Fall 2020 Guidelines for the Ph.D. Program in Psychology:

Students

Updated August 17, 2020

Overview

Due to the ongoing uncertainty posed by the COVID-19 pandemic, the Psychology Executive Office has created this guidelines document to gather information and resources for the Fall 2020 semester.

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Psychology Executive Office Hours and Contact Information

In accordance with CUNY's guidelines surrounding the coronavirus (COVID-19), the Psychology Executive Office will be working remotely for the foreseeable future. Please note that all doctoral dissertation defenses must also be performed remotely until further notice.

The Psychology Executive Office will be open remotely Monday – Friday from 9am – 4pm during the Fall 2020 semester.

For any questions or concerns related to student progress, please reach out to Judith Kubran, APO for Academic Support and Student Progress (jkubran@gc.cuny.edu).

For any questions or concerns regarding course scheduling, admissions, financial aid, workload report forms, and other administrative matters, please reach out to Swe Swe Htay, APO for Administration and Program Management (shtay@gc.cuny.edu).

Thank you in advance for your flexibility, and stay safe, healthy, and well!

Contact Information for Training Area Heads

Training Area	Name	Email
Basic and Applied Social Psychology (BASP)	Catherine Good	Catherine.Good@baruch.cuny.edu
Behavioral and Cognitive Neuroscience (BCN)	Peter Serrano	serrano@genectr.hunter.cuny.edu
Clinical @ John Jay	Phil Yanos	pyanos@jjay.cuny.edu
Clinical @ Queens	Joel Sneed Veronica Hinton	joel.sneed@qc.cuny.edu veronica.hinton@qc.cuny.edu
Cognitive and Comparative Psychology (CCP)	Andy Delamater	andrewd@brooklyn.cuny.edu
Critical Social/Personality and Environmental Psychology (CS/PEP)	Brett Stoudt	BStoudt@gc.cuny.edu
Developmental Psychology	Anna Stetsenko	astetsenko@gc.cuny.edu
Health Psychology and Clinical Science (HPCS)	Tracey Revenson Evelyn Behar	trevenson@gc.cuny.edu eb2290@hunter.cuny.edu
Industrial and Organizational Psychology	Charles Scherbaum	Charles.Scherbaum@baruch.cuny.edu
Psychology and Law	Mark Fondacaro	mfondacaro@jjay.cuny.edu

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COVID-19 Guidance and Updates

GC Coronavirus Guidance and Updates

COVID-19 Contact List for the Ph.D. Program in Psychology

GC IT Remote Work Guidance

Teaching in the Time of COVID-19

Resources for Remote Teaching & Learning

The Psychology Executive Office has compiled the following resources in order to assist with The Graduate Center's transition to remote teaching and learning. We will continue to monitor the situation as things unfold, and will post any updates on the Psychology website as they become available.

The Teaching & Learning Center (TLC)

- Considerations for Instructional Continuity
- TLC Request for Course Conversion Consultation

- Luke Waltzer on How to Adjust to Distance Learning, Stay Connected, and Give and Get Support

GC Online Collaboration Tools

- CUNY Academic Cloud Tools Comparison Chart

Webex Services for Remote Teaching

- Webex Quick Start Guide

GC Digital Initiatives (GCDI)

- GCDI Guides & Tutorials
- GCDI Remote Consultations and Services

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Digital and Web-Based Tools for Online Collaboration

Zoom

Students can register for a free Zoom account online at https://zoom.us/

The free Zoom Basic plan provides:
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings, with up to 100 participants

Please note: You do not need a Zoom account to participate in meetings, but you do need an account to host meetings.

- [Zoom FAQs](#)
- [Zoom Video Tutorials](#)

Zoom Best Practices

- Don't post Zoom links on a public website or social media.
- Don't use your personal meeting ID for meetings.
- Set up a meeting for each Zoom session for your class/meeting sessions. Reusing Zoom meeting IDs creates better odds that the Meeting ID may have been shared on the open web.
- Avoid using the "Start A Meeting" or "Instant Meeting" option as it does not give you the opportunity to modify the meeting settings.

Zoom for Remote Dissertation Defenses

Please note that all doctoral dissertation defenses must be performed remotely until further notice.

As The Graduate Center does not currently provide students with Zoom licenses, **please ask your Committee Chair to host the Zoom meeting for your remote dissertation defense.**

For any additional questions, please refer to the Zoom instructions above, or reach out to Swe Swe Htay, APO for Administration and Program Management (shtay@gc.cuny.edu).

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Dropbox

CUNY is providing all active students with Dropbox accounts and 15 GB of storage, which will allow them to organize and archive all of their work in one location without worrying about hard drive capacity or data security. Dropbox Paper, available as part of the package, allows collaboration within the same document in real-time by multiple users, as well as embedding of videos, PDFs, images, and PowerPoint presentations for an all-in-one experience.

To claim your Dropbox account, please navigate to https://dropbox.cuny.edu/ and log in with your CUNY Login account (Username: Firstname.Lastname##@login.cuny.edu).

- CUNY Dropbox Training Resources
- Dropbox Video Tutorials
- CUNY Recorded Dropbox Training
- CUNY Dropbox FAQs

Microsoft Office 365 for Current Students

As part of the CUNY enterprise agreement with Microsoft, every CUNY student with a CUNY Office 365 mail account is entitled to a full copy of the Microsoft Office suite of applications. The latest version of the Microsoft Office suite — including Word, Excel, PowerPoint, OneNote, and more — will be available to you for offline and online use. All you need are your campus credentials to log in and download up to 5 copies on your PCs, Macs, and other mobile devices, including Windows tablets and iPads.

In addition, students will have access to OneDrive. OneDrive is a place where you can store, sync, and share your files. Office 365 provides you with 1TB of space in the cloud for OneDrive.

- Office 365 Plan for Current Students and Installation Instructions
- Office 365 Email FAQs

CUNY GC IT Support

For Graduate Center technology and media support, work orders can be initiated via:
- Self Service: https://itservices.gc.cuny.edu
- E-mail: itservices@gc.cuny.edu
- Chat: Chat Now

- Emergency calls to 212-817-7300 are received:
    - Monday - Friday between the hours of 9 a.m. - 5 p.m. when fall and spring classes are in session
    - Monday -Thursday between the hours of 9 a.m. - 5 p.m. during summer session

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Financial Aid Reminders

The Office of Fellowships and Financial Aid is currently working remotely. The best way to reach the department is via email at financialaid@gc.cuny.edu.

Need to submit documents to the Office of Financial Aid? Please use their **Virtual Drop Off Service**. Use your GC credentials to log in.

1. To receive timely payment of Fall 2020 fellowship awards, please make sure to accept your awards and register full-time on CUNYfirst by July 31st.

2. Plans for the CUNY Cares Act allocation can be found here.

3. Information for Doctoral Students regarding steps to be taken to receive fellowships on time: incoming domestic students and returning domestic students. Information for international students will be forthcoming.

4. School of Labor and Urban Studies prospective applicants and current students can find out more about available financial aid options here. Our office will remain your primary contact for financial aid.

5. The FAFSA can now be completed for 2020-2021 by applying online at www.studentaid.gov or downloading the myStudentAid app.

6. The Carroll and Milton Petrie Student emergency grant fund is now accepting applications. Find more information here.

Academic Calendar Fall 2020

No one will be allowed to register after Tuesday, September 1, 2020.

PLEASE NOTE: If you register on or after August 26, 2020, you will be charged a $25 late registration fee. If you make an adjustment to an already existing enrollment on or after August 27, you will be assessed an $18 Program Adjustment Fee.

July 31 (FRI.)
Financial aid registration deadline. Last day for returning students to register full-time in order to ensure fellowship payment during the first week of classes.

July 31 (FRI.)
Deadline for filing for readmission and last day for non-matriculated and auditor student to file an application for the Fall 2020 semester.

August 17 (MON.)
Registration begins for new matriculated students.

August 21 (FRI.)
Registration begins for non-matriculants readmits, and permit students.

August 25 (TUES.)
Last day to apply for leave of absence for Fall 2020. Last day to drop for 100% tuition refund. Last day to file ePermit request.

August 26 (WED.)
First day of classes for Fall 2020 semester. All student who register on or after this day must pay tuition and fees in full at that time, including $25 late registration fee. Students making adjustments to an already existing enrollment on or after this day will be assessed an $18 Program Adjustment Fee.

September 1 (TUES.)
Last day to register for Fall 2020 semester. Last day to drop for 75% tuition refund.

September 7 (MON.)
Labor Day observed. The Graduate Center is closed.

September 8 (TUES.)
Last day to drop for 50% tuition refund.

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September 15 (TUES.)
Deadline for filing an add with special written permission or drop (without the grade of "W" appearing on the student record), changes of level, or residency changes for the Fall 2020 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date. Last day to drop for 25% tuition refund. Last day to deposit a dissertation or thesis for a September 30, 2020 degree.

September 16 (WEDS.)
Grade of W is assigned to students who officially withdraw from a course.

September 18 – September 20 (FRI. - SUN.)
No classes scheduled.

September 28 (MON.)
No classes scheduled.

September 29 (TUES.)
Classes follow Monday schedule.

October 12 (MON.)
College is closed.

October 14 (WEDS.)
Classes follow Monday schedule.

November 6 (FRI.)
Last day to file for unevaluated withdrawal ("W") from courses.

November 25 (WEDS.)
Classes follow Friday schedule.

November 26 – November 29 (THURS. – SUN.)
College is closed. No classes scheduled.

December 10 – December 11 (THURS. - FRI.)
Reading Day.

December 14 – 20 (MON. – SUN.)
Fifteenth week of the semester including Final Examination Period.

December 30 (WEDS.)
Final grade submission deadline.

Contact Information for GC Offices

Please note that during this time of modified work arrangements, phone voicemails are checked regularly but an email to the department may provide a faster response.

Department	Phone	Email
Admissions	212-817-7470	admissions@gc.cuny.edu
Bursar	212-817-7680	bursar@gc.cuny.edu
Career Planning & Prof Development	212-817-7425	careerplan@gc.cuny.edu
Communications & Marketing	212-817-7170	comms@gc.cuny.edu
Compliance and Diversity	212-817-7410	compliancediversity@gc.cuny.edu
Facilities	212-817-7730	facilities@gc.cuny.edu
Financial Aid	212-817-7460	financialaid@gc.cuny.edu
Human Resources	212-817-7700	hr@gc.cuny.edu
Information Technology	212-817-7350	it@gc.cuny.edu
IT Services	212-817-7300	itservices@gc.cuny.edu
International Students Office	212-817-7490	intstu@gc.cuny.edu
Library	212-817-7040	library@gc.cuny.edu
Mail Room	212-817-7750	mailroom@gc.cuny.edu
President's Office	212-817-7100	presdnt@gc.cuny.edu
Provost's Office	212-817-7200	provost@gc.cuny.edu
Registrar's Office	212-817-7500	registrar@gc.cuny.edu
Security & Public Safety	212-817-7777	security@gc.cuny.edu
Special Events and Event Planning	212-817-7150	specialevents@gc.cuny.edu
Student Affairs	212-817-7400	studentaffairs@gc.cuny.edu
Student Disability Services	212-817-7400	studentdisabilityservices@gc.cuny.edu
Teaching and Learning Center	212-817-7273	tlc@gc.cuny.edu
Wellness Center	212-817-7020	wellness@gc.cuny.edu

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FAQs

1. **Does the Psychology Executive Office set up Zoom meetings for remote Dissertation Defenses?**
   a. NO. As The Graduate Center does not currently provide students with Zoom licenses, **please ask your Committee Chair to host the Zoom meeting for your remote dissertation defense**. If you have additional questions about using Zoom, please follow the instructions above in the "Zoom" section of this document.

2. **When is the deadline to accept my financial aid award, and how do I accept it?**
   a. The deadline to accept financial aid awards is July 31, 2020. Please make sure to accept your financial aid awards and register full-time on CUNYfirst by this date. Please refer to the "Financial Aid Reminders" section of this document for additional information.

3. **How many credits do I need to register as a full time student?**
   a. 7 credits are required to maintain full time status. If you are taking courses that add up to less than 7 credits, you will need to register for the appropriate number of Weighted Instructional Units (WIU 1 - WIU 6) along with the courses you are taking to equal 7 credits. Additional details are listed on the website for the GC's Registrar.

4. **How do I get the Executive Officer's signature for my Workload Report form?**
   a. Please reach out to Swe Swe Htay, APO for Administration and Program Management (shtay@gc.cuny.edu) **after your Workload Report form has been signed by your Department Chair.** The Psychology Executive Office will then get the Executive Officer's signature, and submit your form for processing.

5. **How do I get the Executive Officer's signature for academic-related forms, such as the Transfer Credit Form, Leave of Absence Form, Final Exam Forms, etc.?**
   a. Please reach out to Judith Kubran (jkubran@gc.cuny.edu), APO for Student Academic Progress and Support. Judith will always get the Executive Officer's signature on all forms. **Please do not go directly to the Psychology Executive Office for signatures.** This will create many administrative problems and will delay the processing of your paperwork.

6. **Can I request a Letter of Good Academic Standing to apply for grant and fellowship applications?**
   a. Yes. To request a Letter of Good Academic Standing, please email Judith Kubran (jkubran@gc.cuny.edu) to confirm your academic standing, and include the following details:

- Student's full name
- Student's training area
- Student's CUNYfirst EMPL ID #
- Name of the grant/fellowship
- Application deadline

7. **Who do I contact to get employment verification?**
   a. If you are a Graduate Assistat A, B, C, or D, you can request your employment verification by filling out the [employment verification form](#) provided by the Office of Human Resources. Please send your request to hr@gc.cuny.edu.

8. **Who do I contact regarding NYSHIP and health insurance coverage?**
   a. Students may direct all questions regarding health insurance to the Office of Student Affairs at healthinsuranceinfo@gc.cuny.edu. Students losing coverage due to graduation or leaves of absence, or who may face ineligibility due to the loss of a CUNY adjunct or graduate assistant appointment are especially encouraged to get in touch. Students will be offered the option to enroll in COBRA without a gap in coverage, and the Office of Student Affairs may provide individual guidance on other options available.

      The Office of Student Affairs has also prepared a health insurance guide, which is [available online](#) and is being updated for the upcoming semester.

9. **Will there be in-person classes for the Fall 2020 semester?**
   a. All classroom instruction will continue remotely for the Fall 2020 semester. Please check The Graduate Center's [Coronavirus Guidance and Updates](#) for periodic updates concerning classroom instruction.

10. **If The Graduate Center remains closed, will I still have access to campus services?**
    a. A host of campus services—including the Mina Rees Library, Registrar's Office, Student Counseling Center, and the Writing Center—have provided online access to their resources. Please see The Graduate Center's [website](#) to learn how to access these services remotely.

International Students

11. **How do I get the Executive Officer's signature for my OPT/CPT form?**
    a. Please reach out to the Psychology Executive Office (staffeo@gc.cuny.edu) **after Sections 1-4 of your OPT/CPT form have been completed.** For Section 4, please check with your Training Area Head to see if your CPT is a required or optional academic activity. Check the appropriate box, and fill in any relevant information.

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The Psychology Executive Office will then get the Executive Officer's signature and send you a scanned copy of your signed CPT Request Form, so that you can submit it to the Office of International Students. **Please allow 3-5 business days to process your request.**