Kathy Koutsis, MALS Assistant Program Officer, kkoutsis@gc.cuny.edu (Room 4106).

The Master's Thesis/Capstone Project

The thesis/capstone project is the culmination of the MALS degree. Students should start planning their thesis/capstone project halfway through the MALS Program (when students have close to 18 credits).

Who is Eligible to Advise?

Thesis and capstone project advisers must be members of the GC faculty, however, they do not need to be faculty members within the MALS Program. All GC faculty are listed in the Annual Bulletin. A link to the Annual Bulletin can be found on the GC's Institutional Profile page. Students should try to find advisers through their coursework but should understand that MALS/GC faculty may have other commitments that could prevent them from taking on an advisory role. Ideally students will approach faculty members well before any relevant deadlines

and with a clear idea of what the thesis/capstone project is about. Students can use this list of MALS faculty research areas as a resource in their search for an adviser.

The Thesis
Ideally, the thesis should develop the interests students have explored in their course work. In the past, students have successfully developed a paper written for a course—or a couple of papers—into a thesis. The thesis should be 50–60 pages long—in other words, as long as two or three term papers. It is sometimes useful to think in terms of two or three chapters. Students should enroll in **MALS 79000: Thesis/Capstone Project** only when students have completed the coursework for the degree, or at least 24 credits of coursework. Some students register for one course and Thesis/Capstone Project in the final semester, and some register for Thesis/Capstone Project only.

The Capstone Project
The capstone project will enable students to integrate and synthesize the knowledge that they have developed during their MA coursework into a culminating project. Such works might include, but would not be limited to, an artistic or documentary video, archive finding aid, artistic performance (live or recorded), exhibition, journalistic report, digital project, or software tool, accompanied by a whitepaper explaining the project, its methodology, technologies used, process or other relevant information. Students should enroll in **MALS 79000: Thesis/ Capstone Project** only when students have completed the coursework for the degree, or at least 24 credits of coursework. The capstone project should be completed in a single semester, if possible.

The capstone project is accompanied by a 20-page paper that details the conceptualization, methodology, and/or technology used in the project and how the project is related to the student's concentration and studies.

Thesis/Capstone Project Prospectus
Download and complete the Thesis/Capstone Project Prospectus which faculty advisers must approve. The Capstone Project Abstract must be approved by the Executive Officer. The prospectus is due by the end of the Add/Drop Period during the semester for which students register for Thesis/Capstone advisement.

Students undertaking Digital Capstone Projects are required to consult with the library, specifically the Digital Services Librarian, Stephen Klein (sklein@gc.cuny.edu), and the Acting Executive Officer of MALS, Elizabeth Macaulay-Lewis (emacaulay_lewis@gc.cuny.edu), about sustainability and archiving of digital projects.

Registering for MALS 79000 (Thesis/Capstone Project)
In order to register for MALS 79000, students need to obtain written confirmation from the faculty who will serve as adviser and forward the confirmation in an email to Kathy Koutsis (kkoutsis@gc.cuny.edu), who will then issue the class permission.

MALS 79000 is a required course and is different from the **MALS 72000** Thesis Writing Course **which is optional**.

Approval Process for the Thesis:
MALS theses need to be approved by both the faculty adviser and the Executive Officer.

Please submit your thesis to the faculty advisor (**at least two to three weeks**) before the department submission date (listed below) so that the faculty advisor can read, comment, and if appropriate, require revisions before approving the thesis.

Students should consult and follow the Mina Rees Library's instructions for preparing and depositing theses. The Library's Text Format Guidelines also include sample MA Thesis approval and title pages. Please visit http://libguides.gc.cuny.edu/dissertations for more information. In order to submit the thesis for review by the Executive Officer leave a copy that is formatted according to the Library's guidelines and printed on regular copier paper with Kathy Koutsis in room 4106 (or in her mailbox in room 4109) **at least 3 weeks before the library deposit deadline (see chart below)**. Include the approval page, with the adviser's signature.

Approval Process for the Capstone Project:
MALS capstone projects need to be approved by both the faculty adviser and the Executive Officer. The twenty-page whitepaper (which details the critical framework and connection of the capstone project to a student's concentration and studies) and any supporting material should be submitted to the program, **three weeks in advance of the library deposit deadlines for theses** (see chart below).

Once approved, the department will certify that the student has completed all of the requirements for graduation. The student will graduate at the degree date following their submission (fall, winter, or spring).

Exit Survey
All students are required to fill in a short exit survey and submit it to the department when they submit their thesis to the Executive Officer.

Submission and Deposit Deadlines
A thesis may be deposited anytime; degree deadlines are below:

For Degree	Enrollment Required	Submit Adviser-Approved Final Project to MALS Executive Officer By	Library Deposit Required By (Thesis Only)
February 1	Preceding Fall term	January 10	Last day in January
May Commencement	Spring term	April 10	End of April
October 1	Preceding Spring term	August 25	Mid-September

For more information on depositing the thesis, see the Dissertations & Theses deposit guide.

IRB Approval

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.

CUNY HRPP or IRB review is required when ALL of the following criteria are met: (i) The investigator is conducting research or clinical investigation; (ii) The proposed research or clinical investigation involves human subjects; AND (iii) CUNY is engaged in the research or clinical investigation involving human subjects.

Research protocols that meet ALL of the above criteria must be submitted using the electronic submission system (http://ideate.cuny.edu) to the HRPP office at the CUNY campus with which the faculty member or faculty advisor for student research protocols is primarily housed.

HRPP policies, procedures and guidelines are available here:
http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/

OHRP regulations are available here: http://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html

For faculty and students of faculty who are primarily affiliated with the Graduate Center, please visit the GC HRPP website at: www.gc.cuny.edu/hrpp

Helpful Definitions:

1. **Research:** A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
2. **Clinical investigation:** Any experiment that involves a test article and one or more human subjects and that either is subject to requirements for prior submission to the Food and Drug Administration (FDA) under the Federal Food, Drug and Cosmetic Act (the Act), or is not subject to requirements for prior submission to the FDA under the Act, but the results of which are intended to be submitted later to, or held for inspection by, the FDA as part of an application for a research or marketing permit.
3. **Human subject:** A living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. When FDA regulations apply, human subject is an individual who is or becomes a participant in research, either as a recipient of the test article or as a control.
4. **Intervention:** Both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes.

5. **Interaction:** Communication or interpersonal contact between investigator and subject.

6. **Identifiable:** The identity of the subject is or may readily be ascertained by the investigator or associated with the information.

7. **Private information:** Information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record).

8. **Test article:** Any drug (including a biological product for human use), medical device for human use, human food additive, color additive, electronic product, or any other article subject to FDA regulations.

9. **Engaged:** CUNY is considered engaged in a particular human subjects research project when CUNY employees or agents obtain, for the purposes of the research project, (1) data about the subjects of the research through intervention or interaction with them; (2) identifiable private information about the subjects of the research; or (3) the informed consent of human subjects for the research. Note: CUNY applies OHRP Guidance on Engagement of Institutions to determine CUNY's engagement in all research, regardless of funding.

Writing Resources
- **Thesis Writing Course**
  The Thesis Writing Course (**MALS 72000**) is an optional three-credit class that has proven helpful for some thesis writers. If it is being offered during a given semester, the course description will appear among other course listings.
- **Citation Managers**
  The library provides instruction in the use of two citation managers, RefWorks and Zotero. Zotero, an open-source tool, is still accessible after students leave the Graduate Center, which is a significant advantage.
- **Style Guides**
  Though MALS does not require a specific citation style, theses should be consistent in the usage of whatever citation style is chosen.
- **Career Services Writing Consultations**
  Graduate writing consultants are available to meet to review students' written materials and to discuss writing-related issues. Consultants do not "correct" or copy-edit student writing; rather, they help students learn and implement writing strategies.

Academic / Digital Resources

Mina Rees Library
One of the consortial advantages of CUNY is its library system.
- GC students have borrowing privileges at all twenty CUNY libraries.
- An online public access catalog (CUNY+) permits users to determine the location and circulation status of nearly every book and periodical held by CUNY.
- Students and faculty can search CUNY+ via the Mina Rees Library website. The site also provides the following:

- ○ library's hours and borrowing policy (GC Master's students can check books out for 6 weeks with unlimited renewals)
- ○ 60 full-text and citation databases
- ○ interactive forms for making Interlibrary Loan (ILL) requests (ILL arrangements make it possible to obtain material held in other collections throughout North America and the world)
- ○ allows users to ask reference questions and request library instruction
- ○ many useful links and other services

MaRLI: Manhattan Research Library Initiative

The New York Public Library (NYPL) and the libraries of Columbia University and New York University have launched an initiative to expand access and use of their collections to better serve their users. The collaboration, dubbed the Manhattan Research Library Initiative (MaRLI), enables eligible users with a demonstrable research need not met by currently available resources, to borrow materials from all three institutions.

- CUNY Graduate Center photo ID card holders are eligible for NYPL Research Library borrowing privileges, with 120-day loans. Also, GC affiliates may register through NYPL for Columbia and New York University MaRLI borrowing privileges.
- Also, GC affiliates (and all NYPL cardholders) may use NYPL's databases, some of which are only available on site and some of which are available remotely.
- For more information please visit http://libguides.gc.cuny.edu/MaRLI.

MALS Research Guide

The online research guide arranged by MALS librarian, Stephen Zweibel, is intended to be used as a starting place for research in the MALS program.

Career Planning and Professional Development

The Office of Career Planning and Professional Development supports the Graduate Center's students in reaching their career goals. The office offers the following:

- workshops
- individual career counseling, including advice on CVs, resumes
- job search materials
- assistance with preparing for interviews
- discussions on career planning strategies
- There is a specific section for MA students.

Language Reading Program

The mission of the Language Reading Program (LRP) is to teach students to read texts in languages other than English, and to translate them into idiomatic English, so students can meet their graduate program language proficiency requirements and achieve their goals for personal or professional development. There is no emphasis on conversation or on producing the subject language in speech or writing.

- The courses are noncredit, and do not appear on students' transcripts.
- The LRP offers language examinations only to students who are registered for courses.

- Registrations are taken on a first-come, first-served basis. More rarely, some classes that are initially offered are withdrawn due to insufficient registration.

Quantative Research Consulting Center

The Quantitative Research Consulting Center (QRCC) provides students greater resources for statistical support in quantitative and empirical research. The Center complements existing statistics coursework by bridging the gap between the classroom and implementation in researchers' own work. The QRCC offers individualized consulting appointments free of charge to members of the GC community.

GC Digital Initiative

Graduate Center Digital Initiatives (GCDI) draws together a diverse array of digital projects at the Graduate Center that focus on the incorporation of technology into academic research and teaching. Featured project clusters and areas of strength include the digital humanities, digital scholarly communication, data mining, data repositories, open access journals, spatial humanities and social sciences, network analysis, teaching and learning in a digital age, and digital archives. For more information visit http://gcdi.commons.gc.cuny.edu/.

Digital Fellows Program

Based in the GC Digital Scholarship Lab, the GC Digital Fellows Program operates as an in-house think-and-do tank for digital projects, connecting Fellows to digital initiatives throughout The Graduate Center. The Fellows offer workshops every semester on topics ranging from Introduction to Python to Establishing a Digital Identity. The Digital Fellows Office Hours take place in the Digital Scholarship Lab, **Room 7414**. For more information visit http://digitalfellows.commons.gc.cuny.edu/.

CUNY Academic Commons

The CUNY Academic Commons is designed to support faculty initiatives and build community through the use(s) of technology in teaching and learning. The free exchange of knowledge among colleagues across the university is central to better educating the student body and expanding professional development opportunities for faculty research and teaching. Students and Faculty can create their own websites and groups on the commons, as well as connect with other colleagues across CUNY. For more information visit http://commons.gc.cuny.edu/.

OpenCUNY

OpenCUNY was formed in early 2008 to provide student organized, open-source, social media for the CUNY Graduate Center community. As the GC community's student-based, open-source, academic, participatory digital medium; OpenCUNY works with GC students to develop personal websites, interactive environments for chartered organizations, student associations, conferences, graduate research, and an array of other initiatives. For more information visit http://opencuny.org.

Professional Development courses
These courses do not carry credit, are ungraded, and do not appear on the student's transcript. They are free of charge and open to all matriculated Graduate Center students. Students register for them as they do their academic classes and can find them listed under "Professional Development" in the course schedule. Regularly offered courses are the following:
PDEV 79400 Advanced Spoken English: Teaching and Presentation Skills
PDEV 79403 Effective Academic Writing for native English speakers
PDEV 79403 Effective Academic Writing for non-native English speakers
For more information and resources pertaining to MA students please visit
https://careerplan.commons.gc.cuny.edu/resources/mastudents

Student Resources at the Graduate Center

MALS Student Association
All MALS students are automatically members of the Student Association, which provides funding for student events and communicates student concerns and needs to the Program's administration. The MALS SA announces events and meetings in the MALS Student Group of the CUNY Academic Commons and also via its Facebook page at https://www.facebook.com/groups/MALSSA/. Being active in the SA ensures that students have a say in the program.
- In order to join the group a valid GC e-mail account is needed. A GC e-mail account will be assigned to new students 3–5 days after registering for courses. Use that e-mail to create an account on the CUNY Academic Commons.
- Once registered, please visit the MALS Student Group page and join.

Doctoral Students' Council
The Doctoral Students' Council (DSC) is the elected body of masters' and Ph.D. students that makes policy, distributes the student fee monies, and represents student concerns to the administration. Students may drop-in during DSC office-hours in room 5495, located in the Robert E. Gilleece Student Center on the 5th floor. While there, students may enjoy free coffee (while supplies last), ***buy discounted movie tickets*** ($8 each for AMC/Loews; $7.50 each for Angelika), and ***stock up on free safer sex supplies***. For more information visit http://cunydsc.org.

Lounges, Dining, and Other Spaces

The **MALS Student Lounge** is located in room 4109. The lounge features a bank of computers connected to a printer. There is also one scanner for student use. Unfortunately, there is no copier on this floor for student use - please use the copiers in the library.

The Robert E. Gilleece Student Center is located on the 5th floor. It houses offices for student government and chartered organizations of the Doctoral Students' Council, two lounges (Room 5414, a "social" lounge, and Room 5409, a "quiet," or "working," lounge), a kitchenette, meeting space (Room 5489), and a computer lab (Room 5487).

The **Student/Faculty Dining Commons** is located on the 8th floor. The Dining Commons offers a "Student Budget Lunch" to students with valid ID cards. For further information, contact the Dining Commons Manager (212-817-7953; diningcommons@gc.cuny.edu).

The **365 Express Coffee Shop** presents breakfast and a variety of "Quick Pick" lunch items, snacks, and beverages. It is located on the first floor and is open from 8 a.m. to 7 p.m. Please note that 365 Express will be closed on days when there are no classes. On those days, Dining Commons will be open from 8 a.m. to 3 p.m.

The Masters Student Study is located on the 7th floor, in room 7405. It offers several booths with computers, and a big meeting table.

The Foundation Lounge, adjacent to the coffee shop, offers seating and coin-operated food and beverage dispensers. The lounge is open when the building is open and can be entered either through the door to Room 1102 or from 365 Express when the coffee shop is open.

Gender-Neutral Restroom Facility
The GC has a gender-neutral restroom facility. It is located in the southeast corner of the 7th floor, next to Room 7408 and Staircase C.

GC Administrative Offices

Registrar	Room 7201 Email: registrar@gc.cuny.edu Phone: (212) 817-7500, Fax: (212) 817-1627

The Registrar's website contains critical information about the academic calendar, registration, tuition liability, forms and the CUNYFirst course schedule (where up-to-the-minute course information, such as classroom assignments, is posted).

Contact the Registrar **if there is a need to...**
- apply for In-State tuition (as a current student; new students, see Admissions below)
- submit transcript request(s) (only after settling your bill for the transcript(s) with the Bursar)
- change your address (also submit a change of address to your program)
- inform the Graduate Center of a name change
- get information regarding Veterans' Benefits

Bursar	Room 8105.7 Email: bursar@gc.cuny.edu Phone: (212) 817-7680, Fax: (212) 817-1637

Contact the Bursar **if there is a need to...**
- pay for a transcript for an external CUNY agency (once payment is made, return completed form to the Registrar for processing)
- clear a bursar's hold
- pay for a transcript request (to be done prior to going to the Registrar)
- pay for a lost/stolen ID Card
- update ID validation sticker for the current semester
- settle your tuition / any tuition Inquiries

Admissions	Room 7201 Email: admissions@gc.cuny.edu Phone: (212) 817-7470, Fax: (212) 817-1624

Contact Admissions **if there is a need to...**
- clear an admissions hold (such as a missing transcript, immunization records, etc.)
- get help finding housing
- submit in-state tuition forms (as a new student only; current students, see the Registrar)

Student Affairs	Room 7301 Email: studentaffairs@gc.cuny.edu Phone: (212) 817-7400, Fax: (212) 817-1621

Contact Student Affairs to…
- clear satisfactory progress holds (This is the second step in the process; for first step, see the MALS Deputy Executive Officer)
- obtain permission for late withdrawals (after the official drop/add deadline has passed)
- obtain information on Disability Services

Financial Assistance	Room 7201 Email: financialaid@gc.cuny.edu Phone: (212) 817-7460, Fax: (212) 817-1623

Contact Financial Assistance **if there is a need to…**
- apply for Federal Aid (Work-Study or Loans)
- accept financial aid awards
- turn in outstanding documents
- drop a course, because this may impact your financial aid

The Wellness Center	Room 6422 Email: wellness@gc.cuny.edu Phone: (212) 817-7020, Fax: (212) 817-1602

The Wellness Center**, offers student health and counseling services:**

- The **Student Health Services** is staffed and directed by a licensed Nurse Practitioner, providing episodic and primary health care to all registered Graduate Center students. Services include visits for acute medical problems as well as management of ongoing health issues, women's health examinations, men's genitourinary examinations, screening for STIs (sexually transmitted infection), immunizations and workshops. Students are seen by appointment. However, students with urgent problems will be seen on a walk-in basis as available. There is no charge for visits to the Health Service.
- The **Student Counseling Services** is staffed by licensed psychologists and by postdoctoral and predoctoral fellows. They provide confidential counseling and short-term psychotherapy, group counseling, crisis intervention, and referral services to Graduate Center students, and couples therapy to students and their partners. They offer workshops that address the challenges and stresses of graduate student life.
- Several health insurance options are also available for interested students.

Student Disability Services	Room 7301 Email: disabilityservices@gc.cuny.edu Phone: (212) 817-7400

It is the policy of the Graduate Center to provide auxiliary aids and services and to make appropriate academic accommodations needed by students with disabilities. The Graduate Center provides:

- readers/library assistants
- sign-language interpreters
- note takers, scribes
- Adaptive equipment and computer software
- other auxiliary aids and services as needed

Students with disabilities should register with Security and Public Safety (Room 9117; phone: (212) 817-7761) so that provision may be made for their safety should an emergency arise. The Vice President for Student Affairs is the 504/ADA Coordinator. For more information (with confidentiality) contact Elise Perram at (212) 817-7400 or disabilityservices@gc.cuny.edu and consult the Graduate Center Student Handbook.

Public Safety	Room 9117 Email: security@gc.cuny.edu Phone: (212) 817- 7777

The Office of Security and Public Safety strives to provide a safe and secure environment for the Graduate Center community while protecting and respecting the rights of the individual. Responsibilities include crime prevention, emergency response, access control, key distribution, fire safety, special event security, and administration of the Lost and Found. Security and Public Safety personnel provide a visible security presence through a combination of fixed posts and roving patrols, 24 hours a day, seven days a week.

Information Technology	Room 8311 Email: itservices@gc.cuny.edu Phone: (212) 817-7300

IT Services (formerly the Help Desk) provides technology support to GC students, faculty, and staff. Members of the Graduate Center user community should contact IT Services for matters requiring technical intervention.

Contact IT services for help with…

- network accounts and email accounts
- remote access to Graduate Center computing resources
- Help Desk support and assistance