

# Which office should I go to for help?

## Report Sexual harassment, dating violence, stalking, or domestic violence

- Pinar Ozgu, Interim Vice President of Institutional Equity and Human Resources/ Chief Diversity Officer/Title IX Coordinator, room 8204: [pozgu@gc.cuny.edu](mailto:pozgu@gc.cuny.edu) 212-817-7101
- Director of Public Safety: John Flaherty, [jflaherty@gc.cuny.edu](mailto:jflaherty@gc.cuny.edu) 212-817-7777
- Chief Student Affairs Officer/ Vice President of Student Affairs, room 7301: Matthew G. Schoengood, [mschoengood@gc.cuny.edu](mailto:mschoengood@gc.cuny.edu) or call 212-817-7400
- Executive Director of Human Resources: David Boxill, [dboxill@gc.cuny.edu](mailto:dboxill@gc.cuny.edu)

If you are in imminent danger and/or are physically injured, call Security (212) 817-7777, or dial 911

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## Discrimination and/or retaliation based on race, gender identification, sexual orientation

- Interim Vice President of Institutional Equity and Human Resources/ Chief Diversity Officer/Title IX Coordinator, room 8204: Pinar Ozgu, [pozgu@gc.cuny.edu](mailto:pozgu@gc.cuny.edu) or call 212-817-7101

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## Services for Student with Disabilities

Claire Wilson, [cwilson1@gc.cuny.edu](mailto:cwilson1@gc.cuny.edu), ROOM 7301, TEL 212-817-7413

It is the student's responsibility to initiate services and self-disclose with the 504 /ADA Compliance Coordinator in the Office of the Vice President for Student Affairs. To do so (with confidentiality), contact the manager of SDS, Some examples of covered disabilities are visual and hearing impairments, mobility impairments, impairment of hand function, and such "invisible" disabilities as learning disabilities, ADHD, ASD, PTSD, GAD, MDD, bipolar disorder, heart conditions, TBI, chronic pain disorders, AIDS/HIV, chronic fatigue syndrome, and being in recovery from substance use disorder.

Grievances should be addressed to Matthew Schoengood, Vice President for Student Affairs, [MSchoengood@gc.cuny.edu](mailto:MSchoengood@gc.cuny.edu), or call 212-817-7400.

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## Student Affairs ROOM 7301; TEL 212-817-7400; [studentaffairs@gc.cuny.edu](mailto:studentaffairs@gc.cuny.edu)

TO obtain approval/signature on an Inter-University Consortium Form (steps 1 and 2)

TO get information about [Health Insurance](#) and inquire about [NYSHIP](#) providers ([healthinsuranceinfo@gc.cuny.edu](mailto:healthinsuranceinfo@gc.cuny.edu))

TO obtain permission for emergency Withdrawals (after the official drop/add deadline has passed)

TO apply for Travel/Research Reimbursement Funds

TO find out about [travel requirements for international and domestic travel](#)

TO obtain the [GC Student Handbook](#) and follow-up questions regarding academic policies.

Grievances related concerning Student Affairs should be addressed to Matthew Schoengood, Vice President for Student Affairs, [MSchoengood@gc.cuny.edu](mailto:MSchoengood@gc.cuny.edu), or call 212-817-7400.

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## Office of International Students (ISO) ROOM 7200; TEL 212-817-7490; [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu)

TO clear an International Student Office Hold

TO consult with an international student counselor regarding immigration status, employment, taxes, etc.

TO report U.S. exit plans and reentry documentation, apply for visas

TO update U.S. Residence address, per U.S. OHS requirements

TO update documentation to apply for a course reduction, OPT and/or CPT

TO request information about taxation and other GC and U.S. bureaucratic requirements

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## **Bursar** ROOM 8105; TEL 212-817-7680; [bursar@gc.cuny.edu](mailto:bursar@gc.cuny.edu)

TO clear a Bursar's hold

TO pay for a lost/stolen ID Card

TO update ID validation sticker

TO settle your Tuition/any Tuition Inquiries

**Admissions** ROOM 7201; TEL 212-817-7470; [admissions@gc.cuny.edu](mailto:admissions@gc.cuny.edu)

TO clear an Admissions Hold  
TO get help finding [GC Housing](#)  
TO submit In-State Tuition forms (as a new student only; current students, see the Registrar)

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**Information Technology** [itservices@gc.cuny.edu](mailto:itservices@gc.cuny.edu)

TO reset your GC password or access issues related to GC account  
TO get help for computers and printer in the 7<sup>th</sup> floor lounge, (room 7400)  
TO find out about IT trainings and workshops

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**Office of Financial Aid** ROOM 7201; TEL 212-817-7460; [financialaid@gc.cuny.edu](mailto:financialaid@gc.cuny.edu)

TO apply for institutional, state, and federal financial aid  
TO ask questions about eligibility and criteria for financial aid  
TO ask questions about additional sources of funding

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**Registrar** ROOM 7201; TEL 212-817-7500; [registrar@gc.cuny.edu](mailto:registrar@gc.cuny.edu)

TO apply for In-State residency  
TO submit Transcript Request (only after payment is made to the Bursar)  
TO Change your Address, name change, gender change  
TO get information regarding Veterans' Benefits TO submit a CUNY Employee Tuition Fee Waiver Form (only after settling your bill with the Bursar)  
TO request leave of absences, withdraw from courses

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**Wellness Center** ROOM 6422; TEL 212-817-7020 [wellness@gc.cuny.edu](mailto:wellness@gc.cuny.edu)

TO find information for Student Health Services presentations, workshops, health screenings, and in-office health education handouts  
TO ask questions about immunization compliance and clear holds  
TO make appointments with Counseling Services, and find out about short-term individual and group counseling and psychotherapy, couples counseling, and consultation and referral services

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**IRB / Human Research Protection Program (HRPP)**

Room 3300.28; TEL 212-817-7525, [rbanchik@gc.cuny.edu](mailto:rbanchik@gc.cuny.edu)

TO find out about human research protocols, questions about IRB application process, etc.

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**Provost's Office** Anne Ellis [aellis@gc.cuny.edu](mailto:aellis@gc.cuny.edu) ROOM 8113, TEL 212-817-7200

TO find out anything about your specific Graduate Center Fellowship (GCF) award

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**Linguistics Program Office**

**Room 7407, TEL 212-817-8513 / 8500 / 8501**

The Program's Executive Officer ([Prof. Cecelia Cutler](#)) and Assistant Program Officer ([Nishi Bissoondial](#)) are **always** available to assist students with any of the above information and more. As matter of fact, we would greatly appreciate if you come to us first. We are here to help students any way possible. Our doors, email, and phone are open!

And last but not least, you may also contact the student members of the **Executive Committee** and / or the **Linguistics Student Association** members to relay student-body issues and concerns. Please contact the EO or APO, or go to our website ([Governance](#)) to see names of current student committee members.