GREETINGS from all of us in Student Affairs to new and returning GC students. With the start of the 2018-2019 academic year, we are pleased to welcome Dr. Julie Suk, Dean for Master's Programs. Dean Suk brings extensive higher education interdisciplinary experience and will be working with all master's program students and faculty including our six new programs. We look forward to assisting her in providing expanded services to meet the needs of the master's cohort.

We also look forward to working with Brian Peterson who comes to us from the CUNY School of Professional Studies as the new Dean for Academic Initiatives and Strategic Innovation. In addition to developing new academic programs and strategic planning, Dean Peterson will be focusing on fostering opportunities for international students, expanding study abroad, and developing innovative educational experiences that will serve diverse partners including city agencies and NGOs.

With appreciation to the continuing students who have engaged effectively in the effort to foster an informed, safe community, as part of our initiatives to address Title IX education, prevention, reporting, and support services for students, The Graduate Center and other CUNY campuses ask new students and student leaders to participate in a new on-line training called Sexual and Interpersonal Violence Prevention and Response Course ("SPARC"). Students required to take this training will find a notice on their "To Do list" in CUNYfirst. The Graduate Center and all of CUNY take very seriously issues of sexual harassment and sexual violence. More information and important Graduate Center contacts can be found at https://www.gc.cuny.edu/TitleIX and https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/SPARC-Training.

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/register-to-vote/ you can obtain forms and assistance on 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 us at 212-817-7400 or e-mail our office at studentaffairs@gc.cuny.edu.

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

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

UPDATES FROM THE GRADUATE CENTER LIBRARY

Object Library: Part of the ground floor of the Mina Rees Library — specifically, the space running along our Fifth Avenue and 34th Street frontage — will introduce the Object Library with a temporary display system. The first-floor renovation and the Object Library are conceived and led by Keith Wilson, Director of The Graduate Center's Center for the Humanities. The Object Library “will offer material objects alongside books as starting points for knowledge. Somewhere between a traditional library and a sculpture gallery, this new space will feature select objects displayed alongside curated books on core research themes,” explains Wilson. The exhibition is meant to be participatory, therefore the library encourages students to engage in and with the objects.

Library Fines Paid at Bursar Only: As of July 16, 2018, the Circulation Desk will no longer accept payments for overdue fines or lost books. Now that The Graduate Center has switched from Banner to CUNYfirst, a new fine payment system has been introduced by CUNY. To pay fines, first, students must enter the library and obtain a payment form at the Circulation desk. Secondly, students must go to the Bursar's office (room 8105.07) to submit payment. Keep in mind that the Bursar's office is open (Monday-Friday, 9AM to 5PM—no weekend or evening hours). The Bursar's office accepts cash, check or credit card, no online or phone payments.

Improved CUNY Book Renewal Policies for Doctoral Students:

Changes in the fine payment systems have you down? Don't fret because renewal policies have strengthened for GC doctoral students. At CUNY, students can circulate books from any CUNY campus. Initial circulation periods are standardized (8 weeks for PhD students and faculty, 6 weeks for master's students) but the number of renewals per item is not. But there's good news for doctoral students: after a vote by the CUNY Council of Chief Librarians, every CUNY library now offers doctoral students a minimum of two renewals. The exact number of renewals still differs from library to library, but it is at least two across all CUNY libraries. (But be aware that, as always, renewed books may be recalled if someone else requests them.)

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

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


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

OFFICE OF CAREER PLANNING AND PROFESSIONAL DEVELOPMENT

The Office of Career Planning and Professional Development supports The Graduate Center's students in achieving their career goals. The office offers individual career counseling to students, including advice on CV's, resumes, and other job search materials, assistance with preparing for interviews, and discussions of career planning strategies. We work with students on both nonacademic and academic job searches. All conversations with office staff are confidential. Students can connect with the office in several ways: email us at CareerPlan@gc.cuny.edu.
follow us on Twitter @CareerPlanGC; or access our calendar of events and use the many resources on our website http://cuny.is/careerplan. Our office is located in suite 330.09 of The Graduate Center and we can be reached at 212-817-7425. We look forward to helping you attain your professional goals!

**IMPROVE YOUR ACADEMIC TECH KNOWLEDGE AND SKILLS** as you pursue your doctoral degree! Learn how to use and think critically about academic technology in the classroom and in your research. Make yourself more competitive in the academic job market. The Interactive Technology and Pedagogy Certificate Program is available to all enrolled GC doctoral and MALS students. See http://www.gc.cuny.edu/ipt/ and contact Julie Fuller at 212-817-7289 to register for the program or for more info, email Coordinator Professor Michael Mandiberg at mmandiberg@gc.cuny.edu.

**THE CHILD DEVELOPMENT AND LEARNING CENTER**
The GC Child Development and Learning Center provides an excellent educational program for pre-school children. Licensed to serve 27 children ages 2 to 5 years old, it offers on-site, affordable childcare to children of GC students, faculty, and staff. 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. http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Resources/Child-Development-and-Learning-Center/General-Information.

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

**WELLNESS CENTER**
The Wellness Center's Student Counseling Services (SCS) offers short-term individual and couples counseling (generally 3 to 12 sessions), group counseling, academic consultation and referrals, and a variety of workshops relevant to graduate student life. The SCS is staffed by psychologists, social workers, and psychology fellows. Sessions are individually designed to help each student progress towards personal and professional development as well as to offer useful and practical strategies to move forward in their academic work. All services are confidential and free to matriculated Graduate Center students. Please visit our updated webpage for more information about the SCS, workshop schedule and our services - http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness.

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

**OFFICE OF INTERNATIONAL STUDENTS**
The Office of International Students (OIS) 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 and in active status.

**SEVIS Reporting Requirements:** The principal items that international students in F-1 or J-1 Status must report to the Office of International Students are:
1. **Change of US Address and of Legal Name** (as it appears in the student’s Passport) must be reported to the Office of International Students within 10 days of the change. The “SEVIS Data Sheet” should be used to report the change. The form is available on our website, under the current students section. You may complete the form and submit it to the Office of International Students at The Graduate Center via email or in person.
2. **Applications for Extension of F-1 or J-1 Status** must be submitted to the Office of International Students no later than 30 days before the completion date on Form I-20 or DS-2019. Students should consult the Office of International Students 1 to 2 months in advance. The extension of program application form is available on our website, under the current students section.
3. Applications for a new I-20 or DS-2019 form for a Change of Major or Change of Degree Level between Master’s and Ph.D. must be submitted to the Office of International Students before a student begins the new program. Students must receive the new I-20 or DS-2019 form before they may begin classes in the new program.
4. **On-Campus Employment Authorization for J-1 students.** J-1 students must apply for on-campus employment authorization before beginning any job on any CUNY campus. The employment authorization is for one specific on-campus job and is valid for one year. The On-Campus Employment Request form for J-1 students is available on our website, under the current students section.
5. **Applications for Off-Campus (non-CUNY) Employment** must be submitted to the Office of International Students and approved in SEVIS before a student begins any off-campus job, paid or unpaid. Students must receive employment authorization before they may begin working for any paid or unpaid positions. Information about Curricular Practical Training (F-1 students) and Academic Training (J-1 students) is available on our website, under the current students section.
6. **Applications for post-completion Optional Practical Training (OPT in F-1 Status) or Academic Training (AT in J-1 Status)** must be made before a student deposits the thesis or dissertation. Students must contact an International Student Counselor at the beginning of the semester in which they plan to defend and deposit their Dissertation or Thesis. Information regarding OPT and Academic Training is available on our website.
7. **Transfer of SEVIS Record to another school** must be processed in SEVIS before a student leaves The Graduate Center and before departing the United States, if applicable.

**Maintaining Valid Immigration Status**
1. Confirm that all immigration documentation are up-to-date.
3. Maintain Full-Time Registration at The Graduate Center each semester. Apply for a reduced course load authorization, if eligible, for any semester you plan to enroll less than full-time. Students must receive the reduced course load authorization before enrolling less than full-time.
4. Obtain employment authorization for any Off-Campus Employment (non-CUNY) before beginning any employment (paid or unpaid).
5. **J-1 Students Only:** Obtain on-campus employment authorization for any On-Campus Employment (CUNY) before beginning the employment.
6. **J-1 Students Only:** Maintain health insurance coverage that meets the minimum health insurance coverage requirements per the J-1 regulations. J-1 students must submit a J-1 Health Insurance Verification form to the Office of International Students. Information regarding the coverage requirements are available on our website.

7. Four months before a student plans to graduate, the student should contact an International Student Counselor so that we may discuss post-graduation plans and review immigration status options.

8. File yearly U.S. tax return reports. The Office of International Students provides information and holds workshops to assist Non-Resident Alien Tax Status students in February and March, following the end of the tax-calender year. We will announce these over our INTSTU-L Email List, on our Facebook page, and on our Twitter account.

9. Contact the Office of International Students before beginning a change of Status to any other US immigration status (e.g., H-1B, Permanent Residency, etc.).

**Traveling Outside the United States**

1. Before travel outside the US, students must always check with our Office to verify that their passport, visa, and I-20 or DS-2019 will allow them to reenter. We will advise you of the travel and reentry regulations and update your documents, if necessary, before you depart the US.

2. After reentering the US, a student must bring to our office or submit via email at intstu@gc.cuny.edu the following documents: Passport, I-94 Admission Record, and I-20 or DS-2019 Form.

**Validating E-mail Address**

Students should report their current/active e-mail address to the Office of International Students. The Office of International Students must enter valid e-mail address in your SEVIS record. The Office of International Students uses e-mail as the principal means of informing international students of important immigration status requirements and policy changes. Please inform us of any change in e-mail address by completing the “SEVIS Data Sheet” available on our website.

**Office Visits**

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

**The Ombuds Office is always here for you!** – It offers a safe and neutral place for students, along with other members of the GC community, to voice concerns, evaluate situations, organize their thoughts, and explore options for handling problems that arise - all in strict confidence. The ombuds office 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 whistleblowing, and intellectual property issues. Students should feel free to visit this office. Contact Dr. Martin Gitterman Ombuds Officer, Room 8108; 212-817-7191, ombuds@gc.cuny.edu, http://web.gc.cuny.edu/ombuds/

**GC Dissertations Fellowships and Awards:** A variety of dissertation fellowships and awards are available through a competitive review process. Dissertation write-up awards include a number of named fellowships and special focus awards and range in amount from $2,000 to $25,000. All awards are subject to the availability of funds. Students who are advanced to candidacy (level III) before February 14, 2019, and expect to complete the dissertation during the 2019-20 academic year are eligible to apply. Application information will be available from the Provost’s Office by November 2018 and the application deadline is January 16, 2019. For further information contact Rachel Sponzo (rsponzo@gc.cuny.edu, 212-817-7282), Office of the Associate Provost.

**Doctoral Student Research Grant (DSRG)**

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

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

**CUNY Human Research Protection Program (HRPP)**

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 3 University Integrated Institutional Review Boards (IRBs) and 19 on-site HRPP offices.

**When is CUNY HRPP or IRB review required?**

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

a. The investigator is conducting research or clinical investigation;

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

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

**Note:** CUNY applies OHRP Guidance on Engagement of Institutions to determine CUNY’s engagement in all research, regardless of funding.

For further information about the CUNY Human Research Protection Program, please visit: http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/

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

**Do You Know How to Avoid Plagiarism?**

Make sure to read the booklet Avoiding and Detecting Plagiarism, available online at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?text=pdf

**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.

**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 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 section “Doctoral Student Parental Accommodation Policy” online at http://www.gc.cuny.edu/News/GC-News/DetailId=25206

**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 or from Vice President for
SERVICES FOR STUDENTS WITH DISABILITIES

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

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

The process of accommodation usually starts with contacting the Student Affairs office and discussing needs and possible accommodations. Student Affairs works closely with faculty and the academic program offices to arrange for accommodated exam administration and other types of academic modifications. Discussions and information regarding a student’s disability will be kept confidential unless a student requests otherwise. 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. This documentation must come from a qualified professional and provide information on diagnosis/specific disability conditions, functional limitations in the higher education setting, and recommended accommodations.

Assistive Technology aids and services are coordinated by Student Affairs in collaboration with the GC’s Information Technology Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf

For additional information and resources http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPol-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf

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

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University. For the full non-discrimination policy and procedures, which also prohibit retaliation, please see: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/EONon-Discrimination12.4.2014.pdf

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

PETRIE EMERGENCY GRANTS

The Carroll and Milton Petrie Student Emergency Grant Fund, made possible by generous support from the Petrie Foundation, provides quick-response grants typically up to $2,000 to Graduate Center students who are facing current short-term financial emergencies. With the fund, The Graduate Center seeks to assist students to complete their education, rather than take a leave of absence or withdraw from school. Some examples of these emergencies include overdue utilities bills, rent in arrears at risk for eviction, housing assistance for homelessness, medical and dental bills for uninsured non-elective procedures, destruction of living quarters, due to fire or other natural disaster, theft of computer or other essential belongings, assistance in paying for basic necessities due to recent financial difficulty, emergency child care for legal dependents, and travel home for illness or death in the immediate family. Matriculated students in good standing, who are experiencing a current and unforeseen financial emergency, are eligible to apply for emergency fund assistance once per year. The application form can be found at https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Fellowships-and-Financial-Aid/Student-Emergency-Grant-Fund.

STUDENT DISCOUNTS

Check out the newly created student discount webpage, where students can take advantage of student discount rates and prices on items, services, venues and more across NYC. Follow the link below for current offers: https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Student-Activities-Discounts