Which office should I for help with…?

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

- Interim Chief Diversity Officer/Title IX Coordinator, Edith Rivera, erivera@gc.cuny.edu 212-817-7410
- Director of Public Safety: John Flaherty, 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
  or call 212-817-7400
- Executive Director of Human Resources: David Boxill, dboxill@gc.cuny.edu

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

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 or call 212-817-7101

Services for Student with Disabilities Claire Wilson, 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, or call 212-817-7400.

Student Affairs
ROOM 7301; TEL 212-817-7400; studentaffairs@gc.cuny.edu

TO obtain approval/signature on an Inter­University Consortium Form (steps 1 and 2)
TO get information about Health Insurance and inquire about NYSHIP providers (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, and the GC Bulletin.

Office of International Students (ISO)
ROOM 7200; TEL 212-817-7490; inststu@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

Bursar
ROOM 8105; TEL 212-817-7680; 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

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)
**Information Technology** 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 7th floor lounge, (room 7400)
TO find out about IT trainings and workshops

**Office of Financial Aid** ROOM 7201; TEL 212-817-7460; financialaid@gc.cuny.edu

TO apply for institutional, state, and federal financial aid
TO ask questions about eligibility and criteria for financial aid

**Registrar** ROOM 7201; TEL 212-817-7500; 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 / Program

**Wellness Center** ROOM 6422; TEL 212-817-7020 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

**Dissertation / Thesis Deposit Procedures**

Got to [https://libguides.gc.cuny.edu/dissertations](https://libguides.gc.cuny.edu/dissertations) on Mina Rees Library website. Contact Roxanne Shirazi, the Dissertation Librarian for details at rshirazi@gc.cuny.edu

**IRB / Human Research Protection Program** Room 3300.28; TEL 212-817-7525, rbanchik@gc.cuny.edu

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

**Provost’s Office** Anne Ellis aellis@gc.cuny.edu ROOM 8113, TEL 212-817-7200

Graduate Center Fellows (GCF): find out anything about your specific award, e.g. leaves/deferral, teaching placement procedures, etc.

**Linguistics Program Office**

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

The Program’s Executive Officer ([Prof. Cecelia Cutler](mailto:Prof.Cecelia.Cutler@gc.cuny.edu)) and Assistant Program Officer ([Nishi Bissoondial](mailto:Nishi.Bissoondial@gc.cuny.edu)) 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!

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](mailto:Governance@gc.cuny.edu)) to see names of current student committee members.