

**FOR GENERAL INFORMATION CALL (718) 262-2000**

<b>OFFICE</b>	<b>TELEPHONE</b>	<b>BUILDING/ROOM</b>
Academic Advisement Center	262-2280	AC-2C01
Admissions	262-2165	AC-1B07
Bookstore	262-2882	AC-1G01
Bursar	262-2186	AC-1H01
Business Office	262-2105	AC-1H12
Career Services	262-2282	AC-3E03
Committee on Academic Standards	262-2770	AC-2C01
Counseling Center	262-2272	AC-1G02
CUNY Language Immersion Program	262-3766	SC-114
Health Services	262-2050	AC-1F01
International Student Office	262-2068	AC-1H06
Library	262-2023	AC-3G02
Programs/Services for Students with Disabilities	262-2159	AC-1G03
Public Safety & Security	262-2222	AC-1M02
Registrar	262-2147	AC-1H06
SEEK Learning Center	262-2300	AC-1C08
Student Activities	262-2285	AC-1E01
Student Development	262-2152	AC-2F01
Student Financial Services	262-2230	AC-1M08
Student Support Services	262-2423	AC-3E03
Testing Center	262-2012	AC-1G05

<b>ACADEMIC DEPARTMENTS AND PROGRAMS</b>	<b>TELEPHONE</b>	<b>BUILDING/ ROOM</b>	<b>CHAIRPERSON/ COORDINATOR</b>
Accounting, Business, Economics & Marketing	262-2500	AC-2B06	Dr. Paul Althaus
Behavioral Sciences	262-2680	AC-4D06	Dr. Deborah Majerovitz
Biology	262-2700	AC-4E03	Dr. Gerard McNeil
Chemistry	262-2653	AC-3F01	Dr. Lawrence Johnson
Cultural Diversity Center	262-2630	AC-3D06	Dr. Conrad Dyer
Earth and Physical Sciences	262-2654	AC-2F09	Dr. Stanley Schleifer
Educational Technology	262-2750	AC-4G01	Dr. Che-Tsao Huang
English	262-2470	AC-2A16	Dr. Valerie Anderson
Fine & Performing Arts	262-2400	AC-1A12	Prof. Kenneth Adams
Foreign Languages	262-2430	AC-3C08	Dr. Margaret Ballantyne
Gerontology, Health & Physical Education	262-5100	HP-201	Dr. David Ajuluchukwu
Health Sciences	262-2720	SC-112	Prof. Robert Brugna
History & Philosophy	262-2635	AC-3D08	Dr. Howard Ruttenberg
Mathematics & Computer Studies	262-2535	AC-2C07	Dr. Lou D'Alotto
Nursing	262-2054	SC-110	Prof. Ouida Murray
Occupational Therapy	262-2720	AC-1E12	Dr. Andrea Krauss
Social Sciences	262-2605	AC-3A11	Dr. Gila Acker
Teacher Education	262-2450	AC-1D12	Dr. Coleen Clay
Writing Program	262-2128	AC-1C01	Dr. Michael Cripps

## YORK COLLEGE ACADEMIC CALENDAR

### Spring 2008

Thursday	January 3	<b>Middle States Committee Meeting.</b>
Tuesday, Wednesday	January 15, 16	Freshman Orientation
Thursday, Friday	January 17, 18	<b>Registration.</b>
Monday	January 21	Holiday - College is closed.
Tuesday – Thursday	January 22 – 24	<b>Registration.</b>
Thursday	January 24	Last day to receive 100% refund.
		Last day for non-matriculated students to apply for matriculation for the Spring 2008 semester.
Friday	January 25	<b>First day of classes.</b>
Friday, Monday - Thursday	January 25, 28 – 31	*Late Registration and Program Changes.
Thursday	January 31	*Last day to receive 75% refund.
Thursday	February 7	<b>Middle States Committee Meeting.</b>
Thursday	February 7	*Last day to receive 50% refund.
		Last day to add course(s) or switch sections of the same course with approval from Academic Department Chairperson.
Tuesday	February 12	Lincoln's Birthday - College is closed.
Thursday	February 14	<b>Spring Convocation.</b>
Thursday	February 14	*Last day to receive 25% refund.
		*Last day to withdraw from a course(s) <b>WITHOUT</b> a “W” grade.
		Last day for “ABS” grade changes for <b>Fall 2007</b> to be received at the Office of the Registrar.
		Last day to file for <b>September 2008 Graduation.</b>
Monday	February 18	Presidents' Day - College is closed.
Thursday	March 6	<b>Middle States Committee Meeting.</b>
Friday – Monday	March 21 – 24	No classes scheduled.
Wednesday	March 26	Classes will follow a <b>Monday</b> schedule.
Thursday	April 3	<b>Middle States Committee Meeting.</b>
Thursday	April 3	*Last day to withdraw from a course(s) <b>WITH</b> a “W” grade.
		Last day to file for <b>February 2009 Graduation.</b>
		Last day to elect a Pass/Fail Option.
		Last day for “INC” grade changes for <b>Fall 2007</b> to be received at the Office of the Registrar.
Saturday – Sunday	April 19 – 27	Spring Recess.
Monday	April 28	Registration begins for Summer 2008 and Fall 2008.
Wednesday	May 14	Last day of classes for classes meeting on Monday through Friday.
		Last day to rescind a Pass/Fail Option.
Thursday	May 15	Reading Day.
Friday	May 16	<b>Final Examinations for mass exams only.</b>
Saturday – Sunday	May 17 - 18	Last day of classes for classes meeting on Saturday and Sunday.
Monday – Sunday	May 19 – 25	<b>Final Examinations.</b>
Monday	May 26	Memorial Day - College is closed.
Friday	May 30	Commencement.

\*You may still be liable for tuition.

### COLLEGE FACILITIES - HOURS OF OPERATION

College facilities have designated hours of operation for reasons of security and fire safety as well as to control costs of light, heat, ventilation, air conditioning and cleaning. College policy is for facilities to be closed after the end of official programs, i.e., classes, library and special events.

*See York College Bulletin for specific hours of operation.*

## ACADEMIC ADVISEMENT

All students must seek advisement for the Spring 2008 semester. Faculty advisors are available to meet with students to discuss the courses necessary to earn a degree.

All freshmen (0 – 27.5 credits), except for SEEK freshmen, **must** be advised by the Counseling Center located in room AC-1G02. Freshmen should contact the Counseling Center at (718) 262-2272 or [counseling@york.cuny.edu](mailto:counseling@york.cuny.edu) for an appointment. All SEEK freshmen must be advised by a counselor in the SEEK Office located in room AC-1C08. SEEK students must contact a SEEK counselor at (718) 262-2300 for an appointment.

Sophomores, Juniors and Seniors (28 credits and above) must contact their faculty advisor in their major department directly or call the department secretary to arrange for an appointment.

Students who have “Undecided” as a major or are non-degree should seek advisement from the Academic Advisement Center located in room AC-2C01. These students should contact the Academic Advisement Center at (718) 262-2280 or [advisement@york.cuny.edu](mailto:advisement@york.cuny.edu) for an appointment.

ESL students must seek advisement from the ESL/CLIP Program Director in the CUNY Language Immersion Program located in room SC-114. ESL students should contact Hamid Kherief at (718) 262-3766 for an appointment.

## IMMUNIZATION REQUIREMENT

In compliance with New York State Public Health Law 2165, it is the policy of CUNY that all students born *after* December 31, 1956 are required to submit proof of two immunizations for measles and proof of immunization for mumps and rubella to be in attendance at the University.

Following is the procedure for enforcement of the University policy at York College:

1. In order to begin the process of registration, students must be in partial compliance; that is, students must provide proof of at least the first measles, mumps and rubella vaccinations, and must have a doctor’s appointment for the second measles vaccination. A signed response form for meningitis must be submitted. In an effort to secure a baseline health status for each incoming student, a physical examination is requested. Physical examinations are important for the student’s well-being and should be submitted to the Health Services Center annually.
2. Students in partial compliance will be issued a policy statement at the time of registration informing them that their attendance and academic record can be affected. **Financial Aid eligibility or tuition for that semester can be lost if the student fails to comply.**
3. The proof of the second measles vaccination must be submitted no later than 30 days after the first day of classes. **Students who fail to comply will be notified by mail under the direction of the Vice President for Enrollment Management/Student Development that they have been excluded from classes and may not return to class until they are in compliance.**
4. A grade designation of **WA** (Administrative Withdrawal) will be assigned to students who have been excluded from classes because of non-compliance with the requirements described above. Students not in compliance with the requirement by the end of the semester will receive WA grades.
5. The Provost will notify faculty of those students who are not in compliance with PHL 2165, and who must therefore be excluded from attending classes. **Individual instructors have no control over WA grade assignment.**
6. Students seeking to reverse WA grades prior to one week before the end of the semester may do so by: **(a) providing to the College Nurse proof of immunization as required, and (b) obtaining written approval from each instructor in whose class the student is enrolled.** It will be the faculty member’s prerogative and responsibility to determine whether the student being considered for reversal of a WA grade can reasonably complete the requirements of the course.
7. **No WA grade can be reversed beyond the above stipulated deadline.** If students satisfy the immunization requirement at any time after the last day of the semester, the WA grades remain on the transcript.
8. If students provide satisfactory evidence of immunization after the above period, and before the next semester during which the student wishes to enroll, the student will be permitted to register. **Any and all WA grades assigned to the student’s transcript will remain on the transcript.**
9. The student, or parent if the student is under 18 years of age, must sign a response form for meningitis indicating “Refusal to take vaccine” or “Vaccinated for meningitis.” Documentation must be submitted on doctor’s letterhead or immunization card is required as proof of vaccination.

## REGISTRATION

All students except freshmen will register by using *eSIMS* on York's web site at [www.York.Cuny.Edu](http://www.York.Cuny.Edu). On York's web site, click on the *eSIMS* icon.

Students are assigned specific times to register. You cannot register before your assigned time. However, you may register at any subsequent time using *eSIMS* through January 24, 2008 at 6:30 P.M. without incurring a late fee as long as tuition and fees are received by the Bursar's Office by 6:30 P.M. on January 24, 2008. Students must pay their initial registration bills by the due date on the bills or their registrations will be canceled. Registrations will not be canceled for outstanding tuition and fees due to a change of program. (The bill will indicate 'COP' beneath the balance due.) Students who register during the late registration period will incur an additional \$25 late fee.

**A student's initial registration bill must be paid by the due date on the bill or the classes will be de-registered. Once the student's initial registration bill is processed, classes will not be de-registered for an outstanding balance due to 'COP' (Change of Program).**

Students may pick up a copy of their bill at any time at one of the following locations:

- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06
- Office of Student Financial Services, room AC-1M08
- By accessing the bill information on *eSIMS*

## THINGS TO KNOW BEFORE REGISTERING

1. Students must make an appointment to see an advisor prior to registering.
2. Students should prepare a list of courses **and** course codes prior to registering.
3. Bills will be mailed to students who register on or before December 16<sup>th</sup>. As of December 17<sup>th</sup>, any student who registers must pick up a bill at any one of the following locations: the Registration Area (located near the Atrium on second floor of the Academic Core; available only during registration), the Office of the Bursar (AC-1H01), the Office of the Registrar (AC-1H06) or the Office of Student Financial Services (AC-1M08). The bill lists courses requested, tuition due **and payment due date**. The student should check carefully for the following:
  - **ALL** the courses and sections he/she requested are listed.
  - There are no travel difficulties nor time conflicts.***The checking of the above items is the student's responsibility. If there are any errors the student may have to pay \$18.00 for a Program Change.***
4. If the student's financial aid does not appear on the bill, the student should take the bill to the Office of Student Financial Services in room AC-1M08.
5. All students must present their registration bills to the Bursar's Office in room AC-1H01.
6. After the bill is paid, the student should proceed to ID validation.

**The first day of classes for Spring 2008 is Friday, January 25, 2008.**

## PERSONAL IDENTIFICATION NUMBER (PIN)

A PIN is a six-digit number needed in order to access information from either registration system. Initially, the college assigns your personal identification number. **IT IS HIGHLY RECOMMENDED THAT ALL STUDENTS CHANGE THEIR PIN NUMBER.** Remember, to ensure security, your PIN should remain confidential and not given to others.

If you forget the new number or if your assigned PIN does not work, you must go to the Office of the Registrar in room AC-1H06 to have the PIN corrected. You must come in person and bring your validated York College I.D. card or some other form of picture I.D.

## PROGRAMMING TIPS

Generally conflicts can be avoided by not registering for more than one course with the same section letter. However, sometimes two courses containing the same section letter do not conflict. Evening and weekend sections begin with S, T, V, W, X, Y and Z. Check your program with extreme care, especially if you register for courses that do not use the complete three-hour program.

Program Planning Forms will be available at early registration and registration for working out your program. If you discover a conflict in your program you may make a program change on eSIMS until January 24, 2008 at 6:30 P.M. without being charged a program change fee. Changes made **on or after** January 25, 2008 will incur a \$18.00 program change fee for students who make a program change and have paid their tuition or a \$25.00 late fee for students who are registering/re-registering and paying their initial tuition.

## SIZE OF PROGRAM

Generally, a full-time student is enrolled for 15 credits. The maximum number of credits for which a student may register without permission is 18.

A student who wishes to register for more than 18 credits must secure written permission in advance of registration from the chairperson of the Committee on Academic Standards in room AC-2C01.

Students who register for more than 18 credits will be subject to the following fees in addition to full-time tuition:

<u>Credits in excess of 18</u>	<u>Fee</u>
18.5 - 20 credits	\$100
20.5 - 22 credits	\$230
22.5 - 24 credits	\$460
More than 24 credits	\$690

## PROBATION

Students on probation may register for a maximum of 12 credits unless otherwise stipulated by the Committee on Academic Standards. Students must consult with a counselor in the Counseling Center in room AC-1G02 prior to registering for the Spring 2008 semester. Students who fail to achieve the minimum 2.00 index (or any other index required by the academic review process) for the Fall 2007 semester will be de-registered from all courses for the Spring 2008 semester and will be dismissed from the college for academic reasons.

## REGISTRATION FOR NEW STUDENTS

Any student interested in attending York must be admitted to the college prior to registering. Admission to the college may close without notice at any time. The Admissions Office is located in room AC-1B07 and the telephone number is (718) 262-2165.

All new freshmen must be advised by the Counseling Center, room AC-1G02. The telephone number is (718) 262-2272.

All students are strongly encouraged to see an advisor prior to registration. Advisors will be available in the Atrium on January 17<sup>th</sup>, January 18<sup>th</sup>, and January 22<sup>nd</sup> through January 24<sup>th</sup> according to the following schedule:

Thurs.	January 17	9:30 A.M. - 6:30 P.M.
Fri.	January 18	9:30 A.M. - 1:00 P.M.
Tues. - Thurs.	January 22-24	9:30 A.M. - 6:30 P.M.

## LATE REGISTRATION & PROGRAM CHANGES

Late registration begins on January 25, 2008 and ends on January 31, 2008. Students who register during late registration must pay their bill by 6:30 P.M. on January 31, 2008. Failure to pay the initial registration bill by that time will result in the automatic de-registration of the student's courses. Students will be required to pay a late registration fee of \$25.00. Registrations will not be de-registered for outstanding tuition and fees due to a change of program. (The bill will indicate 'COP' beneath the balance due.) **Students may register for classes only through the late registration period (6:30 P.M. on January 31, 2008).**

During the first week of classes, January 25<sup>th</sup> through January 31<sup>st</sup>, a student may make a change of program. (That is add courses, drop courses, change from one section to another of the same course, or change from one course to another.) The change of program fee is \$18.00. **THIS FEE CANNOT BE WAIVED.** There is no additional fee to drop a course(s) although the student may be liable for tuition. (See the heading "**REFUNDS**") **eSIMS will not allow a student to drop a course, add a course or**

**change sections of the same course after 6:30 P.M. on January 31,2008.** Students in the SEEK program may **not** make a program change without the approval of a SEEK counselor.

During the second week of classes, February 1<sup>st</sup> through February 7<sup>th</sup>, a student may drop or add (with the Academic Department's permission) a course or courses by completing an application in the Office of the Registrar in room AC-1H06 during office hours. During the third week of classes, February 8<sup>th</sup> through February 14<sup>th</sup> a student may only drop a course or courses by completing an application in the Office of the Registrar in room AC-1H06 during office hours. No other program changes will be permitted. eSIMS will not be available during these two weeks. Courses dropped during the first three weeks of the semester will not appear on the student's transcript. The student may be liable for tuition and fees after processing these changes.

**Students are strongly advised to obtain a copy of their bill after every transaction at one of the following locations:**

- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06
- Office of Student Financial Services, room AC-1M08
- or by accessing the bill information on eSIMS

Students who have **paid** the part-time York College Association fee, Consolidated fee and Technology fee and add course(s) to become full-time will be required to pay the full-time York College Association fee, Technology fee and additional tuition.

Students who have paid the full tuition fee for any dropped course(s) may get a partial refund in accordance with the refund policy.

## USING eSIMS

From November 26, 2007 until January 31, 2008, the registration system will be available Mondays through Sundays from 6:00 A.M. until 5:00 A.M. ***Important dates to remember:*** *On Friday, January 25<sup>th</sup>, the registration system will not be available until after 12:00 P.M. As of Friday, February 1<sup>st</sup>, the registration system will no longer be available. Students wishing to register after this time must come to the Office of the Registrar before the office closes.* Although the registration system will be available during evening hours and on the weekends, the college offices will only be open during their regular office hours.

Students may register for courses on eSIMS if the courses are open, if they do not need special permission, and if the student has all pre/co-requisites for the courses.

Students may view or print an unofficial copy of their bill using eSIMS at any time. Students registering between November 26<sup>th</sup> and December 16<sup>th</sup> will be mailed a bill from the Office of the Bursar. Students registering between December 17<sup>th</sup> and January 31<sup>st</sup> must pick up a bill at one of the following locations:

- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06
- Office of Student Financial Services, room AC-1M08

***All initial registration payments must be received by the Office of the Bursar by the due date printed on the bill or the classes will be canceled. Once the student's initial registration bill is processed, classes will not be canceled for an outstanding balance due to 'COP'(Change of Program).***

**eSIMS will only be available for registration purposes through January 31, 2008 except where noted.** eSIMS is not available to freshmen for registration and program adjustments. On or after February 1<sup>st</sup>, students must come to the Office of the Registrar in Room AC-1H06 for all transactions.

## INSTRUCTIONS FOR USING eSIMS

To register follow these simple **Step by Step Instructions:**

- Step 1:** Go to the York College homepage at [www.york.cuny.edu](http://www.york.cuny.edu) and select the eSIMS icon.
- Step 2:** The popup note and encryption message should open. Click the O.K. button. The selection page will open. Click the down arrow button and select **York**.
- Step 3:** The York College eSIMS login page will open. Type in your 9-digit social security number

- or assigned student I.D. number and your 6-digit PIN number then click on **Login**.
- Step 4:** The privacy Protection Warning will appear. Click O.K. The York College eSIMS homepage will open, welcoming you to York College eSIMS. If you have active stops, a **STOP NOTICE** will open and you may not be able to continue with registration. To view your stops, select **view stops details**.
- Step 5:** If no stops exist, you will be able to continue and select **Registration** then **Spring 2008** on the York College eSIMS menu.
- Step 6:** To **ADD** classes, enter the course code for each class in the numbered boxes and then select **Add**. If the added courses were available, you will receive a message that displays your registered courses. If any course you tried to add is unavailable, you will receive a message that displays the problem(s) with the course.
- Step 7:** To **REPLACE** a course that was previously added with another course (or different section of the same course), select **REPLACE** after the course you wish to replace. Enter the new course code in the **REPLACE WITH** box. Review your selection and then click on **REPLACE** (if correct) or **CANCEL** (if the change should not be completed). If the class is available, your course listing will reflect the change.
- Step 8:** To **DROP** a course, select **DROP** after the course you wish to drop. Choose the **DROP** option only if you do not choose to replace it with another course. If the class has been dropped, your course listing will immediately reflect the change. **Administrative fees may be applied if you drop a class.**
- Step 9:** You can continue to Add, Replace or Drop more classes.
- Step 10:** To maintain the privacy of your records, it is essential that you sign off eSIMS when you are finished with your session. Select **SIGN-OFF** from the eSIMS menu. A message will appear telling you that your session with eSIMS is finished.

With eSIMS, you can view or print an unofficial bill which will give a description of all charges and the amounts. The balance due will also be displayed. Choose **PAY/VIEW BILL** followed by **Spring 2008** on the eSIMS menu.

**To insure accuracy, students are strongly advised to obtain a copy of their bill after every transaction at one of the following locations:**

- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06
- Office of Student Financial Services, room AC-1M08

**Check the bill to insure that all transactions were processed.**

## TUITION AND PAYMENT DEFINITIONS

1. **New York State Resident** - a resident student is one who is a United States citizen or a permanent immigrant and who has had his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal place of abode in New York State. Members of the armed services of the United States stationed in New York State, their spouses, and their dependent children, are considered residents of New York State
2. **Full-time** - a student who is enrolled for 12 or more credits or the equivalent.
3. **Part-time** - a student who is enrolled for fewer than 12 credits or the equivalent.

The tuition fees and definitions are listed below:

**Undergraduate Matriculated**

	New York State Residents	Non New York State Residents and Foreign Students
Full-time	\$2000.00 per semester	\$360.00 per credit*
Part-time	\$170.00 per credit*	\$360.00 per credit*

**Undergraduate Non-matriculated**

New York State Residents	Non New York State Residents and Foreign Students
\$250.00 per credit*	\$530.00 per credit*

**Graduate Matriculated**

	New York State Residents	Non New York State Residents and Foreign Students
Full-time	\$3200.00 per semester	\$500.00 per credit*
Part-time	\$270.00 per credit*	\$500.00 per credit*

**Maintenance of Matriculation**

\$750.00 per semester	\$1250.00 per semester
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**\*\*Senior citizen fee** \$65.00 per semester or session plus \$15.00 Consolidated Services fee and Technology fee.

\* Hours in the compensatory, developmental and remedial courses are used instead of credits to determine fees and full-time/part-time status. See section entitled "Compensatory and Developmental Courses."

\*\*This fee may be offered only to a limited number of senior citizens due to budgetary constraints. Bona fide residents of New York State who are 60 years of age or older may enroll in undergraduate courses, on a space available basis, provided they do so on an audit basis. Senior citizens who audit undergraduate courses will not receive degree credit and grades of "AUD" will be assigned.

Senior citizens who wish to enroll for credit may opt to do so on the same basis as any other degree-credit student. They shall pay the applicable tuition and fees. Applicants must apply to the Admissions Office, room AC-1B07.

**ASSOCIATION, CONSOLIDATED, TECHNOLOGY & UNIVERSITY STUDENT GOVERNMENT FEES**

Full-Time	\$40.00 Association Fee plus 15.00 Consolidated Fee plus 75.00 Technology Fee plus <u>.85 University Government Fee</u>
Total	\$130.85/semester
Part-Time	\$20.00 Association Fee plus 15.00 Consolidated Fee plus 37.50 Technology Fee plus <u>.85 University Government Fee</u>
Total	\$73.35/semester

**The Association, Consolidated, Technology and University Student Government Fees are not refundable.** It is payable at the time of registration, even if your tuition is fully covered by some form of aid.



**Important notice of possible changes:** The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.

## **PAYMENT DUE DATES**

<b>Students registering between:</b>	<b>Lock Box deadline</b>	<b>Due date for payment:</b>
Nov. 26, 2007 thru Jan. 10, 2008	January 11, 2008	4:00 P.M. on January 16, 2008
Jan. 11, 2008 thru Jan. 24, 2008	n/a	6:30 P.M. on January 24, 2008
Jan. 25, 2008 thru Jan. 31, 2008	n/a	6:30 P.M. on January 31, 2008

*All initial registration payments must be received by the Office of the Bursar by the due date printed on the bill or the classes will be de-registered. Once the student's initial registration bill is processed, classes will not be de-registered for an outstanding balance due to 'COP' (Change of Program). Late registration begins on Friday, January 25<sup>th</sup> and continues through Thursday, January 31, 2008. Payment collected on January 25<sup>th</sup> or later are subject to a \$25.00 Late Registration Fee.*

## **PAYMENT POLICIES**

Registration is not complete until the Bursar's Office has received either payment in full from the student or estimated financial aid awards. If you have a zero balance, your registration is complete.

- Master Card, Visa and Discover payments may be made by logging onto [www.york.cuny.edu](http://www.york.cuny.edu) and clicking the eSIMs logo. After entering your student information, click 'Pay/View Your Bill' and input your payment information. Print and save the screen entitled 'Payment Results for Spring 2008' for your records. You will not receive a validated bursar's receipt.
- Cash, checks, money orders, certified checks, Master Card, Visa, and Discover are accepted at the Bursar's Office service window. **The credit card owner must be present to sign.**
- Checks and money orders must be made payable to York College and have the current date. Postdated and third party checks will not be accepted. Students whose checks are returned by the bank will be subject to a \$15.00 reprocessing fee, and will be required to make all subsequent payments by cash or certified checks.
- Check and money order payments may be dropped into the Drop Box, located in the Public Safety & Security Department, Room AC-1M08. Payment receipts will be mailed. Do not deposit cash in the Drop Box.
- Checks, money orders, Master Card, Visa, and Discover payments and the bottom portion of your registration invoice may be mailed directly to the lock box. The address is:

**York College  
General Post Office  
P.O. Box 29830  
New York, NY 10087-9830**

Please refer to the deadline dates stated above. Payments received after the due date will not be processed. Incorrect payments will be returned and may delay your registration. Please allow ample time for your payment to reach the mailing address. Failure to comply with the deadline will result in the automatic cancellation of the student's registration. **Your canceled check, money order or credit card statement will be your receipt.** You will not receive a validated bursar's receipt.

- You may apply for an interest free tuition payment plan with TuitionPay, formerly know as Academic Management Services (AMS). Applications and additional information are available by calling 1-866-268-CUNY or at [www.TuitionPay.com/cuny](http://www.TuitionPay.com/cuny)

## SOURCE CODES

\$\$....Due from Student	PR....Paraprofessional
\$E....Business Office Deferral	TE....Tuition Exchange
AM...Academic Management Services (AMS)	VV...Veteran's Award (NYS)
AP...Aid for Part-time Study (APTS)	1P.....Subsidized Loan
B2....Vallone Scholarship	2P.....Unsubsidized Loan
CU...CUSTA	24.....TAP
EA...Estimated Financial Aid Award	28.....Employee Waiver
F1....PELL	3P.....PLUS Loan
F2....SEOG	4P.....Perkins Loan
F4....Summer PELL	44.....SEEK Fees

## TUITION WAIVERS

Tuition waivers may be changed or abolished by the City University Trustees without notice, and at all times are subject to budgetary limitations that have been established for City University. In the event a student receives a tuition waiver and is subsequently notified that the waiver has been reduced or eliminated, the student shall have the option within seven days after being notified of the reduction or elimination, to pay the amount then due, to make a payment agreement which is acceptable to the college, or to withdraw without penalty by filing the necessary withdrawal forms.

## DELINQUENT PAYMENT POLICY

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

## REFUNDS

***THE ASSOCIATION, CONSOLIDATED, TECHNOLOGY AND UNIVERSITY STUDENT GOVERNMENT FEES ARE NOT REFUNDABLE.***

Refunds will be issued only with an official program change according to the following schedule:

Before the first day of classes – January 24 <sup>th</sup>		100%
First week -	Jan. 25 – Jan. 31	75%
Second week -	Feb. 1 - 7	50%
Third week -	Feb. 8 - 14	25%
On and after February 15		No Refund

The date the student completes the transaction in the Office of the Registrar or by using eSIMS is the date that determines the amount of refund. *If eSIMS is unavailable for any reason, it is the date that the student completes the transaction in the Office of the Registrar (during office hours) that determines the amount of refund.* **eSIMS will not be available for dropping courses after 6:30 P.M. on January 31, 2008.** In order to drop courses, students must come to the Office of the Registrar in room AC-1H06 during office hours.

***All fees are subject to change without notice by the Board of Trustees, regardless of the fee schedule at the time of registration.***

## CANCELED COURSES

In the event a course is canceled by the college, a student is entitled to a free program adjustment or a full (100%) refund of tuition and non-instructional fees (where applicable).

## **FINANCIAL AID**

Students should apply for financial aid using the Free Application for Federal Student Aid (FAFSA) as early as possible. For the 2007/2008 academic year priority is given to those who file their FAFSA by May 1, 2007. We recommend that students file online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov) and use the New York State link to complete the state application process. This is the fastest and easiest way to apply for aid. A computer lab is available in Student Financial Services AC-1M08 for students who wish to file online.

Students must reapply for financial aid every year. Filing and completing the application process by the May 1<sup>st</sup> priority deadline will allow students to register for classes early and have their financial aid awards applied to their bill.

**TAP\*** is a Tuition Assistance Program for full-time degree students. (Specific eligibility requirements are available in Student Financial Services.)

A full-time student is one who takes at least twelve credit hours that are creditable toward a declared major.

For first-term freshmen, at least three credit hours of the full-time enrollment must be college credit bearing coursework. For future semesters at least six credit hours of full-time enrollment must be college credit bearing work.

If a student fails to meet academic progress and program pursuit, TAP eligibility is lost. A one-time waiver may be granted by the TAP Waiver Committee. For undue hardship directly affecting the 2.0 requirement, more than one waiver may be granted. Applications for Waivers and Appeals to the Committee's decisions are available in Student Financial Services.

**APTS** is a tuition assistance program for part-time degree students. (Specific eligibility requirements are available in Student Financial Services.)

Students must take at least six credit hours, but less than twelve, of which three must be non-remedial credits.

Each APTS semester is counted as one-half of a TAP semester towards maximum eligibility.

If a student fails to meet academic progress and program pursuit toward a degree, APTS eligibility for a subsequent term is lost. A one-time waiver may be granted by the TAP Waiver Committee. For undue hardship directly affecting the 2.0 requirement, more than one waiver may be granted. Applications for Waivers and Appeals to the Committee's decisions are available in Student Financial Services.

\*All state awards are subject to legislative changes.

## **Title IV Federal Programs (Pell, FWS, SEOG, Perkins, Stafford)**

To determine if a student is eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information reported on the Free Application for Federal Student Aid (FAFSA). Based on the information given on the FAFSA, the Expected Family Contribution (EFC) number will be used to determine eligibility for federal student aid. (Specific eligibility requirements are available in Student Financial Services.)

**Federal Pell Grant** awards will depend on the results of a student's FAFSA, full or part-time enrollment and whether the student attends school for a full academic year, or less.

**Federal SEOG Grant** is a program that helps exceptionally needy students. Awards depend on the level of student need and the availability of funds.

### ***Rights and Responsibilities of Recipients:***

Federal regulations require the College to establish standards of Satisfactory Academic Progress for purposes of the receipt of Title IV financial assistance. When appropriate, this policy may be applied to other aid programs administered by Student Financial Services. A student must maintain satisfactory academic progress in a course of study regardless of whether the student was a previous recipient of Title IV financial assistance. The factors required to measure satisfactory

progress are qualitative and quantitative. The qualitative measure is the grade point average. The quantitative measure is the time-frame limitation and measure of courses completed to those attempted. (For further information refer to the York College Bulletin.)

Withdrawing from courses can reduce your financial aid eligibility for that semester. If you completely withdraw from school in any semester, your financial aid will be recalculated using a specific formula based on the percentage of attendance in the semester. Students should consult with Student Financial Services when considering withdrawing from a course(s).

## COMPENSATORY, DEVELOPMENTAL, AND REMEDIAL COURSES

Courses	Hours	Credits	Equated Hours
ESL 145	6.0	2.0	6.0
150	8.0	2.0	8.0
Math 102	3.0	1.0	3.0

## VETERANS

Students who are eligible for Veterans Benefits should consider the following when planning their class schedules:

To qualify for:	You must carry a program of:
full-time benefits	at least 12 credits
3/4-time benefits	at least 9 credits
1/2-time benefits	at least 6 credits
no benefit	5 credits or less

## PARKING

Parking in the College's Parking Lots is by **York College Permit only**. All vehicles must be registered with the Office of Public Safety and Security to lawfully park on College property. Applications for parking permits are available from the Office of Public Safety and Security located in room AC-1M02. The fee for a semester permit is \$65.00.

When the College is open, the gates of the parking lots are open from 7:00 am to 11:00 pm Monday through Friday; from 7:00 am to 6:00 pm on Saturday; and from 7:30 am to 5:00 pm on Sunday. (Allowances are made for special programs that run past the College's "regular" hours on weekends.)

## FILING FOR GRADUATION

The deadline for filing an application for **June 2008** graduation has passed. However, an extension has been granted. Students who missed the deadline for filing an application for graduation in **June 2008** may apply during the Spring 2008 registration period (January 22 through January 31) in the Office of the Registrar. An application for graduation in **September 2008** must be on file in the Office of the Registrar by February 14, 2008. An application for graduation for **February 2009** must be on file in the Office of the Registrar by April 3, 2008.

## **CUNY PROFICIENCY EXAMINATION (CPE)**

Students are required to take the CPE when they complete their 45<sup>th</sup> credit. Students are granted three attempts to pass the CPE. An appeal process is in place for students who need to postpone a required sitting or to request a further administration to pass the exam. All CUNY students must pass the CUNY Proficiency Exam before graduating. The CPE is offered to all eligible students in March and October, with optional administrations in January and June.

The CPE consists of two parts: Task One, which asks students to write an essay comparing a long and a short reading, and Task Two, which asks students to compare data presented in one paragraph and two graphical representations (charts, tables, etc.). A student must receive passing grades on both tasks to pass the exam.

To help students prepare for the CPE, York College offers many support services. A booklet explaining the CPE and its scoring is available through the Testing Center, room AC-1G05. Workshops focusing on task one and tasks two are available through the Writing Center, room 1C18, in the weeks prior to a CPE administration. Students can also join live readings to help them study the long reading and prepare for the exam.

Our newest and most exciting developments in CPE preparation are online. Students can now register for the CPE using the Internet. All students registering for the CPE must complete an interactive tutorial that will familiarize them with the test format and direct them to specific resources. The online tutorial includes separate practice exams for Task One and Task Two that will allow students to see sample questions and write their own answers. Please visit York's CPE online tutorial for additional CPE practice materials at <http://york.cuny.edu/testing/cpe-exam>.

Students with any questions about the CPE should visit the Testing Office (AC-1G05), the Writing Center (AC-1C18) or the CPE Liaison (AC-3C11). York is committed to helping students to do their best on this important exam.

**REGISTRATION FOR SPRING 2008 CPE ADMINISTRATION BEGINS ON FEBRUARY 13, 2008 AND ENDS ON MARCH 2, 2008. CPE ADMINISTRATION WILL BE FROM MARCH 3<sup>RD</sup> TO MARCH 15<sup>TH</sup>.**

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## **CARDINAL CHECK\***

**Cardinal Check** is York College's new web-based academic advisement and degree audit system.

**Cardinal Check** generates an easy to read degree audit that takes the courses from a student's transcript and reorganizes them to fulfill requirements for a student's degree, major, minor, CPE and skills assessment as defined in the college bulletin.

At a glance **Cardinal Check** shows:

- All degree requirements for your major
- Courses already completed and courses still required
- Grades, transfer credits and Writing Intensive requirements applied to your transcript.
- CPE and Skills requirements
- GPA

Students and advisors should use Cardinal Check as a guide when planning a program toward completion of graduation requirements. The Cardinal Check audit is not an academic transcript nor is it an official notification of completion of degree or certificate requirements but an essential aid in determining those achievements. If graduation is anticipated within the next academic year, you must complete an Application for Diploma in the Office of the Registrar in Room AC-1H06. (See the Academic Calendar regarding deadlines for graduation applications.)

For any additional information regarding Cardinal Check please contact Gale Cunningham, Coordinator for DegreeWorks at extension 3753 or email [CardinalCheck@york.cuny.edu](mailto:CardinalCheck@york.cuny.edu).

*\*[Cardinal Check is a customized version of DegreeWorks by SunGard Bi-Tech, Inc.]*

## FINAL EXAMINATION SCHEDULE

Final examinations will take place according to the **first** section letter of your class on the chart below (unless otherwise specified). All finals will be held in your current classroom. Any change in this schedule will be announced by your instructor. Students who have conflicts or three examinations in one day should obtain a form from the Office of the Registrar to request a make-up examination.

**REFER TO THE BULLETIN FOR PROCEDURES REGARDING MISSED EXAMINATIONS OR INCOMPLETE GRADES.** (Grade changes resolving "ABS" grades for the Spring 2008 semester must be received by the Office of the Registrar by September 16, 2008. Grade changes resolving "INC" grades for the Spring 2008 semester must be received by the Office of the Registrar by November 11, 2008.)

Grades will be mailed to students approximately two weeks after the last day of final examinations. *Students who wish to know their grades earlier should give their instructors self-addressed stamped postcards. Grades may also be obtained by using CARS and choosing the option for "Grading" or using eSIMS and clicking on the eSIMS icon. No grades will be available in the Office of the Registrar.*

	Fi. 5/16	Sat. 5/24	Sun. 5/25	Mon. 5/19	Tues. 5/20	Wed. 5/21	Thurs. 5/22	Fri. 5/23
8:00 - 10:00	M			A	L	B	M	
10:15 - 12:15	A	Y	Z	C	N	D	P	
12:30 - 2:30	S	YY	ZZ	E	H	F	G	
2:45 - 4:45	S	YYY						
4:00 - 6:00	E X A M			K or HK1 or JK1	Q or QRR or RR	J or HK2 or JK2	R or QQR or QR	
6:00 - 8:00	S			S	T	V	W	X
8:15 - 10:15				SS	TT	VV	WW	XX

## WRITING INTENSIVE COURSES

A Writing Intensive course is a subject-area course that incorporates guided formal writing assignments as a means to enhance learning, and in order to prepare student for the writing demands of their majors. Students must complete 3 Writing Intensive courses in order to graduate from York College:

- Two (2) in the lower division of the curriculum (at the 100- or 200-level)
- One (1) in the upper division (at the 300-level or above), preferably within the major discipline design.

Consult with a faculty advisor in your major field of study for help in selecting the Writing Intensive course(s) appropriate for your program of study.

Students who have transferred to York College and have completed their General Education requirements must complete one Writing Intensive course in the upper division (at the 300-level or above) within the major discipline design.

Writing Intensive courses will be designated on each student's transcript and are visible in Cardinal Check.

The list of Writing Intensive courses varies from semester to semester. The following list shows those courses which have been permanently designated as Writing Intensive (WI) by the York College Senate. Please consult eSims or the Writing Across the Curriculum Program website at <http://york.cuny.edu/wac/wi-spr08> for other Writing Intensive courses offered in the Spring 2008.

<u>COURSE</u>	<u>CODE</u>	<u>COURSE</u>	<u>CODE</u>
BIO 343 DJS	0111	PE 365 GHJ	0491
BIO 480 BCGHJ	0116	PHIL 308 DEF	0522
BTEC 480 BCGHJ	0117	PSY 330 HK3	0843
CHEM 421 FK	0198	PSY 330 Q	0844
CT 401 TBA	0213	PSY 330 T	0845
EDUC 312 T	0294	SPAN 351 QQR	0954
ENG 410 V	0384	SCWK 400 EFG	1058
HE 331 T	0479	SCWK 400 SS	0891
HE 331 Y	0480		
HE 365 GHJ	0490		

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## WEB-BASED/HYBRID ONLINE COURSES

For the Spring 2008 semester, the college will be offering courses that are totally web-based or hybrid online courses (courses that meet in the classroom for part of the semester). In order to take these courses, students must have Internet access, computer competency, an email account and access to Blackboard.

The list of web-based and hybrid online courses changes from semester to semester. The following is a list of courses that are web-based or hybrid online for the Spring 2008 semester.

**W = Web-based**

**H = Hybrid online**

<u>COURSE</u>	<u>CODE</u>	<u>COURSE</u>	<u>CODE</u>
AC 230	QR (H) 0009	ANTH 241	WEB (W) 0059
ACC 350	X (H) 0049	ANTH 243	WEB (W) 0069
ANTH 101	WEB1 (W) 0056	ANTH 442	WEB (W) 0078
ANTH 101	WEB2 (W) 0057	SCWK 480	WEB (W) 1114
ANTH 101	WEB3 (W) 1067	WRIT 303	SV2 (H) 1046
ANTH 152	WEB (W) 0058	WRIT 303	TW3 (H) 1128

## WEEKEND COURSES

The following list of courses are offered on Friday evenings, Saturdays or Sundays. For exact days and times for the courses, please refer to the schedule.

X, XX, XXX = Friday night Y, YY, YYY = Saturday Z, ZZ = Sunday

<u>COURSE</u>		<u>CODE</u>	<u>COURSE</u>		<u>CODE</u>	<u>COURSE</u>		<u>CODE</u>			
AAS	101	YY	0012	CS	361	Y	0223	PE	150C	Y	0729
AC	101	Y1	0005	ECON	101	Y	0269	PE	150C	YY	0730
AC	101	Y2	0006	ECON	102	X	0273	PE	156	Y	0734
ACC	101	Y	0026	ECON	102	YY	0274	PE	157	Y	0735
ACC	101	ZZ	0027	ECON	102	ZZ	0275	PE	182	Y	0754
ACC	102	Y	0033	ECON	220	Y	0281	PE	282	Y	0755
ACC	102	ZZ	0034	ECON	220	Z	0282	PE	296	X	1103
ACC	201	YY	0036	ECON	311	YY	0285	PHYS	151	YYY	0791
ACC	202	YY	0038	ENG	200	X	0364	PHYS	151L	Y	0786
ACC	335	Y	1064	FA	155	YY	0401	POL	305	YY	0809
ACC	345	ZZZ	0047	FA	155	ZZZ	0402	PSY	102	Y	0818
ACC	350	X	0049	FA	264	XXX	0408	PSY	102	ZZ	0819
ACC	351	Y	0050	FA	381	YY	0417	PSY	216	Y	0826
ACC	381	YY	0052	FREN	101	Y	1089	PSY	283	Y	0829
ANTH	243	X	0070	FREN	102	Y	0437	PSY	326	Y	0842
ASTR	101	X	0082	GEOL	110	Y	0446	PSY	338	Y	0853
ASTR	101	Y	0083	HE	200	Z1	0464	SCWK	101	ZZ	0878
BUS	201	Y	0125	HE	200	Z2	0465	SOC	101	Y	0907
BUS	283	Y	0131	HE	315	Y	0475	SOC	333	YY	0915
BUS	311	ZZ	0142	HE	331	Y	0480	SOC	365	X	0917
BUS	312	YY	0143	HIST	108	X	0550	SPAN	101	YY	0932
BUS	321	YY	0148	HIST	113	YY	0555	SPAN	102	X	0942
BUS	348	Y	0155	HIST	202	YY	0559	SPAN	102	Y	0943
BUS	349	Y	0156	HIST	204	Y	0560	SPAN	102	YY	0944
BUS	481	YY	0161	HPEH	110	Y	0505	SPAN	106	YY	0949
CHEM	101	YY	0172	HPGC	101	Y	0513	SPCH	101	X	1118
CHEM	101L	Y	0176	MATH	111	YY	0596	SPCH	101C	YY	0972
CHEM	102	YY	1079	MATH	111	Z	0597	SPCH	182	Y	0975
CHEM	102L	Y	1078	MATH	115	ZZ	0609	WRIT	303	Y	1052
CLDV	101	X	0249	MATH	119	YY	0617	WRIT	303	YY	1053
CLDV	210	ZZ	0263	MUS	101	Y	0647				
CS	172	Y	0218								



## CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

### Definitions and Examples of Academic Dishonesty

**Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

**Plagiarism** is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their course.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

**Internet plagiarism** includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

**Obtaining Unfair Advantage** is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

### **Falsification of Records and Official Documents**

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permissions, drop/add form, ID card or other college document.

Adapted with permission from *Baruch College: A Faculty Guide to Student Academic Integrity*. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

## A GUIDE TO UNDERGRADUATE DIVISION COURSE ABBREVIATIONS

COURSE	ABBREVIATION	COURSE	ABBREVIATION
Academic Computing	AC	Liberal Studies	LBST
Accounting	ACC	Marketing	MKT
African American Studies	AAS	Mathematics	MATH
Anthropology	ANTH	Medical Technology	HPMT
Astronomy	ASTR	Music	MUS
Athletic Training	PEAT	Natural Science	NS
Biology	BIO	Nursing	NURS
Biotechnology	BTEC	Occupational Therapy	OT
Business Administration	BUS	Philosophy	PHIL
Chemistry	CHEM	Physical Education	PE
Chinese	CHIN	Physician Assistant Studies	HSPA
Communications Technology	CT	Physics	PHYS
Computer Science	CS	Political Science	POL
Cooperative Education	COOP	Psychology	PSY
Creole	CRE	Puerto Rican Studies	PRST
Cultural Diversity	CLDV	Russian	RUS
Economics	ECON	SEEK Counseling Seminar	SKCS
Education	EDUC	Social Work	SCWK
English	ENG	Sociology	SOC
English as a Second Language	ESL	Spanish	SPAN
Environmental Health Science	HPEH	Speech Communication	SPCH
Fine Arts	FA	Student Development	SD
French	FREN	Swahili	SWA
Geography	GEOG	Theatre Arts	TA
Geology	GEOL	World Literature	WLIT
German	GERM	Writing	WRIT
Gerontology	GERO	Yiddish	YID
Greek	GRK	Youth Development	YD
Health Education	HE		
Health Professions General Core	HPGC	<b>GRADUATE DIVISION COURSE</b>	
Hebrew	HEB	Occupational Therapy	OT
History	HIST		
Humanities	HUM		
Italian	ITAL		
Latin	LAT		

### BUILDING/ROOM INFORMATION

The buildings are designated by the first two letters appearing after the room numbers.

AC - Academic Core, 94-20 Guy R. Brewer Blvd.

AT - Performing Arts Center, 94-45 Guy R. Brewer Blvd.

CL - Classroom Bldg., 94-43 159<sup>th</sup> Street

HP - Health/Physical Education Bldg., 160-02 Liberty Ave.

SC - Science Bldg., 94-50 159<sup>th</sup> Street