



THE
GRADUATE
CENTER
CITY UNIVERSITY
OF NEW YORK



Your link to the Graduate Center! Published by the Office of the Vice President for Student Affairs

Spring 2023

GREETINGS from all of us in Student Affairs to new and returning GC students. Student Affairs welcomes **Dr. Arielle Shanok** as the new Director of the Wellness Center. Arielle has been with the Graduate Center for over 15 years and has authored a guide specifically for graduate students, [Thriving in Graduate School: The Expert's Guide to Success and Wellness](#). We know this can be an extremely difficult time of year. We encourage you to contact the Wellness Center Student Counseling Services for information on individual and group counseling and workshops [Student Counseling Services \(cuny.edu\)](#).

The **Office of International Students** welcomes **Dr. James Baker** as a new International Student Advisor. James received his Ph.D. in Geography from University of Nebraska-Lincoln and joins the GC with experience in working with international students at Hult International Business School and St. Francis College.

As with the start of any new semester, please take a moment to make sure that your **NYSHIP status** is up-to-date if you are enrolled in this employee benefit: *Is there any change to your job title or the campus from which you will be paid?* If so, you need to submit a **transfer form**. *Are you an adjunct at a community college?* If so, you must contact Student Affairs and your community college so that your payroll can be transferred to the Graduate Center. **This must be done each semester**. *Are you still a student, but not in an eligible job title? Or have you graduated, taken a leave of absence, or withdrawn from your program (even if you are still adjuncting)?* If so, you are no longer eligible to remain in NYSHIP and must complete a **termination form**, even if you are an adjunct this semester. If your NYSHIP is terminating, you will be offered continuation of coverage via COBRA by

New York State Civil Service. Finally, always remember that if you have changed your residence address, you must notify us directly via the **change of address form**. All forms can be found at [Health Insurance \(cuny.edu\)](#). Please direct any questions to healthinsuranceinfo@gc.cuny.edu. Students not eligible for NYSHIP and looking for assistance with accessing local health services and public health insurance are encouraged to contact healthinsuranceinfo@gc.cuny.edu.

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 require new students and student leaders to participate in on-line training called **Sexual and Interpersonal Violence Prevention and Response Course** ("SPARC") [SPARC Training \(cuny.edu\)](#). 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/compliance-and-diversity/title-ix-awareness>.

Last semester we held a series of online **student activities** including a movie screening. Look for postings about upcoming spring events! **Student government elections for the DGSC** (Doctoral and Graduate Students' Council) begin with the nominations process during the spring. Consider taking advantage of the participatory and professional development opportunities that the DGSC and other governance roles offer. As you know, The Graduate Center continues to work with CUNY and local and state agencies to create a safe and welcoming environment for all members of the community. Please make sure to review current CUNY policies regarding building access and vaccinations #VaxUpCUNY – The City University of New York. Division of Student Affairs staff members are here to meet the needs of our students. Please do not hesitate to bring to Student Affairs any questions, concerns, or feedback in general. We can be reached at studentaffairs@gc.cuny.edu.

–Matthew G. Schoengood, V.P. for Student Affairs

Table of Contents

Looking for information about health, wellness, and managing health insurance or obtaining healthcare? [NYSHIP Health Insurance](#) [New York State of Health Enrollment](#) [The Wellness Center](#)

Get your career in gear! Updates from [Office of Career Planning and Professional Development](#) [Quantitative Research Consulting Center \(QRCC\)](#) [Teaching and Learning Center](#) [The Writing Center](#)

Do you know what's new at the library? [Mina Rees Library](#)

Looking for a safe place to talk? [The Ombuds Office](#)

Search out funding Opportunities? [Fellowships and Awards](#)

Your academic need-to-know to keep on track! [Plagiarism: Do you know how to Avoid it? \(your guide to academic integrity\)](#) [Human Subject Research](#) [Disabilities Services for Students](#)

International Students need-to-know... [Office of International Students](#)

Looking out for our littlest students... [The Child Development and Learning Center](#)

Important CUNY policies to support you in your studies and teaching: [Resources for Combating Sexual Assault and Other Unwelcome Behavior \(Title IX\)](#) [The City University of New York Policy on Equal Opportunity and Non-Discrimination](#) [Doctoral Student Parental Accommodation Policies](#) [Pregnancy Non-Discrimination Policy](#)

NYSHIP Health Insurance

Active matriculating doctoral students at The Graduate Center who are employed as either Graduate Assistants A, B, C or D; or in one of the eligible Adjunct titles (Adjunct Instructor; Adjunct Lecturer; Adjunct College Laboratory Technician (CLT); Non-Teaching Adjunct I or II) and who meet specific pay levels in those titles are eligible for health insurance coverage. The health insurance is made available through the Student Employee Health Plan (SEHP), a component of the New York State Health Insurance Program (NYSHIP). Students wishing to enroll must complete an enrollment form and provide copies of their social security card, birth certificate or passport, and current appointment letter. Additional documentation is required for those wishing to enroll dependents (spouse, child, domestic partner).

The program provides medical/hospitalization benefit, prescription coverage, laboratory tests, mental health/substance abuse care, and some dental coverage and vision care. Benefits are administered by a specified insurance provider depending upon the coverage.

1. Hospital/Emergency Room- administered by Empire BlueCross BlueShield
2. Medical-Doctor Visits/Laboratory Tests- The Empire Plan administered by UnitedHealthcare
3. Prescription Drug- Empire Plan Prescription Drug Program administered by CVS Caremark
4. Mental Health and Substance Abuse- administered by Beacon Health Options
5. Dental Care- administered by Emblem Health
6. Vision Care- administered by Davis Vision

Coverage under NYSHIP/SEHP also includes a telehealth benefit to permit enrollees and their covered dependents to access health care services remotely through LiveHealth Online. Enrollees can access care through a video visit with a board-certified doctor, licensed therapist or psychiatrist on their smartphone, tablet or personal computer at no cost.

Further information about the plans various benefits, along with the ability to access and download the enrollment form, can be found at the [GC Student Health Insurance Website](#). Participants pay for the plan by having automatic deductions taken from their bi-weekly paychecks. For 2023, the bi-weekly premium for individual coverage is \$29.03 and \$182.78 for family coverage (which includes spouses, children, and domestic partners).

There is an annual maximum out-of-pocket limit for covered, in-network services. For 2023, the totals are:

Individual Coverage:

- \$9,100 for in-network expenses incurred under the Hospital, Medical/Surgical and Mental Health, Substance Use Programs, and Prescription Drug Programs.

Family Coverage:

- \$18,200 for in-network expenses incurred under the Hospital, Medical/Surgical and Mental Health, Substance Use Programs, and Prescription Drug Programs.

Information is also available by accessing the [GC Student Health Insurance Website](#) or sending an email to healthinsuranceinfo@gc.cuny.edu

New York State of Health

[New York State of Health](#), the Official Health Plan Marketplace, is a way for people to shop for, compare, and enroll in health coverage. It is also the only place to get financial assistance provided by the federal government to lower the cost of your health coverage. If you live in New York, the New York Health Benefit Exchange is the Health Insurance Marketplace to serve you. Use the New York Health Benefit Exchange website to apply for coverage, compare plans, and enroll. You can quickly compare health plan options and apply for assistance that could lower the cost of health coverage. Individuals and families may also qualify for free or low-cost coverage from Medicaid or Child Health Plus through the Marketplace. Anyone who needs health coverage can apply.

Individuals who are eligible for other NY State of Health programs - Medicaid, Essential Plan and Child Health Plus - can enroll year-round. As always, New Yorkers can apply for coverage through NY State of Health online at nystateofhealth.ny.gov, by phone at 1-855-355-5777, and by connecting with a free enrollment assister.

The Wellness Center

Arielle Shanok, PhD is the Director at the Wellness Center. Cheri Daniels, MS is the Student Wellness Manager. Office Assistants: Deborah Mandas and Grace Acevedo. **Due to the ongoing pandemic, the Wellness Center office is operating using a hybrid approach. Please see the Wellness Center website for the most up-to-date hours when we are open in person:** <https://www.gc.cuny.edu/wellness-center>

You can reach us via phone 212-817-7020 or email wellness@gc.cuny.edu. The Wellness Center offers free health education and counseling services for students.

Student Counseling Services (SCS) offers short-term individual 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 the following link for updated information about the SCS, our workshop schedule and more information about our services <https://www.gc.cuny.edu/student-counseling-services>.

Student Health Services (SHS) provides health and wellness information and education including presentations, workshops, health screening events, and more. There is also a yearly comprehensive Wellness Festival, pandemic permitting, which is scheduled during the Spring semester. Note: This service is for health information and education only. We do not currently have a medical provider on staff. If you are seeking clinical care, please seek an outside provider. <https://www.gc.cuny.edu/student-health-services>

Starting this semester, we are thrilled to be sponsoring a partnership with Care Solace, a confidential service that connects students and their family members with local licensed in-network/affordable mental health professionals. As an added bonus, Care Solace is extending this confidential service to staff members and their families as well: <https://www.caresolace.com/site/graduatecentercuny>

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](#). Our office is located in suite 3300.08 of the Graduate Center and we can be reached at 212-817-7425. We look forward to helping you attain your professional goals!

Quantitative Research Consulting Center (QRCC) provides students, post-docs, and faculty greater resources for statistical support in quantitative and empirical research. The QRCC provides support for researchers at any stage of research in four main areas: (1) project/research planning, (2) statistical data analysis, (3) statistical software programming, and (4)

statistical interpreting, writing, and reporting. We offer one-on-one consultations to assist students in developing statistical plans before data are collected for dissertation or thesis proposals, and in interpreting the results for dissertations or theses after data are collected. To learn more about the QRCC and to schedule an appointment, check out the QRCC's website [Quantitative Research Consulting Center \(cuny.edu\)](http://www.qrcc.gc.cuny.edu) or email us at qrcc@gc.cuny.edu.

Teaching and Learning Center

The GC's Teaching and Learning Center (TLC) supports Graduate Center students who are starting or evolving as college teachers, and develops programming that asserts and explores the centrality of pedagogy to the modern university. The TLC provides individual consultations and workshops for students on course and assignment design, syllabus construction, classroom management, the role of technology in the classroom, assessment, preparing for the job market, and the scholarship of teaching and learning. The TLC also works with partner offices and programs at the Graduate Center, including the Provost's Office, the GC Digital Initiatives, the Futures Initiative, the Office of Career Planning and Professional Development, the Interactive Technology and Pedagogy Certificate Program, and the Center for Media and Learning on projects that identify, explore, and support emerging modes of pedagogy across CUNY's classrooms. For more on the TLC, including a schedule of workshops and staff office hours, visit the [website](http://www.tlc.gc.cuny.edu). Rooms: 3300.21. Telephone: 212-817-7273. Email: tlc@gc.cuny.edu. Director: Dr. Luke Waltzer.

The Writing Center

In order to create and communicate academic knowledge, scholars in every discipline must cultivate advanced skills and habits not only with respect to their research, but also with respect to their writing. The Writing Center assists current and past graduate students in the cultivation of these writerly skills and habits through [individual consultations](#), [workshops](#), and [other programming](#). As one of the few writing centers in the country that specifically serves the needs of graduate students, we also make it our mission to ask and answer the question of what services a graduate writing center could and should offer. Students can connect with the Writing Center in several ways: email us at WritingCenter@gc.cuny.edu; follow us on Twitter @WritingCenterGC; or access our calendar of events and use the many resources on our [website](#). Our office is located in suite 3300.10 of the Graduate Center and we can be reached at [212-817-7425](tel:212-817-7425). We look forward to helping you achieve your writing goals!



Hours

The Mina Rees Library will be open from 9am to 9pm, Monday through Friday; 10am-8pm on Saturdays and 12pm-8pm on Sundays. Updates and holiday closures: <https://gc-cuny.libcal.com/hours>

Set up a one-on-one Consultation with your Librarian!

Every discipline has a librarian who can help with your specific topic. [One-on-one research consultations](#) are the best way to meet with the right person, discuss your topic and research plan, and get immediate support. Or you can try our [online chat service, available 24/7](#), for even more instant help!

Interlibrary Loan

Whenever you cannot find a resource you need in our library or online, please request it through [interlibrary loan](#) (ILL). Books, articles, theses, videos, and more...we can borrow them from our extensive network of library partners around the world. We also scan chapters and articles (up to 50 pages) of items we have in print in our library. And we can connect you with open access resources, as well. There is no cost to you for ILL...and it is fast and easy!

Events, Workshops & Drop-in Sessions:

Visit our [events page](#) for a complete listing, and to sign up! We host many events year-round, and offer guidance helpful to your dissertation process and more. We also host weekly Zotero support sessions, for those new to the bibliographic tool.

- Zotero
- Data Management
- Fair Use and Copyright for Your Dissertation and Thesis Online
- Data Management Drop-ins
- Grants & Funding

Library Collections Highlight: Electronic Resources Accessible Anywhere

- [Streaming Video collections](#): available via the GC Library and the New York Public Library (check out the new [Projectr collection](#) of independent films via NYPL!)
- [Ebook Collections](#) and guide (new this year: [Project Muse Ebooks!](#))
- New resource: [Women's Studies Archive](#) (4 part collection of archival materials from suffrage to today)

Technology in the Library:

Inside the Library you'll find the following items on the 2nd Floor:

- Printers - Unlimited, free printing! You can also set up Web printing, to print directly from your device.
- Book scanners
- Microform/film/fiche
- Photocopier
- Piano keyboard
- Desktop Computers (PC and Macs) - Use your GC Network ID to log in or request a Guest Login at the Circulation or Reference Desk.
- Assistive Technology stations (located on 2nd Floor of the Library)

You can also borrow additional items (laptops, audio-recorders, iPad, etc.) at the Circulation Desk (1st Floor). For additional information, contact the Circulation department at circ@gc.cuny.edu or 212-817-7083

Ways to Contact the Library: There are many ways to get help from a librarian. Choose the method that best suits your needs:

- [Ask a reference librarian \(email\)](#)
- [Online chat service available 24/7](#)
- [One-on-one research consultation](#)
- [Librarian Subject Specialist Directory](#)
- Phone: (212) 817-7077

If you question that needs immediate attention, please reach out below:

- Circulation: circ@gc.cuny.edu
- Interlibrary Loan: ill@gc.cuny.edu
- Dissertation Office: deposit@gc.cuny.edu

For all general inquiries, find us at library@gc.cuny.edu - or by phone at (212) 817-7077

The Ombuds Office

The Ombuds Office is here for you.

The Ombuds Office 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 strictest confidence. Options can range from informally talking about concerns to requesting a formal grievance. The Ombuds Officer 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 whistle-blowing, 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 and visit the [website](#).

Fellowships and Awards

As a general practice, students should refer to their academic program and the sites below for information on fellowships and awards.

[Office of Research and Sponsored Programs](#)

[Doctoral Fellowships and Support](#)

[Early Research Initiative Page](#)

Please note the following award opportunity:

New Media Lab Positions and Awards

Are you considering doing innovative digital work related to your academic studies? The New Media Lab (NML) supports doctoral students to spend time in its collaborative laboratory environment working on digital projects related to academic research topics. NML also has numerous small research and teaching awards for Lab students: The NML Digital Dissertation Award, the History or Public Health Student Award, the Social Justice Award, the Dewey Digital Teaching Award, and the NML Conference Travel Award. For more information, see the [NML website](#) or contact the managing director Andrea A. Vásquez (avasquez1@gc.cuny.edu or 212-817-1967).

Plagiarism: Do you know how to avoid it? *Your guide to academic integrity*

Do you know how to avoid plagiarism? Make sure you read the guide “Avoiding and Detecting Plagiarism,” available from the Student Affairs Office, Room 7301, or [online](#).

Human Subject Research

The **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 Research Foundation (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 is comprised of 3 University Integrated Institutional Review Boards (IRBs) and 22 on-site HRPP offices.

For more information about the CUNY HRPP, click [here](#). Students conducting research under the supervision of Graduate Center faculty should also visit the GC HRPP [webpage](#).

Disability Services for Students

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 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 visible or invisible, permanent or temporary 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.

It is the student's responsibility to initiate services. To do so, contact the manager of Student Disability Services, either in person, by phone, or by email. SDS 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 must be provided to the Student Affairs office; it 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 services as well as with CUNY's Assistive Technology Services office. The Graduate Center provides readers/library assistants, real-time captioning, sign-language interpreters, notetakers, scribes, assistive technology, and other auxiliary aids and services as needed. Possible academic accommodation includes extended or divided time for taking an examination, use of a computer or other auxiliary aid during an examination, adjustments in course load when appropriate, and recording of classes. Adaptive equipment and computer software available at the Graduate Center include screen-character enlargement, text-to-speech, and optical-character-recognition scan-and-read software, a closed-circuit television, and voice recognition software.

The Graduate Center [website cuny.is/gcdisabilityservices](http://www.cuny.is/gcdisabilityservices) and the Graduate Center [*Student Handbook*](#), provide further details regarding the accommodation process, documentation requirements, and available resources.

The 504 / ADA Compliance Coordinator for persons with disabilities is the Vice President for Student Affairs, Room 7301; Telephone: 1-212-817-7400. For more information (with confidentiality) and to request accommodations, contact the Manager of Student Disability Services (disabilityservices@gc.cuny.edu), Director of Student Affairs, or the Vice President for Student Affairs and consult the Website or Student Handbook (links above).

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 job off-campus, 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.
2. Make copies of Passport, Visa, I-94, and I-20 or DS-2019 forms for your own records to protect in case of loss. Keep all of your I-20 or DS-2019 forms for your records.
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 plan 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-calendar 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 your valid email address in your SEVIS record. The Office of International Students uses email as the principal means of informing international students of important immigration status requirements and policy changes. Please inform us of any change in email address by completing the "SEVIS Data Sheet" available on our website.

Office Visits

A student must bring all the 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 Child Development and Learning Center

The GC Child Development and Learning Center provides an excellent educational program for preschool children. Licensed to serve 27 children ages 2 through 5, it offers on-site affordable childcare to children of GC faculty, staff, and students. To learn more about the program or placing your child on the center's waiting list, please contact (212- 817-7033, cdlc@gc.cuny.edu).

Important CUNY Policies

RESOURCES FOR COMBATING SEXUAL HARASSMENT/SEXUAL ASSAULT (TITLE IX)

Sexual harassment of students, which includes acts of sexual violence, is a form of gender discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Harassing conduct creates a "hostile environment" when such conduct alters the conditions of, or has the effect of interfering with, an individual's educational experience by creating an

intimidating, hostile or offensive environment. If you believe you are being subjected to sexual harassment, domestic violence, sexual or dating violence, or stalking, call public safety or 911. You may also contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence:

- Interim Chief Diversity Officer/Title IX Coordinator: Edith Rivera, Room 7301.06, 212-817-7410, erivera@gc.cuny.edu
- Chief Student Affairs Officer/ Vice President of Student Affairs: Matthew G. Schoengood, Room 7301, 212-817-7400, mschoengood@gc.cuny.edu
- Director of Public Safety: John Flaherty, Room 9117, 212-817-7761, jflaherty@gc.cuny.edu
- Executive Director of Human Resources: David Boxill, Room 8403, 212-817-7700, dboxill@gc.cuny.edu

For additional information and resources click [here](#).

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.

It is the policy of the University to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

CUNY's Policy on Equal Opportunity and Non-Discrimination, which also prohibits retaliation, is available at: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf>

If you believe you have experienced discrimination and/or retaliation and you would like to discuss your concerns, with or without filing a complaint, please contact:

Interim Chief Diversity Officer/Title IX Coordinator: Edith Rivera, Room 7301.06, 212-817-7410, erivera@gc.cuny.edu

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 Policies 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*](#) (pp. 91-98).

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 from Vice President for Student Affairs Matthew G. Schoengood. (Room 7301; 212- 817-7400; StudentAffairs@gc.cuny.edu) or from Title IX Coordinator/Compliance & Diversity Officer Edith Rivera (Room 7301; 212-817-7410; ComplianceDiversity@gc.cuny.edu)

