



Transfer Student Handbook prepared by:

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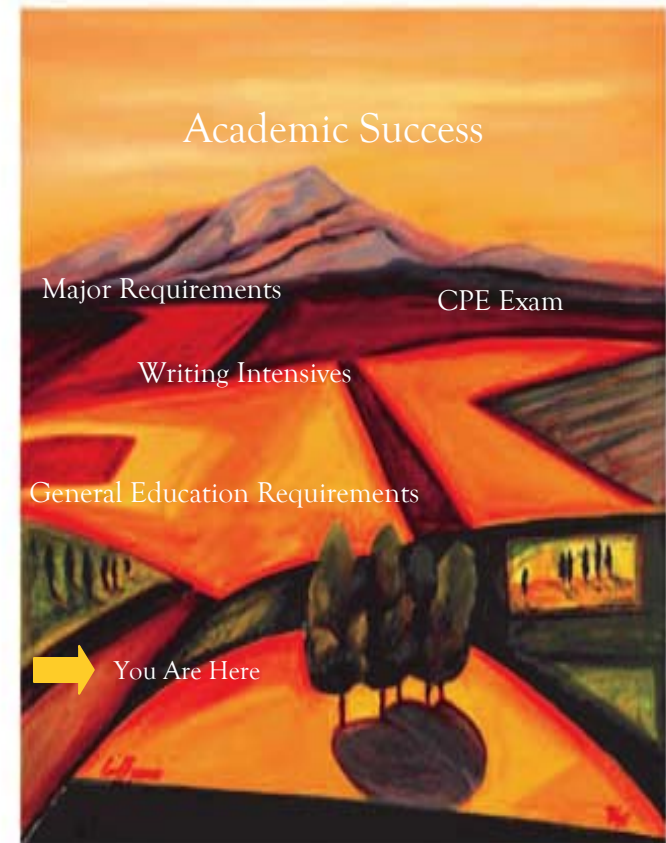
YORK COLLEGE/ THE CITY UNIVERSITY OF NEW YORK

94-20 Guy R. Brewer Blvd.,
Jamaica, NY 11451/718-262-2000



Cover photo taken from Patrick Coffaro's "No Roadmaps Required".

Transfer Student Handbook



Academic Advisement Center

YORK COLLEGE/ THE CITY UNIVERSITY OF NEW YORK
94-20 Guy R. Brewer Blvd., Jamaica, NY 11451/718-262-2000

Welcome Message from the Director—Dr. Bob Baer

Welcome to York College.

As a new student it is very important that you familiarize yourself with the requirements and expectations of your new institution. The Academic Advisement Center is here to assist you to make the connections that are critical to your academic success. Our advisors can help you to explore strategies and develop a plan designed to reach your academic and career goals. Please take advantage of the advisement services so that you can get the most from your college experience.



We hope to see you often!

Questions you will want to consider as you enter York College:

- *Why am I in college?*
- *Who can help me to be successful?*
- *What do I need to do to graduate?*
- *What is expected of me?*
- *Where do I go to get answers?*
- *How do I have fun in college?*

HEALTH SERVICES CENTER: Health Services provides infirmary care for temporary illness, health counseling as well as health education services to York students. The office is located in room AC-1F01, Telephone: (718) 262-2050.

OFFICE OF STUDENTS WITH DISABILITIES: The Office of Services for Students with Disabilities is a subdivision of the Counseling Center and within the Division of Student Development. The disabilities program was established as part of the Americans with Disabilities Act of 1973, and insures college-wide compliance with section 504 of this bill. Our program provides a wealth of support and services for the student with a documented disability, aiming at ensuring a “level playing field”. The Office of Services for Students with Disabilities is located in room AC-1G02, Telephone: (718) 262-2272

SCHOLARSHIP CENTER: The Scholarship Center provides information and assistance to students looking for scholarships as well as specialized guidance for those students currently holding scholarships. The office is located in AC-4DA1, Telephone: (718) 262-2347.

TIPS FOR ACADEMIC SUCCESS

- **Get to know your faculty members**
- **Ask questions in and out of class**
- **Find a college mentor**
- **Get involved in your major**
- **Develop a career exploration plan**
- **Do an internship**
- **Get involved in college life**
- **Set a regular study schedule**
- **Don't overwhelm yourself**

OFFICE OF CAREER SERVICES: The Office of Career Services helps students take charge of their career development. They provide multiple career related workshops, counseling as well as internship and networking opportunities. The office is located in room AC-3M01, Telephone: (718) 262-2282.

LIBRARY: The Library is the locus of York College's intellectual community. With dozens of online licensed databases, over 160,000 books, 55,000 reels of microfilm, and 90,000 microfiche cards, the Library is here to assist with your research needs. The Library is located on the 3rd Floor of the Academic Core Building, Telephone: (718) 262-2033 (Circulation & Reserve).

REGISTRAR'S OFFICE: A registrar is an official in an academic institution (a college, university, or secondary school) who handles student records. Typically, a registrar processes registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of grades and marks. The Office is located in room AC-1H08, Telephone: (718) 262-2145.

STUDENT ACTIVITIES: The Office of Student Activities is where you can get information on different student clubs and organizations, special events on campus, and various scholarship endeavors. The office is located in room AC-1E01, Telephone: (718) 262-2285.

BURSAR'S OFFICE: The Bursar's Office is where students can find out about tuition and fees and payment methods. The office is located in room AC-1H01, Telephone: (718) 262-2186.

TESTING CENTER: The Testing Center is responsible for proctoring the CUNY Proficiency Exam for students who have accumulated 45 credits or more and/or are ready to graduate. The Center also runs workshops to help students understand and pass the CPE. The office is located in room AC-1G05D, Telephone: (718) 262-2010, website: <http://york.cuny.edu/testing>.

Academic Advisement Center

Academic Advisors assist students to:

- make decisions related to their academic careers at York College
- understand graduation requirements, and how they impact the choice of courses
- develop an academic plan for persisting to graduation
- understand York College programs, policies, procedures and resources
- explore various majors, and where they can lead after graduation
- explore life goals, values, abilities, interests and limitations

Office Hours and Location

When classes are in session:

Mondays and Thursdays: 9:00am—6:30pm

Tuesdays and Wednesdays: 9:00am—5:00pm

Fridays: 9:00am— 3:00pm

Saturdays: Every 2nd Saturday of the month, 10:00am-2:00pm

Location: Academic Core Building, Room 2C01

Telephone: 718-262-2280

Academic Advisement Staff

Dr. Bob Baer—Director

Ms. Marjorie Grant—Academic Planner

Sean N. White—Academic Advisor

Amy Wolfe—Academic Advisor

Tamika J. Hudson—Academic Advisor

Thao Vu—College Assistant/Advisor

Lynesa Ali—Peer Advisor

Dwon Campbell—Peer Advisor

Narda Collado—Peer Advisor

Minnie Exum—College Assistant

Advisement at York College

Freshmen—Counseling Department in AC-1G02 (less than 27.5 credits)

Declared Major—Department Faculty

Undecided—Academic Advisement Center in AC-2C01

Special Populations:

English as a Second Language-AC-3C08 SEEK– AC-1CO8

Student Support Services-AC-3E03 York Scholars-AC-4DA1

York Enrichment Services-AC-1G02 Students w/ Disabilities-AC-1G02

York College Bulletin

- Your Bulletin is the one in effect for the year you matriculate. You may elect to use a later Bulletin.
- If you do not register for more than 3 semesters in a row, you must follow the Bulletin in effect the semester you return to school.

Transfer Admissions Information

EVALUATION OF TRANSFER CREDITS

The evaluation of your previous credits is done initially by the Registrar's office. When there is not enough information available on a course, the relevant academic departments do the evaluation. You will need to have information for them, such as the course syllabus, the name of the textbook. Sometimes this is not enough to make an evaluation, so in addition, you may need class notes or other information.

IMMUNIZATION REGULATIONS

In compliance with New York State Public Health Law 2165, CUNY requires all students born **after** December 31, 1956 to submit proof of two immunizations for measles and rubella in order to attend the University. In an effort to secure a baseline health status for each incoming student, a physical examination is also requested. Please contact or visit **Health Services** for additional information. They are located in room **AC-1F01** and can be reached by calling **718-262-2050**.

YORK COLLEGE BULLETIN

The York College Bulletin can be accessed online at <http://york.cuny.edu/bulletin> and includes information on York policies, requirements and course descriptions.

STUDENT ADVISEMENT HANDBOOK– <http://york.cuny.edu>

The Student Advisement Handbook was created as a guide for students to familiarize themselves with the requirements that will help lead them to graduation. Links to the General Education Requirements, CPE, Writing Intensive, and Liberal Arts Requirements are provided by the handbook. The Student Advisement Handbook also provides general information about majors, minors, and other academic programs at York as well as links to Cardinal Check and other student services such as Career Services, Tutoring, and the Counseling Center.

College Resources

COUNSELING CENTER: The Counseling Center provides services to York students related to their psychological, educational, social, and developmental needs. Their services include: academic performance counseling, alcohol and drug abuse counseling, crisis counseling, career counseling, individual counseling as well as student workshops. The office is located in room AC-1G02, Telephone: (718) 262-2272.

WRITING CENTER: The York College Writing Center provides writing tutoring for all York College students. Tutors work with students on all aspects of the writing process. The office is located in room AC-1C18, Telephone: (718) 262-2494.

FINANCIAL AID: You can visit the Office of Student Financial Services with any questions or concerns regarding your financial aid. The office is located in room AC-1M08, Telephone: (718) 262-2230.

ACADEMIC ACHIEVEMENT CENTER: The Academic Achievement Center provides tutoring for students who need help in various subjects. The office is located in room AC-3H12, Telephone: (718) 262-2831.

Online Resources

CUNY PORTAL

<http://www.cuny.edu>

The CUNY portal is best described as a gateway to all CUNY college websites, applying to CUNY, registering for classes, CUNY-wide events, campus directions, etc. You will need CUNY portal account to access your Blackboard courses, Cardinal Check (DegreeWork) and to use ePermit.

- To register for a CUNY Portal account click on the Log-In link on the CUNY Portal homepage <http://www.cuny.edu>. This brings you to the Portal Login page.
- Click on the Register Now! Link and follow the directions.

ESIMS/REGISTRATION

All students except freshmen must register by using *eSIMS* on the CUNY portal at www.cuny.edu. On the CUNY portal, enter your user name and password then click on the *eSIMS* icon. First-time users will need to register for a portal account. Go to www.cuny.edu and click on 'Register Now!'. Follow the easy instructions for creating an account. **Any student who needs additional assistance should go to the Student Helpdesk located in room AC-2E03.**

CARDINAL CHECK

Cardinal Check is a web-based academic advisement and degree audit system, which will enable you to:

- **Check** your academic progress toward degree completion.
- **View** your course requirements to achieve your academic goals.
- **Identify** courses you need to take each semester and make long-range plans with your advisor for your course of study.
- **Register** for classes with greater ease through e-SIMS.
- **See** if courses you've already taken can be applied to other majors or minors of interest by using the *What If*.

You can access Cardinal Check through your CUNY portal account.

Graduation Requirements

GENERAL EDUCATION REQUIREMENTS (GER)

- Transfer students with A.A., or A.S., or A.A.S. degrees from a CUNY or SUNY community college, with the exception of students in the nursing program, are considered to have completed the GER, except for Writing 301, 302, or 303.
- Transfer students who do not have a two-year degree from a CUNY or SUNY community college, but have at least 45 credits in liberal arts courses from a regionally accredited college may apply for a full or partial waiver from the GER based on the evaluation of the transferred credits.

WRITING REQUIREMENTS

The faculty of York College is committed to helping each student grow in critical reading, thinking and writing competence throughout his or her entire college career. This commitment is reflected in courses that are not taught in isolation, but as a part of a spiral curriculum in which later courses build on earlier courses.

- English 125: Introduction to College Writing
- Writing 300-level– Writing 301, 302, 303: Research and Writing
- **Writing Intensive (WI):** Writing Intensive courses are subject-area courses that build on the foundational writing courses (ENG 125 and WRIT 301, 302, or 303) to practice and extend skills in reading, writing, and critical thinking by incorporating guided formal writing assignments.
 - Course designated by departments.
 - Two WI courses at the 100 or 200 level.
 - One WI course in your major at the 300 or 400 level.
 - Transfer students with the GER waived must only take one WI course (300 or above) in their major.

CPE

The CUNY Proficiency Examination (CPE) is an exam that all CUNY college students **must** pass in order to graduate. The exam reflects the types of skills which students need to succeed in college and the workplace, and it involves the type of reading, writing, and thinking that students do in their regular classes.

- Students must take the exam when they have reached 45 credits, and must pass it by 75 credits to remain matriculated.
- Workshops are offered to help students prepare for the exam.
- CPE is offered in October, January, March & June.
- Students have 3 opportunities to pass.

For additional information on exam or workshops please contact the **Testing Office** located at **AC-1G05**, at **718-262-2010**.

LIBERAL ARTS REQUIREMENTS

Students are required to complete:

- 60 liberal arts credits in a Bachelor of Science program.
- 90 liberal arts credits in a Bachelor of Arts program.

The following are NOT Liberal Arts courses: Academic Computing, Accounting, Biotechnology, (except Biotechnology 480), Business, Communications Technology, Co-op, Education, Health Education 200, 224 & 317, Health Professions (except HPEH 110, 140, HPGC 101, 102 and 201), Health Sciences, Physician Assistant, Marketing, Nursing, Occupational Therapy, Physical Education 100 & 200 level courses, 311,312 &312, Social Work, Student Development 102-105 &301, All Field Work, Internships & Practicum Courses.

GRADES

There are 2 Grade Point Averages, and they each must be 2.0 or better for graduation. Note that some majors require higher GPAs.

- The York GPA includes all courses taken at York. This is the GPA on your transcript.
- The major GPA includes all courses taken at York to fulfill the major.

TRANSFER CREDITS

The maximum number of credits that can be transferred is 80. At most, 68 of these credits can be from a two-year school. Courses taken on permit are considered transfer credits.

MAJOR

All students must complete a major.

- At least 1/2 of the major credits must be completed at York unless the major stipulates a different amount.
- Second degree students must complete 3/4 of the major at York unless the major stipulates a different amount.

COMMITTEE ON ACADEMIC STANDARDS

The Committee on Academic Standards reviews and settles questions about students' academic progress and status. The Committee on Academic Standards is a group of York faculty members and administrators charged with reviewing, and settling questions about students' academic standing and progress.

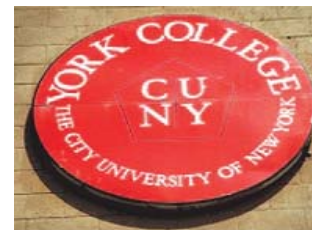
A frequent task for the Committee is to consider and make decisions about **petitions**, which are requests to **review a student's academic record** and **make exceptions to York College's stated academic policies and procedures**.

Some **examples** of petitions include requests for a(n):

- Appeal of Denial
- Appeal of Dismissal
- Excess Credit Allowance
- Extension of ABS or INC Grade
- Grade Appeal Grade Change
- Readmission
- Retroactive Leave of Absence
- Retroactive Permission to Concurrently Attend Another Institution
- Retroactive Withdrawal
- Retroactive Pass/Fail
- Waiver of Degree Requirements

For definitions and criteria for the above-mentioned petitions please refer to the Advisement Handbook at <http://york.cuny.edu>.

Petitions are available in the Academic Advisement Center at AC-2C01.



ACADEMIC PROBATION AND RETENTION

“Academic Probation and Retention” refers to the criteria used for determining whether or not students can return to the college and continue their studies, and under what conditions are students placed on probation.

If this student achieves less than a 2.00 index, the student will be placed on probation for the following semester.

Generally, students on academic probation will not be dismissed, but automatically continued on probation as long as they achieve an index of 2.00 or better each semester until they have reached the required minimum G.P.A. During this probationary period students who make satisfactory academic progress will continue to maintain their academic standing with the College and their concurrent eligibility for financial aid. Students who fail to achieve the minimum 2.00 index (or any other index required by the academic review process) for any semester while on probation, will be dismissed for academic reasons.

A student who has been dismissed is separated from the University for at least one semester and may not enroll during that period for credit-bearing courses in any unit of the University.

Readmission to York College is not automatic. The student must submit a petition to the Committee on Academic Standards indicating the basis for consideration for readmission.

The college adheres to readmission deadlines. Students are encouraged to contact the Office of the Registrar regarding the deadline for filing an application.

Please contact the Academic Advisement Center or refer to the York College Bulletin at <http://york.cuny.edu/bulletin> for further information on Probation and Retention.



Policies & Procedures

REGISTRATION & WITHDRAW DEADLINES

During the first week of classes, a student may withdraw from one or more courses, add courses or change from one section to another section of the same course. During the second and third week, a student may only withdraw from a course or courses. No other program changes will be permitted.

Withdrawals during these first three weeks will not appear on the student's transcript but the student may be liable for tuition. There is no fee for withdrawals only (although students may be liable for tuition), but there is a \$18 fee (and the possibility of additional tuition) for all other program changes.

A student may also withdraw from a course or courses from the fourth through the tenth week of classes by applying to the Office of the Registrar. This action must be recorded on the student's record with a grade of W, in accordance with the regulations of The City University of New York.

GRADING POLICIES

In courses which carry college credit (with the exceptions indicated), the student is assigned a final grade, or R (unless the student has permission to take the course on a pass/fail basis).

This table indicates the index values and the suggested numerical values as a guide for instructors:

GRADE VALUE NUMERICAL VALUE

- | | |
|-----------------------|------------------------------|
| • A+ =4.00; 97.0-100 | • C=1.70; 70.0-72.9 |
| • A- =4.00; 93.0-96.9 | • D+=1.30; 67.0-69.9 |
| • A =3.70; 90.0-92.9 | • D= 1.00; 60.0-66.9 |
| • B+=3.30; 87.0-89.9 | • F, WU,FAB, FIN =0.00; 0-59 |
| • B =3.00; 83.0-86.9 | • WA, W -- |
| • B-=2.70; 80.0-82.9 | • NC -- |
| • C+= 2.30; 77.0-79.9 | • P -- |
| • C =2.00; 73.0-76.9 | • R -- |

PASSING GRADES

Passing grades range from A+ to D*. P is a passing grade but it does not affect the student's scholastic index.

** The C-, D+ and D grades are not considered a passing grade in certain programs. Please consult individual Major Program descriptions for details.*

FAILING GRADES

Failing grades are F, FIN, FAB, and WU. These grades are computed in the student's scholastic index. Failing grades are not removed from the student's record due to a subsequent successful completion of the course.

REPEATING FAILED GRADES

An undergraduate student who earns an academic or administrative failing grade that is computed in the cumulative Grade Point Average may retake the course and upon successful completion of the course with a grade of C or better have the failing grade no longer computed into the G.P.A.

The maximum number of failing credits that can legally be excluded from the computation of a student's G.P.A. is limited to 16 for the duration of the student's undergraduate enrollment in CUNY.

If a student transfers from one unit of CUNY to another, the number of failing credits replaced in the previous college(s) will be subtracted from the 16 to determine how many failing credits may be replaced during the subsequent enrollment. In order for a grade of C or better to replace a failing grade in the calculations of the cumulative G.P.A., repetition of the course must take place at the same unit of CUNY where the failing grade was originally received.

ABS GRADE

A student who, because of extenuating circumstances, is absent from the final examination and has completed the work for the course with a passing average may be assigned an **ABS** grade.

The student, in consultation with the instructor, has up to three weeks in the subsequent semester within which to take the final and have the grade resolved, even if, not registered in the subsequent semester. The grade must be received by the Office of the Registrar by the last day of the third week of classes of the subsequent semester.

INC GRADE

A student who has taken the final examination, but, because of extenuating circumstances, has not completed the work for the course, and has a passing average may, at the discretion of the instructor, receive an **INC** grade. The student, in consultation with the instructor, has up to 10 weeks in the subsequent semester to complete the work and have the grade resolved even if not registered in the subsequent semester.

Grade changes resolving INC grades must be received by the Office of the Registrar by the last day of the tenth week of classes of the subsequent semester. Grades received after the deadline will not be processed unless the student has obtained approval from the Committee on Academic Standards.

P/NC GRADE

Two symbols, P for pass and NC for no credit, are used as grades for all Physical Education activity courses for non-majors and Student Development 101-105. These grades are not considered in computing the academic index.

W/WU GRADE

In the case of a withdrawal from a course, two symbols are used:

- W, signifying withdrawal from a course without penalty, which is recorded on the student's record after the end of the 3rd week of classes; and
- WU signifying an unofficial withdrawal from a course (see Procedures for Change of Program and Withdrawal from a Course).

In computing the academic index, W is not counted, but WU counts as a failure.

For all other grading policy questions please refer to the York College Bulletin at <http://york.cuny.edu/bulletin>.