

**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
Cultural Diversity Center	262-2630	AC-3D06	Dr. Conrad Dyer
Educational Technology	262-2750	AC-4G01	Dr. Che-Tsao Huang
English	262-2470	AC-2A16	Dr. Carolyn Kirkpatrick
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
Natural Sciences	262-2650	AC-3F01	Dr. Lawrence Johnson
Nursing	262-2054	SC-110	Prof. Ouida Murray
Occupational Therapy	262-2720	AC-1E12	Dr. Andrea Krauss
Social Sciences	262-2605	AC-3A11	Dr. Beth Rosenthal
Teacher Education	262-2450	AC-1D12	Dr. Wynne Shilling
Writing Program	262-2128	AC-1C01	Dr. Michael Cripps

# YORK COLLEGE ACADEMIC CALENDAR

## Fall 2007

Monday – Friday Friday	August 20 – 24 August 24	<b>Registration.</b> Last day for non-matriculated students to apply for matriculation for the Fall 2007 semester. Last day for 100% refund. (See the heading titled “ <b>Refunds</b> ” for additional information.)
Monday Monday – Friday Friday Monday Friday	August 27 August 27 - 31 August 31 September 3 September 7	<b>First day of classes.</b> *Late Registration and Program Changes. *Last day for 75% refund. Labor Day - College is closed. *Last day for 50% refund. Last day to add course(s) or switch sections of the same course with approval from Academic Department Chairperson. No classes scheduled. *Last day for 25% refund. *Last day to withdraw from a course(s) <b>WITHOUT</b> a “ <b>W</b> ” grade. Last day for “ <b>ABS</b> ” grade changes for the <b>Spring 2007 and Summer 2007</b> to be received at the Office of the Registrar. Last day to file for <b>June 2008 Graduation.</b> Classes will follow a <b>Friday</b> schedule. No classes scheduled.
Wednesday - Friday Friday	September 12 - 14 September 14	Columbus Day – College is closed. *Last day to withdraw from a course(s) <b>WITH</b> a “ <b>W</b> ” grade. Last day to elect a Pass/Fail Option. Last day for “ <b>INC</b> ” grade changes for <b>Spring 2007 and Summer 2007</b> to be received at the Office of the Registrar. Classes will follow a <b>Thursday</b> schedule. Classes will follow a <b>Friday</b> schedule. Thanksgiving Recess - College is closed. Registration begins for the Spring 2008 semester. Last day of classes for classes meeting on Sunday through Friday. Last day to rescind a Pass/Fail Option. Reading Day.
Tuesday Friday – Saturday Monday Friday	September 18 September 21 – 22 October 8 November 2	<b>Final Examinations for mass exams only.</b> Last day of classes for classes meeting on Saturday. <b>Final Examinations.</b> College is closed. College is closed. Last day for all grades, transcripts and documents for <b>February 2008</b> Graduation to be received at the Office of the Registrar. Holiday - College is closed.
Tuesday Wednesday Thursday - Sunday Monday Wednesday	November 20 November 21 November 22 - 25 November 26 December 12	
Thursday Friday Saturday Sunday – Saturday Monday - Tuesday Tuesday Friday	December 13 December 14 December 15 December 16 – 22 December 31 January 1 January 4	
Monday	January 21	

**\*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 Fall 2007 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 after your assigned time using eSIMS. Students must pay their initial registration bills by the due date on the bills or their classes will be de-registered. Classes 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 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 July 23<sup>rd</sup>. As of July 24<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 Fall 2007 is Monday, August 27, 2007.**

### **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.



- 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

The registration system will be available Mondays through Sundays from 6:00 A.M. until 5:00 A.M. When eSIMS is not available, students wishing to register must come to the Office of the Registrar during office hours.. 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 April 26<sup>th</sup> and July 23<sup>rd</sup> will be mailed a bill from the Office of the Bursar. Students registering as of July 24<sup>th</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 de-registered for an outstanding balance due to >COP= (Change of Program).***

**eSIMS will only be available for registration purposes through August 31<sup>st</sup>.** eSIMS is not available to freshmen for registration and program adjustments. After August 31<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 **Fall 2007** 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 **Fall 2007** 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 ACompensatory 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 AAUD@ 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>
April 26, 2007 thru June 30, 2007	July 6, 2007	4:00 P.M. on July 10, 2007
July 1, 2007 thru Aug. 10, 2007	August 11, 2007	6:00 P.M. on August 16, 2007
Aug. 11, 2007 thru Aug. 31, 2007	n/a	2:00 P.M. on August 31, 2007

*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 Monday, August 27<sup>th</sup> and continues through Friday, August 31<sup>st</sup>. Payment collected on August 27<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 Fall 2007' 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 1-888-268-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 – August 24 <sup>th</sup>		100%
First week -	Aug. 27 – Aug. 31	75%
Second week -	Sept. 4 – 7	50%
Third week -	Sept. 10 – 14	25%
On and after September 17		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 12:00 P.M. on August 31, 2007.** 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
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 \$35.00.

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**

An application for graduation for February 2008 must be on file in the Office of the Registrar by April 13, 2007. An application for graduation for June 2008 must be on file in the Office of the Registrar by September 14, 2007.

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

### **What you must know**

CUNY students are required to take the CUNY Proficiency Exam in the semester in which they complete their 45<sup>th</sup> credit. Students are granted three attempts to pass the CPE; an appeals process is in place for students who would like to postpone a required sitting, or require a 4<sup>th</sup> CPE attempt to pass the exam.

The CPE consists of two parts: Task One, which asks students to write an essay comparing two readings (one of the readings is given at the time of registration in preparation to the exam, and another reading is given at the time of the exam), 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 a variety of support services:

- A Student Information booklet explaining the CPE policies and procedures, as well as the scoring process.
- Workshops, provided at the Writing Center, in room AC-1C18, focusing on Task One, and Task Two. These workshops are offered during the three weeks prior to a CPE administration. Students can also join live reading discussion groups to help them study the long reading and prepare for the exam. One-on-one tutoring is available for students taking the exam for the third time.
- A CPE Online HelpDesk and Tutorial, which includes separate practice exams for Task One and Task Two that will allow students to see sample questions and write their own answers. A help desk will offer faculty feedback as to how to improve your writing skills and the best way to approach the exam. Students will also find tips as to how to approach each task of the exam.

**Students can now register for the CPE online at [www.york.cuny.edu/testing/cpe-exam](http://www.york.cuny.edu/testing/cpe-exam).** 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 CUNY Proficiency Exam (CPE) is a graduation requirement!***

The CPE is offered to all eligible students in March and October, with optional administrations for seniors in January and June. Please remember that the exam is offered in March and October, but registration begins in February for the March administration, and September for the October administration.

Students with any question about the CPE should speak to the Testing Office (AC-1G05), the Writing Center (AC-1C18), or the CPE Liaison (AC-3C11). York is committed to helping students pass this important exam.

## **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 AABS@ grades for the Fall 2007 semester must be received by the Office of the Registrar by February 14, 2008. Grade changes resolving AINC@ grades for the Fall 2007 semester must be received by the Office of the Registrar by April 4, 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 eSIMS and clicking on the eSIMS icon. No grades will be available in the Office of the Registrar.*

	<b>Fi. 12/14</b>	<b>Sun. 12/16</b>	<b>Mon. 12/17</b>	<b>Tues. 12/18</b>	<b>Wed. 12/19</b>	<b>Thurs. 12/20</b>	<b>Fri. 12/21</b>	<b>Sat. 12/22</b>
<b>8:00 - 10:00</b>	<b>M</b>		A	L	B	M		
<b>10:15 - 12:15</b>	A	Z	C	N	D	P		Y
<b>12:30 - 2:30</b>	S	ZZ	E	H	F	G		YY
<b>2:45 - 4:45</b>	S							YYY
<b>4:00 - 6:00</b>	E X A M		K or HK1 or JK1	Q or QRR or RR	J or HK2 or JK2	R or QQR or QR		
<b>6:00 - 8:00</b>	S		S	T	V	W	X	
<b>8:15 - 10:15</b>			SS	TT	VV	WW	XX	

### **WRITING INTENSIVE COURSES**

As part of the CUNY-wide Writing Across the Curriculum initiative, and to help students prepare for the new CUNY Proficiency Examination (CPE) and for the writing demands of their majors, the York College Senate has passed a new requirement for Writing Intensive courses. *The implementation of this policy began in Fall 2001. All students who have entered the College in Fall 2001 and subsequently must complete three WI courses:*

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

A Writing Intensive course is a subject-area course that incorporates guided formal writing assignments and, in addition to other course objectives, aims at fostering students' competence in writing. Writing Intensive courses completed will be designated on each student's transcript.

The list of Writing Intensive courses will vary from semester to semester. Writing Intensive courses for Fall 2007 are listed below.

<u>COURSE</u>	<u>CODE</u>	<u>COURSE</u>	<u>CODE</u>	<u>COURSE</u>	<u>CODE</u>
ACC 335 V	0031	ENG 270 QR	0363	OT 322 FGH	0692
ACC 335 YYY	0032	ENG 280 FG	0364	OT 417 BCD	0695
ANTH 490 HWEB	0073	ENG 281 T	0365	OT 417 MMN	0696
BIO 343 CGJ	0103	ENG 286 V	0367	PHIL 202 HK2	0720
BUS 481 A	0149	ENG 364 BC	0374	PHIL 202 T	0722
BUS 481 V	0150	ENG 373 L	0377	PHIL 202 V	0724
BUS 481 YY	0151	ENG 373 SSV	0379	PHIL 460 BC	0375
CLDV 101 CD	0224	ENG 373 W	0378	PSY 330 C	0844
CLDV 101 PQ2	0235	ENG 450 V	0383	PSY 330 Q	0845
CLDV 101 TW1	0236	FA 296 QQR	0410	PSY 330 V	0846
CLDV 210 DE	0246	FA 393 V	0415	PSY 330 Y	0847
CLDV 210 GH	0247	HE 331 EFG	0511	PSY 401 HK2	0861
CLDV 210 M	0248	HE 331 V	0512	PSY 401 QQR	0862
CLDV 210 PQ	0249	HIST 108 C	0543	PSY 401 S	0860
CLDV 210 SSV	0250	HIST 202 C	0551	SCWK 400 EFG	0886
CLDV 210 T	0251	HIST 206 V	0555	SCWK 400 SS	0887
CLDV 210 V	0252	HIST 375 S	0562	SOC 201 V	0904
CLDV 210 ZZ	0253	LBST 400 PQQ	0574	SOC 202 HK2	0721
CS 457 JK	0214	MATH 111 EF	0592	SOC 202 T	0723
CT 201 TW	0197	MATH 479 H	0650	SOC 202 V	0725
CT 391 JK	0202	MATH 486 G	0651	SOC 312 V	0911
CT 401 TBA	0203	MKT 483 T	0583	TA 110 PQQ	0998
EDUC 312 QRR	0280	MUS 101 Y	0657	TA 210 T	1001
ENG 270 LM	0362	MUS 270 GHJ	0675		

See schedule for further information regarding days and times of courses.

Students who entered the College before Fall 2001 are not subject to the Writing Intensive requirement but are encouraged to register for a Writing Intensive course, which will help them prepare for the CUNY Proficiency Examination.

For answers to questions about the Writing Intensive courses or the Writing Intensive requirement, see or write to Professor Elizabeth Meddeb, WAC Program Coordinator, c/o the Foreign Languages Department.



## **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 it is 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