



# M.A. DEGREE IN WOMEN'S AND GENDER STUDIES HANDBOOK 2022-2023

The Masters of Arts degree in Women's and Gender Studies at the Graduate Center, CUNY, is an interdisciplinary program that draws on the insights of a wide range of disciplines.

Students completing this degree will be prepared to enter a wide range of government or private organizations that require gender expertise, and/or to undertake further study at the Ph.D. level.

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## Introduction

This practical guide is intended for students pursuing the Master of Arts in Women's and Gender Studies (WGS) 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:

- [MA in WGS](#) – events, courses, faculty, requirements, FAQ
- [Registrar](#) – forms, academic calendars, links to all Student Services' websites
- [CUNYfirst](#)- access the Student Center to register for classes, bill management, etc.
- [Library](#) – access important Thesis/Internship guidelines and deadlines, WGS [library guide](#)

## Basic Information

### M.A. Program in Women's and Gender Studies

The Graduate Center  
365 Fifth Avenue, Suite 5116  
New York, NY 10016–4309  
Tel: (212) 817-8895  
Email: [wgs@gc.cuny.edu](mailto:wgs@gc.cuny.edu)

- Students need to have their GC ID to enter the building.
- Students should know their EMPL ID to access various services at the GC.
- The MA in WGS Office is located on the 5th floor.
- All Graduate Center (GC) phone numbers begin (212) 817-xxxx. The final four numbers are the extension (e.g., the WGS MA Program ext. is "8905") 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 #
Dána-Ain Davis <b>Director/ Executive Officer (EO)</b>	8896	<a href="mailto:dana.davis@qc.cuny.edu">dana.davis@qc.cuny.edu</a>	5116.01
Eileen Liang-Massey <b>Assistant Program Officer (APO)</b>	8905	<a href="mailto:eliang@gc.cuny.edu">eliang@gc.cuny.edu</a>	5116
Natalie Ruby <b>College Assistant</b>	8903	<a href="mailto:nruby@gc.cuny.edu">nruby@gc.cuny.edu</a>	5116

## WGS MA Program Requirements

The program requires **30 credits**. This includes **4 core courses** at 3 credits each for a total of **12 credits** (Feminist Texts and Theories, Global Feminisms, Special Topics in Women's and Gender Studies, and Research Methods in Women's and Gender Studies). Additionally, students are required to take at least **15 credits** worth of elective courses selected from related courses taught at the Graduate Center. Courses officially cross-listed with the WGS program are listed on the website and will be sent out by the APO every semester prior to the registration period.

In addition to completing the **27 credits of coursework**, students will need to complete *either* a research-based **thesis** of 30-40 pages, *or* an **internship** (non-government organization, policy center, United Nations agency, and the like), with a *final written report* for **3 credits**.

Students may enroll **full-time (9 credits or more/semester)** for two years, or **part-time** for four years.

### THE CORE COURSES (All core courses are 3 hours for 3 credits.)

WGS 71001 *Feminist Texts and Theories (generally offered every fall)*

WGS 71701 *Global Feminisms (generally offered every fall)*

WGS 71601 *Topics in Women's and Gender Studies (generally offered every spring)*

WGS 71600 *Research Methods in Women's and Gender Studies (offered every spring)*

WGS 79600 *Independent Study (optional; with permission from Director)*

WGS 79601 *Internship (generally, post coursework)*

WGS 79602 *Thesis Writing (post coursework)*

Most classes meet once a week. All courses must have GC course numbers and must be offered through the GC. **WGS students may not e-permit into courses on other CUNY campuses.** They are also not permitted to take courses for credit at area universities.

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

### Registration

Registration information, including course descriptions and other pertinent information, is posted on the website. **All students should review the Graduate Center academic calendar for the registration dates.** All student registrations are done online via CUNYFirst. Not every course is offered each semester, so it is important to be aware of when WGS core courses are being offered.

### Course Credits

The elective courses we offer are mostly 3 credits or 4- credits. When selecting classes, you should keep this in mind, especially if you are paying per credit (this applies if you are attending the program part-time, are an out-of-state

resident, or an international student). When registering, be mindful of how many credits you are registering for. You should also get in the habit of tracking how many credits you have earned throughout the duration of your time in the program. Have this information ready for when you meet the Director for coursework advisement.

### **Advisement**

You will meet with the Director prior to the registration period for coursework advisement. The Assistant Program Officer will facilitate and schedule these semesterly appointments.

### **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.
- *Continuing students* will have an advisement hold placed on their account each semester. Continuing students are required to participate in an advisement meeting prior to each registration period for advisement and to ensure you are making satisfactory progress in the program. After this meeting, their advisement hold will be lifted.

### **Satisfactory Progress Holds**

Students need to be in good standing to register. A student may have a hold on their 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 a satisfactory progress 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 Director and Assistant Program 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, Library for late fees, etc.).
- **Note that our office can only help resolve academic holds.**

### **Class Permissions**

If a course 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" with the Assistant Program Officer. It is best practice to always include your CUNYFirst ID in emails of this nature.

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; **WGS 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. You must change this credit value by clicking on the credit number in the registration screen.

### **Grading**

In order for a class to count for the degree, students must be graded on an A-F scale.

### **Dropping Courses**

There is no add/drop period. You may be charged tuition if you drop courses on the first day of the semester or later (see the [CUNY Tuition Refund Schedule](#)). In addition, students are required to pay a fee each time they make certain program changes, on or after the first day of classes (except for students who only drop courses), based upon the official CUNY calendar. **Use the SWAP function** if you are dropping a 3-credit course and adding a different 3-credit course in its place. **You must use the SWAP function to avoid possible financial penalty.**

**\*Dropping a course may result in a change to a student's financial aid. Please check with Financial Aid before dropping any courses if you receive 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. 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 27 credits for the degree, but need an additional semester to complete the thesis (3 credits), 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."

### **Applying for Readmission**

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

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

## **The Coursework**

**THE CORE COURSES** (All core courses are for 3 credits.)

WGS 71001 *Feminist Texts and Theories* (generally offered every fall)

WGS 71701 *Global Feminisms* (generally offered every fall)

WGS 71600 *Research Methods in Women's and Gender Studies* (offered every spring)

WGS 71601 *Topics in Women's and Gender Studies* (generally offered every spring)

WGS 79600 Independent Study (optional; with permission from Director )

In addition to the core courses, you are required to take at least 15 credits worth of elective courses, as well as a 3-credit thesis or internship.

## **CORE COURSE DESCRIPTIONS**

### **WGS 71001 Feminist Texts and Theories**

This course will explore the work of reading, writing, and publishing feminist texts and theories, emphasizing the historical context and means of production of feminist scholarship. Topics will include inquiries into various feminist presses, writing and media collectives, women's studies journals, and digital archives (such as the Kitchen Table/Women of Color Press, the Feminist Press, the Combahee River Collective, Triple Jeopardy, Hijas de Cuauhtémoc, off our backs, *Feminist Theory*, *Meridians*, *WSQ*, *GLQ*, *TSQ*; *feministkilljoys*, *equalityarchives*). The course will also demystify the work of submitting to and editing for an interdisciplinary journal of women's, gender, and sexuality studies.

### **WGS 71701 Global Feminisms**

With the rise of authoritarian regimes around the world, what insights do feminist movements and theorizing offer? What are the fault lines between different forms of feminisms? How do liberal feminist ideals and principles intertwine with an imperial agenda? What are the links and divergences between Islamophobia and racism? Who should be the arbiter of "equality," "fairness," and "human rights"? What ethical questions shape the practices of feminism and feminist politics both domestically and internationally? What is the relationship between modes of production, political economy, and gender politics? What are the possibilities and limits of a transnational feminist politics? What are the material conditions/structural factors which enable and/or undermine transnational feminist solidarity? This course grapples with some of these questions in the wake of rapid world altering changes.

We will explore the gender dynamics of racial, ethnic, and economic relations of power in domestic, international, and transnational settings. We will examine feminist scholarship produced by and about American women of color, women from the global south, and other social and political actors whose experiences and thinking have shaped contemporary ideas about gender, power, and international political economies. We will explore how both self-identified feminists and people who do not consider themselves feminists write about and understand gender, justice, human rights, tolerance,

agency, imperialism, and other relevant topics. We will also examine how women and self-identified feminists practice solidarity across and within national boundaries, paying attention to the possibilities and constraints that shape transnational feminist activism. We will look at both empirical and theoretical texts from a range of academic disciplines.

### **WGS 71600 Research Methods in Women's and Gender Studies**

This course aims to examine feminist critiques of knowledge, academic disciplines, and research methods. We will focus on how feminist scholars challenge current theories of knowledge and the methodologies employed in interdisciplinary research. We will ask how gender theory and feminist politics shape the kind of research questions we ask and the types of material we use. A range of quantitative and qualitative methods will be explored, including ethnography and oral history.

### **WGS 71601 Topics in Women's and Gender Studies**

This course will vary from semester to semester, depending on the given instructor's interests. Previous course offerings include "Feminism, Autobiography, Theory: Women Writing Witness," Professor Nancy K. Miller; "Trans Theories, Practices, Politics," Professor Paisley Currah; "Poststructuralism, Postmodernism, Posthumanism," Professor Domna Stanton; "New Feminist Epistemologies and Metaphysics," Professor Linda Martín Alcoff; and "Motherhood: Body and Citizenship," Professor Barbara Katz Rothman.

### **WGS 79600 Independent Study**

This course will permit students to undertake an independent study project under the supervision of a faculty advisor. The course will require the development of a comprehensive topic of study, the development of a bibliography, and the completion of a substantial final paper.

## The Master's Thesis OR Internship

The thesis OR the internship is the culmination of the MA in WGS degree. You must decide if you want to do a thesis OR an internship; you cannot do both. Students should start planning their thesis/internship project halfway through the program (when students have between 15 and 18 credits).

### Who is Eligible to Advise?

Thesis and internship project advisors must be members of the GC faculty. A list of current WGS faculty is included in the Appendix. Students should try to find advisors through their coursework but should understand that 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 their thesis/internship project is about.

### Thesis Supervision (WGS 79602)

Once registered for **Thesis Supervision**, students will carry out the research and writing for their final thesis in the program. Students will meet regularly with their faculty advisor during the course of the semester. Ideally, the thesis should develop the interests students have explored in their coursework. Some students develop a paper written for a course—or a couple of papers—into their thesis. The thesis should be 30-40 pages long (this page range does not include the bibliography, appendix, or endnotes). Students should enroll in **WGS 79602 Thesis** only when they have completed the coursework for the degree, or at least 24 credits of coursework. Some students register for one course and the Thesis in the final semester, and some register for Thesis only.

### Internship (WGS 79601)

**The Internship** will provide students working in women's and gender studies areas with experience in nongovernmental organizations such as the United Nations, or other policy-related institutions, *Women's Studies Quarterly*, etc. Prior to beginning the internship, a representative of the organization will determine with the Director the tasks to be carried out by the student. (These may not be clerical in nature but should involve substantial work related to the mission of the organization.) Students will devote approximately 140 hours (10 hours a week, times 14 weeks) during the academic year or over a summer. Students will have a faculty advisor, who will meet regularly with them to monitor their progress. Students will keep a log of their activities and will prepare a final report documenting the work carried out.

### Registering for WGS 79601 or WGS 79602 (Thesis or Internship)

In order to register for **WGS 79601/WGS 79602**, students need to obtain written confirmation from the faculty who will serve as their advisor and forward the confirmation in an email to the Director and the Assistant Program Officer. Only then will they be able to issue the class permission.

### Approval Process and Important Steps for Completing the Thesis:

1. Apply for graduation in CUNYFirst. This should be done at least 2 weeks prior to depositing to the Library.
2. Check your manuscript against the Library's format guidelines, including the Approval Page:  
<https://libguides.gc.cuny.edu/dissertations/format>
3. Your faculty advisor must read and approve your thesis. This may be a multi-step revision process, so please plan accordingly. Once your advisor approves the thesis, you should have them sign the Approval Page.
4. *Your thesis must be completed and approved by your advisor before it comes to us.* To submit your thesis to the WGS office, please:
  1. Email the document to the Director and copy the APO
  2. Forward an email from your advisor approving your thesis.
5. As of March 13, 2020 and until further notice: in lieu of a physical signed approval page, **the library will accept an email from the program director** confirming that the thesis has been approved and is ready to deposit. This single email, sent from a CUNY email address, will suffice for both signatures on the approval page; no library verification from the advisor is necessary at this time.

Please send emails to Roxanne Shirazi and cc: [deposit@gc.cuny.edu](mailto:deposit@gc.cuny.edu).

The Library had a very detailed guide on the entire thesis deposit process. Please read this carefully:

<https://libguides.gc.cuny.edu/c.php?g=159556&p=2859311>

For example: for a May degree, we would prefer to receive your advisor-approved thesis by **April 1**. If that is not possible, please have it to us no later than **April 10**. This gives the Director time to review your work (*again, this should already be revised with and approved by your advisor*), and so you have time to coordinate depositing and complete all the necessary administrative steps after your document has been approved by the Director.

### Submission and Deposit Deadlines

A thesis may be deposited anytime; degree deadlines are below:

For Degree	Enrollment Required	Apply to Graduate in CUNYFirst	Preferred date to Submit Advisor-Approved Thesis to WGS	FINAL date to Submit Advisor-Approved Thesis to WGS	Library Deposit Required By (Thesis Only)
February 1	Preceding Fall term	At least two weeks prior to depositing with library	November 1	November 15	Last day in January
End of May/June	Spring term		April 1	April 10	End of April
September 30	Preceding Spring term		August 1	August 15	Mid-September

For more information on depositing the thesis, see the [Dissertations & Theses deposit guide](#).

## Conference Travel and Research Awards:

The WGS program offers a number of limited funding opportunities for students to support research and travel to conferences. These are not competitive funds.

**The CSWS Fund** has limited funds for conference travel.

**The ADCO Student Fund** has limited funds for conference travel and research.

To apply for these funds, email the Assistant Program Officer and ask for either the **Conference Travel Funds Request Form** or the **Research Funds Request Form**.

These are pre-approval forms. You will fill out the form(s), provide the appropriate receipts for money spent, and we will reimburse you after processing your request.

Each student is entitled to up to \$150.00 per academic year and up to \$300.00 total during your WGS MA career.

Other funding opportunities that are available to you:

→ Conference Presentation Support from the Office of Student Affairs:

This is available on a bi-yearly basis. A new form will be available at the start of each semester. Please keep in mind that this is for up to \$300.00 and you must be presenting at the conference (not just attending).

## Academic / Digital Resources

### [Mina Rees Library](#)

One of the consortial advantages of CUNY is its library system.

- GC students have borrowing privileges at all 33 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)
  - 400 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>.

### [WGS Research Guide](#)

The online research [guide](#) arranged by our WGS librarian is intended to be used as a starting place for research.

### [The Center for the Study of Women and Society/Women's Studies Certificate Program Library](#)

Graduate Center Faculty, Staff, and Students with Graduate Center IDs may use the CSWS/WGS Library.

- Up to two books may be borrowed for up to two weeks. Books may be renewed.
- Borrowers must record their name, CUNYFirst EMPLID, email address, mailing address, and telephone number in addition to the titles of the books being borrowed.
- Borrowers who fail to return books on time will not be allowed to borrow books in the future.

### [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.

### [Quantitative 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 focuses 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 can 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

**\*\* DUE TO COVID-19 SOME OF THESE RESOURCES MAY NOT BE AVAILABLE OR ACCESSIBLE.\*\***

### **Doctoral and Graduate Students' Council**

The Doctoral and Graduate Students' Council (DGSC) 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 5<sup>th</sup> 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://cunyds.org>. Each program should have a DGSC representative.

### **Lounges, Dining, and Other Spaces**

**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](mailto: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 7<sup>th</sup> floor, in room 7405. It offers several booths with computers, and a large 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

<b>Registrar</b>	Room 7201 Email: <a href="mailto:registrar@gc.cuny.edu">registrar@gc.cuny.edu</a> Phone: (212) 817-7500, Fax: (212) 817-1627
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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

<b>Bursar</b>	Room 8105.7 Email: <a href="mailto:bursar@gc.cuny.edu">bursar@gc.cuny.edu</a> Phone: (212) 817-7680, Fax: (212) 817-1637
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### 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

<b>Admissions</b>	Room 7201 Email: <a href="mailto:admissions@gc.cuny.edu">admissions@gc.cuny.edu</a> Phone: (212) 817-7470, Fax: (212) 817-1624
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### 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)

<b>Student Affairs</b>	Room 7301 Email: <a href="mailto:studentaffairs@gc.cuny.edu">studentaffairs@gc.cuny.edu</a> Phone: (212) 817-7400, Fax: (212) 817-1621
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Contact [Student Affairs](#) to...

- clear satisfactory progress holds
- obtain permission for late withdrawals (after the official drop/add deadline has passed)
- obtain information on Disability Services

<b>Financial Aid</b>	Room 7201 Email: <a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a> Phone: (212) 817-7460, Fax: (212) 817-1623
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Contact [Financial Aid](#) 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

<b>The Wellness Center</b>	Room 6422 Email: <a href="mailto:wellness@gc.cuny.edu">wellness@gc.cuny.edu</a> Phone: (212) 817-7020, Fax: (212) 817-1602
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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 infections), 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.

<b>International Students</b>	Room 7200 Email: <a href="mailto:intstu@gc.cuny.edu">intstu@gc.cuny.edu</a> Phone: (212) 817-7490
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The [Office of International Students](#) provides advice and assistance to students from outside the United States, particularly with regard to immigration issues relating to F-1 Student Status and J-1 Exchange Visitor Student category. The office also assists students in understanding American cultural behavior and in interpreting various bureaucratic procedural requirements, including nonresident alien taxation.

<b>Student Disability Services</b>	Room 7301 Email: <a href="mailto:disabilityservices@gc.cuny.edu">disabilityservices@gc.cuny.edu</a> Phone: (212) 817-7400
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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 [Student Disability Services](#) 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) call (212) 817-7400 or email [disabilityservices@gc.cuny.edu](mailto:disabilityservices@gc.cuny.edu).

<b>Public Safety</b>	Room 9117 Email: <a href="mailto:security@gc.cuny.edu">security@gc.cuny.edu</a> Phone: (212) 817- 7777
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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.

<b>Information Technology</b>	Room 8311 Email: <a href="mailto:itservices@gc.cuny.edu">itservices@gc.cuny.edu</a> Phone: (212) 817-7300
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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

## WGS Faculty

Upon matriculating, each student will choose a [faculty member](#) to serve as their advisor for choosing their courses and to guide them through their internship or thesis.

### *Women's and Gender Studies*

Cynthia Chris

Natalie Havlin

Jillian Báez

Matt Brim

Red Washburn

Kyoo Lee

### *Anthropology*

Dána-Ain Davis (also under *Psychology*)

Setha Low (also under *Psychology*)

Ida Susser

Saadia Toor (also under *Sociology*)

Bianca C. Williams

### *Art History*

Gail Levin

### *Comparative Literature*

Eugenia Paulicelli

### *Earth and Environmental Sciences*

Cindi Katz (also under *Psychology*)

Rupal Oza

### *English*

Barbara Bowen

Carrie Hintz

Peter Hitchcock (also under *Comparative Literature*)

Hildegard Hoeller

Nancy K. Miller (also under *Comparative Literature*)

Talia Schaffer

### *French*

Domna C. Stanton

### *History*

Beth Baron

Susan Besse

Blanche Wiesen Cook

Mary S. Gibson (also under *Criminal Justice*)

Dagmar Herzog

Robyn C. Spencer

### *Music*

Jane C. Sugarman

*Philosophy*

Linda Martin Alcoff

Serene Khader

Sibyl A. Schwarzenbach

*Political Science*

Alyson Cole

Paisley Currah

Janet Carol Gornick (also under *Sociology*)

Ruth O'Brien

Joe Rollins

*Psychology*Michelle Fine (also under *Urban Education*)

Tracey A. Revenson

Susan Saegert

Deborah L. Tolman

*Sociology*

Roslyn W. Bologh

Lynn S. Chancer

Patricia Clough

Jean Halley

Marnia Lazreg

Mary Clare Lennon

Jayne Mooney

Julia Wrigley (also under *Urban Education*)*Theatre/Film*

Amy Herzog