Greetings from all of us in Student Affairs to new and returning GC students. As we commence this academic year together, I want to assure you that The Graduate Center faculty, staff and administration have been planning all summer implementing a thoughtfully crafted plan to provide programs, resources, and services and are eager to engage with you in your studies, teaching and research. Incoming students should make sure to check out our webpage at Student Affairs | CUNY Graduate Center.

Along with planning for a new academic year, we welcome Jessica Morak as the new Executive Director of Institutional Equity and Chief Diversity at The Graduate Center. She previously served as an Associate General Counsel in the Litigation, Employment, and Student Affairs Unit (LESA) in CUNY’s Office of the General Counsel. Prior to joining CUNY, Jessica worked as a Staff Attorney at Sanctuary for Families, where she advocated on behalf of survivors of sexual violence, intimate partner violence, sex trafficking, cyber sexual abuse, and other forms of gender-based violence.

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 an on-line training called Sexual and Interpersonal Violence Prevention and Response Course (“SPARC”). Students will be receiving information on how to enroll via their Graduate Center email. 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 Title IX Awareness | CUNY Graduate Center.

If you need to register to vote—or if you wish to sign up as an organ donor, even if you are not registering to vote or changing your address for voter registration purposes—a voter registration link and forms are provided by our office each semester. At http://www2.cuny.edu/register-to-vote/ you can obtain forms and assistance on voter registration as well as citizenship information. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York at http://www.elections.ny.gov/. Note as well that in connection with the provision of student disability services by the Student Affairs office, we are, under the National Voter Registration Act, an agency-based voter registration site where voter registration application forms and information are available and where students will be offered the opportunity to register to vote. If you would like information, voter registration application forms (which we can mail in for you), or voter registration assistance of any kind, please e-mail our office at studentaffairs@gc.cuny.edu.

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 and are committed to addressing the needs of our community and building upon the resilience and innovation that have emerged these past few years.

–Matthew G. Schoengood, V.P. for Student Affairs
Ask a Librarian: 24/7 Chat Reference

You can obtain quick research help any time of day or night through Ask a Librarian. Graduate Center Librarians are only a click away: we can assist with search strategies and keywords, citations, Zotero, and so much more! The chat feature is live and available 24 hours/7 days a week, with after-hours staffing by an international consortium of qualified librarians. We review all questions closely, so bring your research queries - from the most complex to the simplest - and we’ll be happy to help out.

We encourage you to contact us with any general questions—library@gc.cuny.edu

Schedule a One-on-One Consultation

For more in-depth help, set up a research consultation! We’ll follow up quickly and the more context about your research we have to start with, the better we are able to assist. Take a look to find your subject liaison, here.

Using InterLibrary Loan

Interlibrary Loan (ILL) is a service through which we get book loans, journal articles, in both print and digital formats, from other libraries. We encourage you to use to ILL anytime. If you have any questions about placing an ILL request, feel free to reach out at -ill@gc.cuny.edu - we’re happy to help out!

The New York Public Library

Register for NYPL extended borrowing privileges by bringing your NYPL card to the Reference Desk in the Mina Rees Library. We will give you a sticker to activate your extra NYPL privileges: 120-day loans and the ability to check out non-circulating books from the Research Libraries. There are also many excellent electronic resources available through NYPL, including 300+ databases accessible from home with an NYPL barcode.

Research Guides

We’ve prepared 84 helpful research guides on a wide variety of topics. Each discipline/subject area has a guide that includes suggestions on which databases are best for your field, how to find articles/scholarship, and other tips. We recommend taking a look at: Grants & Funding, Beyond Wikipedia: Background & Reference Sources, and Citation Managers & Style Guides, which could be useful for everyone.

Finding Open Resources

The Mina Rees Library is a supporter of Open Access and Open Educational Resources. If you’d like to learn more about how to improve your scholarly profile through open publishing or how to teach with free/zero-cost materials, feel free to be in touch. We also host the Open Knowledge Fellowship, which offers training on OER for GC doctoral students who are currently teaching at a CUNY campus.

Dissertations and Theses Year-in-Review, 2022-23

Each year, as we celebrate our GC graduates, the library’s Dissertation Office produces a round-up of dissertations, theses, and capstone projects to highlight the incredible work being done by our students. If you need help with the dissertation deposit process, feel free to join during Dissertation Office Drop-In Hours.

Zotero Support

Feel free to reach out about Zotero, an open source citation manager. Zotero can help to generate a bibliography with a click, and we highly encourage GC students and faculty to explore this helpful tool.

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 http://cuny.is/careerplan. We look forward to helping you attain your professional goals!

Looking for Information on Public Health Insurance and NY Health Resources?


Questions? Contact studentaffairs@gc.cuny.edu
The Wellness Center

The Wellness Center offers free health education and counseling services for students. Student Counseling Services (SCS) Student Counseling Services | CUNY Graduate Center offers short-term individual counseling (generally 3 to 12 sessions), group counseling, couple counseling, academic consultation and referrals, and a variety of workshops relevant to graduate student life. When you request services APPLICATION FOR COUNSELING (cuny.edu), a mental health professional will schedule a meeting with you to collaboratively determine what service(s) are best for you. 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.

Student Health Services (SHS) Student Health Services | CUNY Graduate Center provides health and wellness information and education including presentations, workshops and health screening events. There is also a yearly comprehensive Wellness Festival which is scheduled during the Spring semester.

Note: The health service is for health information and education only. If you are seeking clinical care, please seek an outside provider.

Wellness Center Director: Arielle Shanok, Ph.D.
Student Wellness Manager: Cheri Daniels, M.S.
Office Assistants: Deborah Mandas and Grace Acevedo.

The Wellness Center is located in GC, suite 6422 and online at Wellness Center | CUNY Graduate Center. We are open M-F. Please see our website for the most up-to-date information about the days/hours we are open on-site: Wellness Center | CUNY Graduate Center. You can reach us via phone 212-817-7020, or email wellness@gc.cuny.edu and we will return your message as soon as possible.

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. We look forward to helping you achieve your writing goals!

GC Housing

For information about Graduate Center Apartments, CUNY graduate students and faculty may contact gchousing@gc.cuny.edu or visit our website Housing | CUNY Graduate Center. Located at 165 East 118th Street, the eight-story Graduate Center Apartments complex offers bright, modern, airy, and affordable housing, as well as providing an easy commute to The Graduate Center for graduate students, postdoctoral fellows, and members of the faculty. The complex shares the plaza of CUNY's East Harlem Campus with Hunter College's School of Social Work.

The Child Development and Learning Center

The GC Child Development and Learning Center provides an excellent educational program for pre-school children. Licensed to serve 27 children ages 2 to 5 years old, it offers on-site, affordable childcare to children of GC students, faculty, and staff. To learn more about the program or placing your child on the center's waiting list, please contact director Molly Polin-Kane mpolin@gc.cuny.edu. https://www.gc.cuny.edu/child-development-and-learning-center.

Doctoral and Graduate Students Council (DGSC)

The Doctoral and Graduate Students Council (DGSC) services represent and advocate for students in doctoral or master's programs who pay a Graduate Center Student Activity Fee at The Graduate Center. The DGSC offers a number of services including grants, storage lockers, and legal consultations.

The DGSC administers the money collected from the Student Activity Fee and welcomes suggestions from the student body on how to maximize the use of its resources.

The DGSC is located in the Robert E. Gilleece Student Center on the 5th floor. It houses the student organizations chartered by the DGSC.

For more information please email: dsc@cunydsc.org.
Student Emergency Grants

The Student Emergency Grant Fund, made possible by generous support from the Petrie Foundation, provides quick-response grants typically up to $2,000 to Graduate Center students who are facing current short-term financial emergencies. With the fund, The Graduate Center seeks to assist students to complete their education, rather than take a leave of absence or withdraw from school. Some examples of these emergencies include medical and dental bills for uninsured non-elective procedures, destruction of living quarters, due to fire or other natural disaster, theft of computer or other essential belongings, assistance in paying for basic necessities, including overdue utilities bills, rent in arrears at risk for eviction, or housing assistance for homelessness due to recent financial difficulty, emergency child care for legal dependents, and travel home for illness or death in the immediate family. Additional individual donors have created further emergency support for students, while the Doctoral and Graduate Student Council has donated funds to create a Medical Emergency fund. Matriculated students in good standing, who are experiencing a current and unforeseen financial emergency, are eligible to apply for emergency fund assistance once per year. The application form can be found at https://petriestudentemergency.

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 or from Vice President for Student Affairs Matthew G. Schoengood. (Contact information for both resources: crivera@gc.cuny.edu)
The Ombuds Office

The Ombuds Office is always here for you! It 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 strict confidence. 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, ombuds@gc.cuny.edu, http://web.gc.cuny.edu/ombuds/

“The most important job of the ombuds officer is to listen.”

CUNY Human Research Protection Program (HRPP)

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 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 comprises of 3 University Integrated Institutional Review Boards (IRBs) and 21 on-site HRPP offices.

When is CUNY HRPP or IRB review required?

CUNY HRPP or IRB review is required when ALL of the following criteria are met:

a. The investigator is conducting research or clinical investigation;

b. The proposed research or clinical investigation involves human subjects; AND

c. CUNY is engaged in the research or clinical investigation involving human subjects.

Note: CUNY applies OHRP Guidance on Engagement of Institutions to determine CUNY’s engagement in all research, regardless of funding.

For further information about the CUNY Human Research Protection Program, please visit: http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/  

For further information about the GC HRPP, please visit: https://www.gc.cuny.edu/human-research-protection-program
The provision of student disability services is a function of the Office of the Vice President for Student Affairs (the Student Affairs Office). The Vice President for Student Affairs also serves as the chair of the 504 / ADA Committee for Persons with Disabilities.

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 an interactive 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 and self-disclose. To do so, contact the manager of SDS by email (disabilityservices@gc.cuny.edu) or phone (212-817-7400) to schedule a meeting by phone, Zoom, or in-person. Students are encouraged to contact SDS to discuss present and future needs to facilitate effective planning.

Documentation appropriate to the requested accommodations must be provided to the SDS manager; it is kept on file and not shared with any faculty or program unless necessary and agreed to by the student. This documentation must come from a licensed professional and provide information on diagnosis/specific disability conditions, functional limitations in the higher education setting, and recommended accommodations. The purpose of this documentation is to enable us to determine, together with the student seeking accommodations, the most appropriate accommodations for the student.

The Graduate Center provides real-time captioning, sign-language interpreters, notetakers, scribes, readers/library assistants, assistive technology, and other auxiliary aids and services as needed. A few examples of possible academic accommodations are extended or divided time for taking an examination, as might be required for a student who has a learning disability or for whom physical stamina is reduced; use of a computer or other auxiliary aid during an examination; adjustments in course load when appropriate; and recording of classes. 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.

Adaptive equipment and computer software are available at the Graduate Center. Computer users have access to screen-character enlargement, text-to-speech, and optical-character-recognition scan-and-read software, a closed-circuit television and voice recognition software. Some software is also available for home use by students registered with our office.

The Graduate Center website, http://cuny.is/gedisabilityservices, and The Graduate Center Student Handbook, https://www.gc.cuny.edu/student-handbook, provide further details regarding the accommodation process, documentation requirements, and available resources.

Services for Students With Disabilities

The City University of New York Policy on Equal Opportunity and Non-Discrimination

CUNY’s Equal Opportunity and Non-Discrimination Policy ("EO Policy") policy prohibits discrimination (defined as treating an individual differently or less favorably because of their protected characteristics) and harassment (defined as form of discrimination that consists of unwelcome conduct based on an individual’s protected characteristic that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or abusive work or academic environment). Anyone who wishes to report discrimination and/or harassment, as defined in the EO Policy, should feel free to submit a report through the University-Wide Discrimination and Retaliation Reporting Portal. As indicated on the Portal’s website, a report submitted through the Portal will be routed to the Chief Diversity Officer of the CUNY College or School that is implicated. Reports may be made anonymously, and anonymous reports will be taken seriously and reviewed thoroughly. However, the ability to investigate an anonymous report and pursue further action may be limited.

More information about combatting sexual misconduct at CUNY, can be found here. If you have any further questions, please don’t hesitate to contact the Executive Director of Institutional Equity and Chief Diversity Officer, Jessica Morak, and the Office of Compliance and Diversity at compliance@gc.cuny.edu.

Student Discounts

Check out the student discount webpage, where students can take advantage of student discount rates and prices on items, services, venues and more across NYC. Follow the link below for current offers: https://www.gc.cuny.edu/student-life/student-resources.

Do You Know How to Avoid Plagiarism?

Make sure to read the booklet Avoiding and Detecting Plagiarism, available online at https://www.gc.cuny.edu/sites/default/files/2021-07/AvoidingPlagiarism.pdf.
Resources For Combating Sexual Harassment/Sexual Assault (Title IX)

CUNY’s Policy on Sexual Misconduct (“PSM”) prohibits Sexual Misconduct, which includes dating violence, domestic violence, sexual assault, sexual harassment (including Title IX Sexual Harassment), stalking, and voyeurism. Anyone who wishes to report Sexual Misconduct, should feel free to complete the Sexual Misconduct Allegation Form, and send it to compliancediversity@gc.cuny.edu. Depending on whether the conduct constitutes Title IX Sexual Harassment or Non-Title IX Sexual Misconduct, as described in the PSM, the ability to remain anonymous may differ. For more information about these differences, please reach out compliancediversity@gc.cuny.edu and we can set up a time to discuss. While a reporting individual may be able submit an anonymous complaint, which will be treated seriously, the ability to investigate and pursue further action on such reports may be limited.

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:

• Executive Director of Institutional Equity/Chief Diversity Officer: Jessica Morak, compliancediversity@gc.cuny.edu
• Chief Student Affairs Officer/ Vice President of Student Affairs: Matthew G. Schoengood, mschoengood@gc.cuny.edu
• Director of Public Safety: John Flaherty, jflaherty@gc.cuny.edu
• Executive Director of Human Resources: David Boxill, dboxill@gc.cuny.edu

For additional information and resources, please see https://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/

The Teaching & Learning Center

The Graduate Center’s Teaching Center (GCTLC) supports Graduate Center students who are beginning and evolving as college teachers and develops programming that asserts and explores the centrality of pedagogy to the modern university. TLC staff provide 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 partners with other units on special projects at The Graduate Center and across CUNY.

Members of the GC community can receive notifications of the TLC’s activities by joining its group on the CUNY Academic Commons, located at http://cuny.is/tlc-list. For more information please visit: cuny.is/teaching.

Follow The Graduate Center!

The Office of Communications and Marketing is responsible for maintaining the following social media accounts:

Twitter: @GC_CUNY
Facebook: @theGraduateCenter
Instagram: @thegraduatecenter
Linkedin: /school/thegraduatecenter
YouTube: @gradcentercuny
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.

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.

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, capstone, or dissertation. Students must contact an International Student Advisor at the beginning of the semester in which they plan to defend and deposit. Please plan to attend a post-completion OPT information session. Information regarding OPT and Academic Training is also available on our website.

7. Transfer of SEVIS Record to another school to start a new program of study in the U.S. must be processed in SEVIS before a student leaves the Graduate Center and before departing the United States, if applicable.

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 by email, on our website, 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 up-date your documents, if necessary, before you depart the US.

2. After reentering the US, a student must 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 original immigration status documents whenever they come 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 to schedule an appointment with an International Student Advisor. The Office of International Students also offers drop-in hours two days per week, in which you may come to the office to meet with an international student advisor without an appointment. The current drop in schedule is available on our website.

Live Chat

Students may contact the Office of International Students during business hours using Live Chat available on our website.

Email the Office of International Students

Students may contact the Office of International Students by email at intstu@gc.cuny.edu.