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Dear York Cardinal,

Welcome to York College!

I am happy to be among the first to welcome you and to say how pleased we are you have chosen York College to begin your academic and career journey.

As you begin your first semester as a Cardinal, please know you have joined a community of motivated and engaged learners, supported by outstanding faculty, professional staff and administrators. However, this is your journey and as such it is important that you take charge of your educational experiences. It is essential that you make the commitment to bring your highest and best self each time, every time and in every encounter whether it is in the classroom, attending a club or organization meeting, serving on a college-wide committee, participating in a group research project or planning an activity.

The Division of Student Development is here to assist you in achieving your academic and career goals through the programs and services we offer. The Student Development Handbook provides you with information to help familiarize yourself with College policies and guidelines. It is important that you take the time to read the information as it can serve as a valuable resource throughout your study here.

Please be encouraged to stop by any of the offices in the Division for assistance, information or just to say hello.

Best wishes,

Geneva M. Walker-Johnson, Ed.D.
Vice President for Student Development
Division of Student Development
THE YORK COLLEGE VISION, MISSION AND VALUES STATEMENT

Mission

York College enriches lives and enables students to grow as passionate, engaged learners with the confidence to realize their intellectual and human potential as individuals and global citizens.

Vision

“York will be a Transformative Urban Institution and Cultural Hub.”

York College's hallmark academic programs in liberal arts and sciences will be recognized as centers of excellence within CUNY, attracting and graduating some of the best and most highly motivated students from New York City and the greater New York area. We will be the first choice for prospective CUNY students interested in the health professions, allied health sciences, and business, including aviation management. York College will also establish itself as a model for enabling first generation college students to earn an undergraduate degree, and will fulfill students' individual academic goals while preparing them for graduate education and the competitive marketplace. Students are at the center of their own learning at York College. We offer multiple opportunities for student engagement, inquiry and research-based scholarship, and experiential learning. York maintains a vibrant campus where students actively participate in extra-curricular programs and collaborate with faculty and academic peers whose backgrounds are distinctly different from their own. The College has a dynamic student life with athletic and visual/performing arts programs, special interest clubs and social organizations where students develop enduring relationships and refine interpersonal skills.

The College will enable faculty and students to pursue their highest goals and foster their development as individuals and professionals. York College will be an attractive place to work, which will draw highly qualified candidates for its academic, executive, professional and administrative positions. The multicultural nature of our sustainable academic and social environments enriches the collegiate experience for all students, faculty and staff.

York College will be a magnetizing institution within the Queens community where students and graduates are mobilized as advocates/participants in continuous civic engagement. Our strong alumni network supports our programs, serves as ambassadors and donates time, talent and capital to advance our mission. Our Continuing and Professional Education function attracts students, graduates, individuals and professionals in pursuit of continued personal and professional development. Our business outreach activities engage the business community to strengthen our town-grown relationships.

Values

Integrity - York College embraces integrity as a central value in all aspects of its engagement including teaching, learning, research and service; Integrity will emerge from committed, continuing and rigorous evaluation of all college policies, procedures and processes.

Diversity - York College values cultivating a climate of acceptance, mutual respect and appreciation of unique differences across the human spectrum.

Intellectual Discovery - York College values providing an intellectual environment where students and faculty will take ownership for and responsibility to excel in academic inquiry, creativity, scholarship, research, interdisciplinary collaboration and professional growth.

Intentional Interactions - York College creates opportunities for productive and creative intentional interactions among the various groups of the college to foster a small college atmosphere.

Self-Reflection & Accountability - Each member of the York Community, on an ongoing basis, will reassess their effectiveness, identify challenges, create a plan to meet the challenges, and improve decision-making and institutional effectiveness.
Civic Engagement- Each member of the York College community assumes personal responsibility and awareness of our respective communities and strives to serve the common good.

COLLEGE GOVERNANCE

York College is governed by The College Senate comprised of representatives of the faculty, student body and administration. The number of student senators is equal to the number of faculty senators. The York College Student Government elects one of its members to serve as the student government president and the head of the Student Caucus. The Student Caucus is comprised of all the student representatives elected to the Senate. The York College Senate has established the following standing committees: Committee on Academic Standards; Committee on Elections; Committee on Admissions; Committee on Instruction; Committee on Campus Environment; Committee on Library; and Curriculum Committee. These committees are monitored by and report to the Senate. Committee membership on all standing committees includes student members, usually with full voting privileges. Students do not have to be members of the senate in order to serve on standing committees. The committee structure provides an opportunity for students to participate in the decision-making process, which subsequently affects the campus environment. It also provides a valuable learning experience for students. York students can also participate in the governance of the college by voting in the annual student government elections and by serving on the senate or on standing committees.
COLLEGE ADMINISTRATION

OFFICE OF THE PRESIDENT

President
Dr. Marcia V. Keizs
Phone (718) 262-2350
Office Suite: AC 2H02

Dean for the Executive Office of the President
Dr. William Dinello
(718) 262-2350
Office Suite AC 2H02

Executive Director, Esq. of Compliance Program and Legal Affairs
Ms. Olga Dais, Esq.
(718) 262-2141
Office Suite AC 2H05

DIVISION OF STUDENT DEVELOPMENT

Vice President for Student Development
Dr. Geneva M. Walker-Johnson
(718) 262-2331
Office Suite AC 2F01A

Associate Dean for Student Development
(718) 262-2331
Office Suite AC 2F01A

DIVISION OF ACADEMIC AFFAIRS

Acting Provost & Senior Vice President for Academic Affairs
Dr. Panayiotis Meleties
(718) 262-2780
Office Suite AC 2H07

Assistant Provost
Dr. Holger Henke
(718) 262-2780
Office Suite AC 2H07

Acting Dean, School of Arts and Sciences
Dr. Donna Chirico
(718) 262-2806
Office Suite AC 2H07
Dean of School of Health and Behavioral Sciences
Dr. Lynne Clark
(718) 262-2783
Office Suite AC 2H05

DIVISION OF ADMINISTRATIVE AFFAIRS

Senior Vice President and Chief Operation Officer
Mr. Ronald Thomas
(718) 262-2332
Office Suite AC 2H05

Chief Information Officer
Mr. Peter Tighe
(718) 262-2351
Office Suite AC 1H04

INSTITUTIONAL ADVANCEMENT

Vice President of Institutional Advancement Unit
Ms. Dolores Swirin-Yao
(718) 262-2354
Office Suite AC 2H05

Director of Government and Community Affairs
Mr. Earl Simons
(718) 262-3795
Office Suite AC 2H05

Design Specialist
Kenneth Beck
(718) 262-2495
Office Suite AC 2H03F
Mission Statement

The Division of Student Development has as its primary mission to create an environment that respects and values students as whole individuals. The programs and services we offer create opportunities and experiences that support students’ efforts to achieve their academic and career goals, facilitate an understanding and appreciation of the importance of being culturally competent and to become successful and contributing citizens in the global market places of the future.
COUNSELING

Counseling Department

The Counseling Department is committed to providing a broad range of high quality, innovative, and ethical services that address the psychological, educational, social, and developmental needs of York students. York College offers free psychological short-term individual counseling to all students having difficulty in coping with personal and/or academic concerns. Referral information and guides for additional resources are available.

Academic Advisement: 1st Year & Transfer Students

All 1st Year and transfer students entering York College with 29.9 credits or less receive academic advisement in the Counseling Department. The academic advisement process includes opportunities for workshops and one-on-one dialogue between the counselor and each individual student as well as helping students to explore their short and long term educational goals.

Academic Performance: Grades & Probation

Any student having difficulty with classes and/or has been placed on academic probation MUST be seen by a counselor in the Counseling Department. If an academic block is placed on a student’s record they are urged to seek advisement as soon as possible. Counselors are authorized to lift academic blocks to allow students to register after they’ve met with the counselor to address the deficiency. Workshops are available to help students succeed and improve their overall grade point average (GPA). Please see a counselor for scheduled workshops on stress management, study skills, test-taking strategies, and more.

Alcohol & Drug Prevention Counseling

Our trained staff can provide answers to your questions, referral information, and resources to accurate, useful, and trustworthy information. If you, or anyone that you know, has a problem with substance abuse please contact the Counseling Department

Graduate School

A Graduate School Fair is hosted at York College during each Fall semester. If you need help in choosing a graduate school to further your education, stop by and ask to see a counselor in the counseling department.

VETERANS AFFAIRS

The Office for Veterans Affairs (OVA) was created within the Division of Student Development to address the needs of our student veterans. As a full service veteran’s office, the counselor addresses special concerns, such as benefits eligibility requirements, tutorial assistance, and academic credit for military experience. Other services available include, but are not limited to:

- Processing of the educational benefit application
- Processing the change of program application and/or place of training.
- Processing the application for survivors and dependents.
- Certifying enrollment for all veterans.

Students who are eligible for veterans’ benefit should consider the following when planning class schedules for the Fall and Spring semesters:

- To qualify for full-time benefits you must enroll for a minimum of 12 credits.
- To qualify for ¾ time benefits you must enroll for a minimum of 9 credits.
- To qualify for ½ time benefits, you must enroll for a minimum of 6 credits
For Matriculating Veterans (who have completed 12 credits at York College)
- 8 free elective credits will be granted for one year or more of active military service.
- 4 free elective credits will be granted for less than one year but more than six months of active military service.

Please Note:
The Office for Veteran Affairs at York College is responsible for informing the Department of Veterans Affairs when a veteran has been dismissed from college for poor academic performance and/or for not making satisfactory academic progress. The OVA at York serves as a liaison between the student and Regional Offices in Buffalo and New York City.
- There is no automatic waiver of the Physical Education Instrumental course requirement (Physical Education 150) for student veterans.
- Students who wish to receive a waiver must present evidence of proficiency to the chairperson of the Department of Health and Physical Education.

The Veterans’ counselor is available full-time and is located in Room 1G02 and the telephone number is 718-262-2272

THE CENTER FOR STUDENTS WITH DISABILITIES
(formerly The STAR Program)
The Center for Students with Disabilities is dedicated to providing a wide range of supportive services to York students with disabilities. Supplemental services including accommodations, academic adjustments, and/or auxiliary aids are provided to help meet the unique educational needs of students with a permanent and/or temporary documented disability. Accommodations offered include extended time for exams, use of a tape recorder, reader/scribe, note-taker, magnification device, closed-caption television, and computers with adaptive technology. These are just a few of the services provided by the CENTER FOR STUDENTS WITH DISABILITIES Program.

The Center for Students with Disabilities is committed to fulfilling its mission by assisting students to achieve their full academic potential, while encouraging self-sufficiency, and facilitating the elimination of any physical, educational, and attitudinal barriers. All students with a disability are encouraged to self-identify to the CENTER FOR STUDENTS WITH DISABILITIES Program in a reasonable and timely manner to ensure access to all courses, programs, services, and activities at York College to determine if you are eligible for any of the CENTER FOR STUDENTS WITH DISABILITIES Program services, please stop by the office and/or call to speak with a member of the CENTER FOR STUDENTS WITH DISABILITIES staff.

The CENTER FOR STUDENTS WITH DISABILITIES Program is located in Room AC-1G02 and the telephone number is 718-262-2191/3732

CUNY LEADS (Linking Employment, Academics Disabilities and Services)
CUNY LEADS aims to facilitate successful academic and career outcomes for CUNY students with disabilities. The mission for the CUNY LEADS program is to link a disabled student’s academic accomplishments with his/her professional endeavors via career counseling, job coaching, internship assistance and more.

CUNY LEADS also facilitates students’ involvement with ACCESS (Adult Career and Continuing Services-Vocational Rehabilitation.) Stop by for additional information.

The York College’s CUNY LEADS Counselor is located in Room AC-1G02 and the telephone number is 718 262- 2272
The primary mission of Career Services is to help students become fully marketable by strategizing a career map that runs parallel to their academic endeavors. We focus on providing career development assistance in a partnership effort involving students, faculty, business, industry and a wide variety of community agencies and organizations. The professional staff is available to help individuals increase self-understanding of their abilities, interests, values and goals. In addition, students are taught how to research careers and to develop the skills necessary to launch an effective job search. All students are automatically entered into our online database and should visit us during their first semester at York in order to gain maximum benefit from the following services:

- Career Counseling
- Career Development courses
- Personal Interests, skills, and value inventory
- Inclusion in national databases for internships, volunteer and other career opportunities
- Workshops for resume writing, interviewing skills, job search techniques and business etiquette
- Seminars on discipline related career opportunities
- Job and Internships fairs
- Computer-assisted career development tools
- On-line access to up-to-the-minute updates on all of the above.

You may check for current office hours and information concerning special events and services by going to our website.

**STUDENT SUPPORT SERVICES (SSS)**

Student Support Services is a TRIO federally funded grant program that provides services to eligible students with a need for academic support. Our goal is to assist students that are traditionally underrepresented in postsecondary education to maintain, retain and graduate with a Bachelor’s degree from York College. Students who are from a low-income family or first-generation college students (i.e. neither of their natural or adoptive parents have a bachelor’s degree), especially 1st Year students, are strongly encouraged to apply. A counselor is assigned to the student to personalize those services essential to meeting the academic needs of each student.

To help participating students succeed at York, SSS offers the following services and activities.

- Individualized or small-group tutoring in most academic subjects
- Confidential Personal Counseling with the assistance of an Individualized Assistance Plan
- Computer Lab and Study Rooms for Program Participants
- Academic Advisement and Assistance in course Selection
- Assistance with completing Financial Aid Applications
- College Success, Personal and Academic-Skills Developmental Workshops
- Freshman Orientation and Mentoring
- Career Exploration and Guidance
- Graduate School Enrollment, Advice and Assistance
- Textbook Loan Library
- Financial Literacy Skills Development
- Scholarship Grant Aid exclusively for eligible program participants

Student Support Services is located in room 3E03. The telephone number is 718 262-2423. General office hours: 9:00am-5:00pm. For more information – visit us at Student Support Services on the [www.York.cuny.edu](http://www.York.cuny.edu) website.
York Enrichment Services is a TRIO federally funded grant program that provides services to students with documented disabilities and with a need for academic support. The YES Program is designed to offer the same services as the Student Support Services Program personalizing to the needs of students with disabilities. We also have a specialized computer lab to assist students who may require specialized equipment. Our goal is to help our students maintain, retain and graduate. A Counselor and Academic coordinator/Learning specialist is assigned to assist with the following:

- Individualized or small-group tutoring in most academic subjects
- Confidential Personal Counseling with the assistance of an Individualized Assistance Plan
- Adaptive Technology Equipment and Training and Computer Tech Room
- Academic Advisement and Assistance in Course Selection
- Assistance with completing Financial Aid Applications
- College Success, Personal and Academic Skills Developmental Workshops
- Freshman Orientation and Mentoring
- Career Exploration and Guidance
- Graduate School Enrollment, Advice and Assistance
- Textbook Loan Library
- Financial Literacy Skills Development
- Scholarship Grant Aid exclusively for eligible program participants
- Coordinating of Accommodations with The CENTER FOR STUDENTS WITH DISABILITIES Program

The YES office is located in Room 1G02. Telephone: (718) 262-2274. General office hours: 9:00am-5:00pm. For more information – visit us at Student Support Services on the www.York.cuny.edu website.

HEALTH SERVICES CENTER

The Student Health Services Center provides programs and services to educate students about the importance of developing a healthy lifestyle to enrich the overall quality of their lives. Additionally, the service provides first aid treatment, counseling and information on health related topics including nutrition, weight control, family planning and preventive medicine.

The Student Health Service Center is also responsible for ensuring that all students are immunized; therefore, students are required to show proof of immunity to measles, mumps, and rubella and provide a signed response form for meningitis. The meningitis form can be secured from the Student Health Services Center. Certifying documents are received and maintained in the Center. Because physical examinations are important to developing a baseline health status, proof of a current physical examination is requested annually.

In the event of an on accident on campus, it must be reported to the Student Health Service Center and/or the Security Office within 24 hours or the next business day. Forms may be secured from the center.

The Student Health Services Center is located in the Academic Core Building, Room 1F01. The telephone# is (718) 262-2101.

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities (OSA) is responsible for advising, guiding and assisting students who are interested in Center for Students with Disabilities ting or joining a club and organization. Any group of students wishing to Center for Students with Disabilities t a club or organization should contact Student Activities for information about the guidelines and procedures for chartering an organization. The staff works closely with student organizations in planning, organizing and implementing their programs and events to help ensure their activities are successful. Additionally, OSA has responsibility for providing guidance to and advising the Student Government Association, administrative oversight of the student newspaper Pandora’s Box, and supervises the operations of the Game Room and the on-line radio station, YC Radio.com.
JumpStart

JumpStart’s mission is to work toward the day every child in America enters school prepared to succeed. JumpStart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income communities. Through a proven curriculum, these children develop the language, literacy and social skills they need to be ready for school, setting them on a path to close the achievement gap before it begins. JumpStart operates at over 60 colleges across the country and since its inception in 1993 has served over 90,000 children.

Students participating in JumpStart at York College, called Corps members, are a diverse group who has accepted the role as caring, committed adults shaping the lives of preschoolers in the South Jamaica community. Balanced with full-time academic schedules, part-time jobs, and family obligations, students give between 200 and 300 hours of community service and build lasting relationships with their peers and preschool partners in their classrooms. Now in its 2nd year, JumpStart t is an AmeriCorps program, which means not only can York students serve their campus community, but they have an opportunity to earn an educational stipend to apply towards tuition and other educational experiences.

Learn more at www.jumpstart.org and students can apply to join JumpStart at www.jumpstart.org/apply.

The JumpStart program is located within the Office of Student Activities, Room 1E01.

- Starting A Club

Following are the guidelines for organizing a club or an organization through the Office of Student Activities:

a. Student Organization Registration

College recognition of all student clubs begins in the Office of Student Activities. Forms for registering a club, club budgets and sample constitutions are available. Club leaders are responsible for registering their organization every semester.

b. Program Planning and Advisement

The staff is available to assist student organizations in all aspects of event planning, implementation and evaluation of cultural, educational, social, recreational, and community-building activities.

c. Space Reservation for Club Activities and Events

Reservations for space for student meetings, activities and events are made through the Office of Student Activities. Space is available on Tuesdays from 12:00 noon to 2:00 p.m. during the campus meetings period, and on Friday and Saturday nights in the Atrium and the Performing Arts Center. Student clubs receive priority for scheduling space during the Student Activity period. The first date to reserve space is widely publicized throughout the campus and in each club mailbox to allow students an equal opportunity to reserve space. Space is reserved on a first-come basis. There can be as many as 40 clubs registered in a semester, and there are less than 30 event dates available throughout the year. Make certain you plan early and submit your event requests as soon as possible.
d. Budget Advisement

The staff will provide information and assistance to help student clubs complete their budget requests. Budget requests will be submitted each semester.

e. Bulletin Boards

Official college notices are posted on designated bulletin boards in York College. Bulletin boards should be consulted regularly for announcements, deadlines, requirements, and activities. Notices of student-sponsored events may be posted on the bulletin boards only after obtaining authorization from the Office of Student Activities in Academic Core - LE01. Unauthorized posting will be removed immediately. Bulletin boards will be cleared of all materials every second Friday of a month.

f. Communication Groups

There are also communication groups on campus. These groups are responsible for informing students about issues and activities on campus that impact all students. They also provide a venue for artistic and creative expression in the academic setting through various types of media, such as student newspapers and program newsletters.

g. Student Organization Mailboxes

Each club has a mailbox located in the Office of Student Activities. Leadership development and training are provided for student leaders. An annual Leadership Development Conference is sponsored by the Student Government for all student government senators and club presidents. The Office of Student Activities assists in the preparation of the conference. It incorporates all components of leadership development through a series of workshops and community-building activities designed to improve leadership skills and help students act responsibly in leadership positions.

STUDENT GOVERNMENT

The Student Government Association (SGA) is comprised of 30 student senators elected by the student body to represent your ideas, concerns, issues, and needs. SGA Senators meet, discuss and act upon critical issues that impact quality of life from an academic and social standpoint. The Senators serve on the York College Faculty/Student Senate, York College Association, York College Auxiliary Enterprises, Technology Fee Committee and various other committees that affect the campus environment. Members of the SGA also participate in an annual leadership training conference where they are taught skills and techniques that help them become better leaders.

Student Government Association Offices are located in Room 1G04 and the number is (718)262-2888

THE STUDENT GAME ROOM

The Student Game Room offers a variety of fun and relaxing activities for students to enjoy, including: billiards, assorted card games, board games, Play station 3 and Xbox 360 video gaming systems, an arcade gaming system, and two plasma television screens which have cable programming.

The Game room is located in room 1F19-20. The telephone number is (718) 262-2245

YORK COLLEGE RADIO STATION

The York College Radio Station (YCRadio.org) was created within the Division of Student Development to give students a recreational and academic resource that fosters interest in broadcast production and communications technology. It provides hands-on experience for our students. YCRadio.org currently teams on campus. The station can be accessed through the York College website and is programmed with music, sports talk shows and discussions of “hot topics “by faculty scholars and guests.

York College Radio Station is located in Room 1G06. The telephone number is (718) 262-5293
PANDORA’S BOX

Pandora’s Box is York College’s award winning and nationally recognized collegiate newspaper that keeps the campus up-to-date on current issues and events. It is an excellent opportunity for students to gain journalistic experience.

Pandora’s Box is located in Room 2C13. The telephone number is (718)262-2529.

YORK COLLEGE WOMEN’S CENTER

The mission of the Women’s Center is to provide supportive services for the growth and development of women students as they pursue their academic and career goals. The Center accomplishes it mission through informational seminars, workshops, colloquia and conferences which focus on diverse topics. Further, the Center has become a venue for informal discussions on the dynamics of male and female relationships designed to facilitate a greater understanding of each other.

The Center is located in Room AC 3C01. The telephone number is (718)262-2008

MALE INITIATIVE PROGRAM

The purpose of the York Male Initiative Program and Men’s Center is to provide a system of support through various resources that contribute to the improvement of enrollment and graduation rates of male students. The Center has two primary goals. One is to support the College’s recruitment efforts from various areas in the community, and the other is to provide services that support student’s persistence to graduation. The cornerstone of the program is our Mentoring Program, which gives students the opportunity to interact with other role models including our faculty and staff.

The programs of the York College Male Initiative Program are:

- Pi Eta Kappa - an academic fraternity and honor society
- Back-On-Track - a teacher development program that provides SAT assistance to high school students

The Barbershop – a forum for young men to discuss hot topics, issues that impact the campus and the greater community.

- P.R.I.D.E – (Planting roots in Dynamic Education) an after school program for middle and high school students in temporary housing.
- V.I.T.A. – (Volunteer Income Tax Program) a free tax-program for students, seniors and local residents.

Route to Success - collaboration with the NYC Department of Probation and the Queens District Attorney’s Office that attempts to disrupt the pipeline to prison cycle among underrepresented populations.

The Men’s Center is located in room 3M02. The telephone number is (718) 262-3772.

YORK COLLEGE ASSOCIATION

The York College Association, a state chartered corporation with a board of directors comprised of students, faculty and administrators, was formed to provide support for college-related events and programs that cannot be funded by the tax levy budget of the College. It is the policy of the Association to consider funding activities and programs that are of broad general interest and benefit to the student body as a whole. Any organization which is primarily social in nature or has a restricted membership is not eligible for financial support from the Association.

The Association is responsible for allocating a portion of the General Fee paid by each student at registration.
CAMPUS RESOURCES
(A – Z)
ACADEMIC ACHIEVEMENT CENTER
Academic Core, Room 3H13
(718) 262-2831
The Academic Achievement Center is the primary source of tutoring at York College. Services offered by the center can be customized to meet each student’s need. These can range from one on one to group sessions. Tutoring is offered in all subject areas except English, writing and languages that are provided by the Writing Center and Foreign Languages Department, respectively.

ACADEMIC ADVISEMENT CENTER
Academic Core, Room 2C01
(718) 262-2280
The Academic Advisement Center provides information related to graduation requirements, the CUNY proficiency exam and the Committee on Academic Standards. Students who are at the sophomore level or higher that are undecided about their major discipline or those that are non-matriculated receive their principal advisement at the center. The center also provides advisement for extended day students that are unable to meet with their major discipline advisors.

ALUMNI ASSOCIATION
Academic Core, Room 1BO5 (718) 262-2420
From your first day on campus until you graduate, you are on the road to becoming a York alum. The Alumni Association was incorporated in 1979 to promote the interests of York College, its graduates, and the surrounding community. Membership in this organization extends to York graduates and to students who have successfully completed 94 credits or more. The association hosts a variety of events such as: the Student Scholarship Fundraising Dinner Dance, Graduates’ Week, Holiday Party and Toys-for-Tots Drive, career seminars, student receptions, and the York College Alumni Literacy Program. The York College Alumni Association newsletter is published quarterly and provides students with information on scholarships, employment and internship opportunities, and alumni activities. The association also sponsors scholarships in excess of $6,000 per year. The York College Alumni Association provides tutoring to students at the Learning Center as part of its community outreach. This is a community-based project where the volunteers are graduates of York who offer tutoring in reading, writing, and other subjects to residents of the community.

ATHLETIC PROGRAM
Office: Health Professions Building, Room HP-201
(718) 262-5100
PHILOSOPHY STATEMENT
York College places the highest priority on the overall quality of the educational experience of our students. York seeks to strengthen the integration of objectives, and programs in the athletics with academic and developmental objectives, and assures the integration of athletics with other studies. To that end, the college places special importance on the impact of athletics on the student rather than on spectators, and greater emphasis on the integral constituency (students, alumni, faculty and staff) than on the general public and its entertainment needs.

• Intercollegiate Athletics

Under the auspices of the Department of Health, Physical Education and Gerontology Studies and Services, the intercollegiate athletic program at York College supports varsity teams for men and women.

Varsity teams include:

Men, Women Cross-Country Track, Soccer, Volleyball, Basketball, Indoor Track & Field, Indoor Track & Field, Outdoor Track & Field, Tennis, Cheerleaders and Women’s Softball. Teams compete with colleges and universities throughout the nation.
the metropolitan area, and on occasion other teams throughout the nation. York College is a member of The City
University of New York Athletic Conference (CUNY AC), the National Collegiate Athletic Association (NCAA Division III),
the Metropolitan Tennis Conference (MCTC), and the Eastern Collegiate Athletic Conference (ECAC). New teams can be
organized if there is sufficient student interest and sufficient financial support. Students interested in forming a new
team should see the Director of Athletics. Men and women are encouraged to participate in the Intercollegiate Athletic
program. Practice time is usually between the hours of 4 P.M. and 6:30 P.M. Potential student-athletes should attempt
to register for early classes in order to avoid scheduling conflicts. Student-athletes are required to be fully matriculated
and must register and maintain 12 credit/hours during the competitive season. Part-time students and students on
academic probation are not eligible to participate on intercollegiate athletic teams. Student athletes receive credit for
participating on an intercollegiate athletic team. Student-athletes should register for Independent Study (P.E. 291, 292,
293, 294 ATH). Student athletes may earn up to 4 credits during their college career, i.e., one course per sport season.
All student athletes must be medically and academically cleared before becoming a member of any intercollegiate
team.

- **Intramurals**

  Popular activities have included 3 on 3 basketball, 5 on 5 basketball, badminton, volleyball, basketball free-
  throw contest, table tennis, soccer, tennis, weight training and more. Students can request other activities as
  well. Students with ideas for other activities should contact the intramural coordinator in the Health and
  Physical Education building. Events, contests and/or tournaments take place on Tuesdays from 12 to 2 P.M. in
  the Health and Physical Education building. All entry forms must be completed and returned to the intramural
  coordinator on the Friday prior to the scheduled event. For additional information, call (718) 262-5100 and ask
  for the intramural coordinator.

**RECREATION:** A "Recreation Schedule" is printed and distributed college wide each semester. This schedule lists
all recreation hours for the current semester. The schedule can be obtained in the Health and Physical
Education Complex. Students, faculty, staff, and alumni who have York College ID may utilize our recreation
facilities and locker rooms.

Our facilities include:

* Gymnasium Outdoor track
* Indoor walking/jogging track 6 tennis courts (2 indoor)
* Swimming pool Handball courts
* Fitness Center Soccer Field
* Weight Room Aerobics Room

**Bursar**

Academic Core, Room 1HO1

(718) 262-2186

The Bursar's Office assists students with the collection of fees and the disbursement of funds, such as: tuition, student
activity fees, parking fees and financial aid or reimbursement checks. Refunds will be issued only with an official
program change.

**Library Services**

Academic Core Building, Room 3G02

Using an activated CUNY ID, you may borrow up to seven circulating books at a time for a period of three weeks.
Renewals are allowed both in person and on-line. Reference books, reserved materials, and periodicals may only be
used in the library. There is an overdue charge if an item is not returned on time. Visit the Circulation Desk to activate
your ID card, which will allow for off-campus access to the library's databases as well as to CLICS – your card must be
activated every semester. For detailed policies, please visit:

<http://york.cuny.edu/library/library-services/circ-reserve>
• **Access**
The entrance to the library is on the third floor G-wing of the Academic Core Building. From the G-wing where circulation and reserve services are available, there is access to the second floor which houses a study area, stacks and microfilm. Throughout the library internet-access terminals with Microsoft Word are available for public use. Also a system for printing and copying (OCS) is provided when a print account is established by the patron.

• **Collections**
R over 160,000 books including circulating, reference and reserve
R over 120 online licensed databases, containing thousands of e-journals, including full text and abstracts, accessible both on-campus and remotely
R 550 current periodical titles in paper
R 55,000 reels of periodicals on microfilm
R 1,100 videotapes
R 500 music compact discs (CDs)

Contact information:

**York Library Homepage:** york.cuny.edu/library
Reference Desk (G-wing) 718-262-2034
Reference Desk (H-wing) 718-262-2035
Circulation & Reserve 718-262-2033
Periodicals 718-262-2019

• **Services**
  o **Reference Service**
  Students, faculty, and staff may visit the library for assistance with their research. Library faculty is happy to teach you how to find books, articles, and more.
  
  o **E-Mail Reference Service**
  Available exclusively for current students, faculty, and staff of York College. Brief questions can be sent to library faculty via email. For detailed information, please visit: [http://york.cuny.edu/library/library-services/email-reference](http://york.cuny.edu/library/library-services/email-reference).

  o **CLICS [CUNY Libraries Inter-Campus Services]**
  You may request a book from any other CUNY library to be delivered to York Library for pick up. This service is only available when York Library does not own the book and requires an activated library card. For detailed Information, please visit:<http://york.cuny.edu/library/library-services/clics>.

• **Inter-library Loan [ILL]**
Books not available within CUNY and articles from journals not owned by York may be obtained through ILL. This service is only for faculty, staff, and students of York College and QHSSYC. Request forms are available at both G- and H-wing reference desks, as well as online. For detailed information, please visit: <http://york.cuny.edu/library/interlibrary-loan>

• **Reserves**
Instructors are encouraged to place classroom-assigned textbooks on reserve at the Circulation Desk. Reserved materials may only be used inside the library for two hours.
• Photocopying
The library has five OCS-networked photocopiers available. The current charge is 10¢ per page. Users must create a virtual library account and deposit a balance which is debited for each page copied.

• Printing
The library has three OCS-networked laser printers available. The current charge is 10¢ per page. For computer printing, users can utilize either their virtual library account or their account from the computer labs.

• Adaptive Technology
The York Enrichment Services Program (YES) offers numerous free services to students with disabilities, including an Adaptive Technology Center located inside the library (3H-05). In this room, students registered with the YES Program have access to voice recognition software, a text reading program, scanner, and monitors that enlarge text. Library users with special needs are encouraged to speak to a library faculty or staff member.

OFFICE OF THE REGISTRAR

Academic Core, Room IH06
(718) 262-2145
The Registrar’s Office is responsible for: registration, transfer credit evaluations, grade reporting, residency changes, scheduling, re-admission, student record maintenance and updating, transcripts, verification of student records, graduation checks, registration, reconciliation and permission to attend other CUNY and non-CUNY colleges. During the first week of classes, a student may withdraw from a course(s), add courses, or change from one section to another of the same course. There is no fee for withdrawals only, but there is a $18 fee for all other program changes. During the second and third week, a student may only withdraw from a course(s). These courses will not appear on a student’s transcript. No other program changes will be permitted. A student may also withdraw from a course(s) from the fourth through the tenth week of classes by applying directly to the Registrar’s Office. This action must be recorded on the student’s record with a grade of “W” in accordance with the regulations of The City University of New York. A student who stops attending a course without filing a withdrawal form with the Registrar’s Office by the end of the tenth week will receive a grade of "WU." A student who finds it necessary to apply for permission to withdraw from a course(s) after the tenth week must apply immediately to the Committee on Academic Standards.

The Committee will only grant approval of such withdrawals if evidence can be provided to verify that extraordinary circumstances exist. A student may not receive “W” grades for partial withdrawals through Committee action more than three semesters during his/her college career at York College. In emergency situations necessitating sudden withdrawal from all courses, applications for retroactive withdrawal will be considered the semester the student returns to school. The office of the Committee on Academic Standards is located in the Academic Core, Room 2CO1.

Effective September 1978, regarding Withdrawals:
1. A student may not receive “W” grades through the Committee on Academic Standards for more than three semesters during his/her college career at York College. This will not include semesters for which an official leave of absence has been granted.

2. There will be a two-year limitation on appeals for retroactive change of transcript entry. Example: A student received the grade of “WU” or “WF” (withdrew unofficially) in Fall 1975 because the student either stopped attending or never attended the class. This student may not appeal to the Committee on Academic Standards for an official withdrawal retroactively in Fall 1978 because it will be beyond the 2-year limitation.

Note: Student(s) may be liable for tuition and/or financial aid when withdrawing from class depending on the date of withdrawal.
THINGS TO KNOW BEFORE REGISTERING

1. Students must make an appointment to see a faculty advisor prior to registering.
2. Students should prepare a list of courses and course codes prior to registering.
3. Effective immediately, the Bursar’s Office will not mail registration bills. Students must access their bills online on CUNYfirst, which is on the CUNY Portal at www.CUNY.EDU. Any student who registers may 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) or the Office of the Registrar (AC-1H06) during their office hours only. The bill lists courses requested, tuition due and payment due date. The student should check carefully for the following:
   1. ALL the courses and sections he/she requested are listed.
   2. There are no travel difficulties or 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.

3. 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.
4. Students whose bills have a zero dollar balance will be processed automatically providing no financial stops have been placed on their records.
5. After the bill is paid, the student should proceed to ID validation.

• ACADEMIC STANDING AND GRADING PROCEDURES
  College policies and procedures for determining academic standing and grading are published in the York College Bulletin. Each student should be familiar with this important information. If you have a question about a grade that you have received in a course, first talk with the instructor. If there are questions remaining, speak with the chairperson of the department in which the course is taught. Finally, a formal petition requesting a grade change may be presented to the Committee on Academic Standards. Information and forms for filing an appeal are available in Room 2CO1 of the Academic Core.

• Attendance And Lateness
  Each instructor is required to maintain attendance records for the first five weeks of the semester. In addition, instructors are required to submit certified rosters of student attendance as of the first day of classes of the fourth week. In addition, if there has been no prior notification and an instructor fails to appear within 20 minutes after a class is scheduled to begin, the student may leave.

• 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).
The Public Safety Office is responsible for public safety and security at the college. The office is located in the Academic Core Building, Room 1M02, and maintains 24-hour public safety coverage of the campus. Dial extension 2222 from any campus phone. The department works closely with the Vice president for Student Development relative to incidents and conditions affecting the student body.

• **Parking**
  Parking in the York College’s parking lots is only by York College permit. All vehicles must be registered with the Public Safety Office to lawfully park on college property. Applications for parking permits are available from the Public Safety Office. Additional information on parking can be viewed or downloaded from the York College Public Safety website [http://york.cuny.edu/administrative/public-safety](http://york.cuny.edu/administrative/public-safety).

• **Emergency Procedures**
  The York College Emergency Procedure Handbook was prepared by the York College Office of Public Safety & Security to assist members of the campus community to report and deal with on and off campus emergency situations appropriately. The Emergency Procedure Handbook can be viewed or downloaded from the York College Public Safety website [http://york.cuny.edu/administrative/public-safety](http://york.cuny.edu/administrative/public-safety).

• **Campus I.D. Cards**
  All campus identification cards are issued by the Public Safety Department and members of the campus community are required to show their identification cards when requested to do so by any Public Safety officer. Students, staff and faculty may keep the same I.D. card for the length of their enrollment or employment. They are validated each semester with a different color validation sticker to signify current enrollment or employment. Additional information and schedules for obtaining an ID card are available at the Public Safety Office room 1M02 of the Academic Core Building.

• **Lost and Found**
  Any item(s) lost by a student and found by another student should be given to a Public Safety Officer in Room IM02 so that it may be logged in the Lost and Found Registry book.

• **Annual Security Report**
  The publication of our Annual Security Report is a means of sharing with the campus community our security policies and crime statistics for the most recent three-year period. In compliance with the 1990 Cleary Act, this information must be disseminated annually to all students and employees. The Annual Security “Right to Know” Report can be viewed or downloaded from the York College Public Safety website [http://york.cuny.edu/administrative/public-safety](http://york.cuny.edu/administrative/public-safety).
A basic financial aid principle to which institutions generally subscribe is that a college's financial aid program should provide financial assistance to students who, without such aid, would be unable to attend the college. Nevertheless, the family of a student is still expected to make a maximum effort to assist the student with college expenses. Financial assistance from colleges and other sources are viewed only as supplementary to the efforts of the family. York College adheres to this principle. The cost of education is a total budget figure which includes tuition and fees as well as estimates for home maintenance/living expenses, personal expenses, transportation, books and supplies. Once the family's expected contribution is deducted from the cost of education, the remainder is the student's financial need. The need analysis calculation is done in accordance with federal methodology.

- **Federal Pell Grant**
  Federal Pell Grants may be used to pay your tuition, or, if your tuition is covered by other means, to help you buy your books and supplies or pay your transportation costs. This grant is available only to students who have not earned a first bachelor's degree or professional certificate. Award amounts for the 2012-2013 academic year ranged from a minimum of $555 to a maximum of $5,550 for full-time study. The amount of Pell you receive depends on your EFC and your enrollment status.

- **Federal Work-Study (FWS) program**
  The Federal Work Study Program provides an opportunity to be placed in a part-time job that will accommodate your academic schedule during the school year. If you are awarded FWS, you must work in an eligible work-study job, either on-campus or off-campus, in order to receive the money. Placement assistance for work-study jobs can be found at Student Financial Services. You must have a FAFSA on file and demonstrate financial need in order to be eligible for FWS.

  **FWS Requirements**
  - All awarded Federal Work Study students must follow these criteria:
  - Have an FWS Award
  - Registered for at least 6 credits
  - Must be a U.S. citizen, permanent resident, refugee, or asylee
  - Must work at an FWS approved on-campus or off-campus worksite
  - Work no more than 20 hours per week.

  **FWS Orientation**
  - In order to begin work, eligible work study students must complete all of the following:
  - Attend one (1) FWS Orientation session.
  - Submit supporting documentation.
  - Registered for at least 6 credits in the Fall 14’ semester.

- **Supplemental Educational Opportunity Grant (SEOG)**
  The Supplemental Educational Opportunity Grant is a federal program which helps students with exceptional need meet educationally related expenses. SEOG awards are made to supplement other forms of financial aid and do not have to be repaid. This grant is available only to students who have not earned a first bachelor's degree or professional certificate. These funds are limited. Applicants should file their FAFSA as early as possible to be considered for this grant.
The New York State Tuition Assistance Program (TAP)

TAP helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which you begin study, an annual TAP award can be up to $5,000. Because TAP is a grant, it does not have to be paid back.

Effective for the 2007-08 academic year and thereafter, TAP is available for students attending SUNY, CUNY and not-for-profit independent degree-granting colleges on a part-time basis. To be eligible for Part-time TAP you must have been a first-time freshman in the 2006-07 academic year or thereafter, have earned 12 credits or more in each of two consecutive semesters, and maintain a “C” average.

Who Is Eligible?

To be eligible for TAP, you must:

- Be a United States citizen or eligible noncitizen
- Be a legal resident of New York State
- Study at an approved postsecondary institution in New York State (NYS)
- Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- Be enrolled as a full-time student taking 12 or more credits (applicable toward your degree program) per semester
- Be matriculated in an approved program of study and be in good academic standing
- Have declared a major no later than within 30 days from end of the add/drop period:
  1. in the first term of your sophomore year in an approved two-year program; or
  2. in the first term of your junior year in an approved four-year program
- Meet good academic standing requirements
- Be charged at least $200 tuition per year
- Not be in default on any State or federal student loan or on any repayment of state awards.
- Meet income eligibility limitations

- Aid for Part-Time Study Program (APTS)

The Aid for Part-Time Study Program (APTS) is a New York State program for students pursuing a degree as a part-time student who may not be eligible for a TAP award. To be considered for an APTS grant you must be enrolled for between 6 credits and 11 credits. Awards are made by York College based on the availability of funds from New York State. The application is sent to you as a result of your submitting the FAFSA and listing York College.

- Federal Perkins Loan

The Federal Perkins Loan Program provides low interest loans to help needy students finance the costs of postsecondary education. Students attending any one of approximately 1,700 participating postsecondary institutions can obtain Perkins loans from the school. Students must file a Free Application for Federal Student Aid (FAFSA) as part of the application process for a Perkins Loan. Students also will need to complete a Perkins promissory note in order to receive a loan. Perkins borrowers are eligible for loan cancellation for teacher service at low-income schools and under certain other circumstances specified in the law (HEA). Students may defer repayment of the loan while enrolled (at least half-time) at a postsecondary school. A borrower who has
difficulty repaying a Perkins Loan should contact the school where he or she received the loan to find out if he or she is eligible for a deferment or forbearance based on economic hardship or other circumstances.

- **Federal Direct Loans**
The Federal Direct Loan Program will provide funds for all eligible students who apply. A Federal Direct Loan can be either subsidized or unsubsidized. If, after your family contribution and financial aid have been subtracted from your total cost of education, and you have remaining financial need, you are eligible to receive a subsidized Direct Loan (a Stafford loan). The federal government pays the interest on a subsidized Direct Loan while you are enrolled at least half time (6 credits) and for six months after you leave school.

You are eligible to receive an unsubsidized Direct Loan to replace all or a portion of the family contribution, if there is loan eligibility remaining. If you borrow an unsubsidized Direct Loan, you have the option of paying the interest as it accrues, or you can allow the interest to be periodically added to the principal of the loan.

- **Subsidized Stafford loan**
The subsidized Stafford loan is the best, first choice for students looking to borrow money for education. This is because the interest on a subsidized loan is paid by the government while you are attending school.

What are the benefits of a subsidized Stafford loan?
- Low fixed interest rate, as low as 3.4%
- No payments while enrolled in school or in deferment
- No interest while enrolled in school or in deferment
- Acceptance not based on credit

Who is eligible for a subsidized loan?
In order to be eligible for the subsidized Stafford loan, you must meet the following qualifications:
- US Citizen or eligible non-citizen
- Enrolled half-time or more in an accredited academic program
- Have completed the [FAFSA](#)
- Have completed high school or equivalent (e.g. GED)
- Not in default or delinquent on any existing federal loan

- **Unsubsidized Stafford Loan**
An Unsubsidized Stafford Loan is a federally guaranteed loan that is not based on financial need. Interest will accrue from the time the loan is disbursed to the school. You do not have to make interest or principal payments until six months after graduation, or six months after you drop below a half time status. The current interest rate for an Unsubsidized Stafford loan is 6.8% fixed. Interest begins accruing after the loan is disbursed to the school. You are not required to pay the interest while you are in school, but doing so can save you money. If you choose not to pay the interest while in school then the interest is capitalized when the loan enters repayment after being in school, in your grace period, or after deferment.

- **Federal P.L.U.S. (Parent Loan For Undergraduate Students)**
PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the [Direct Loan Program](#).
Here’s a quick overview of Direct PLUS Loans:
- The U.S. Department of Education is the lender.
- The borrower must not have an adverse credit history.
• Loans have a fixed interest rate of 7.9%.
• The maximum loan amount is the student’s cost of attendance (determined by the school) minus any other financial aid received.

**Graduate Record Examination (GRE)**
The college is participating in the GRE Fee Waiver Program, which eliminates the test fee as a possible barrier to graduate study. Students who received financial assistance during their senior year and are considered in the highest need category is eligible to apply. Students who qualify must fill out an application and submit it to the Student Financial Services Office. Federal regulations require that students maintain satisfactory academic progress for purposes of receiving Title IV financial assistance.

• **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).

• **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 and clicking the CUNYfirst link. After entering your student information, click ‘Pay/View Your Bill’ and input your payment information. Print and save the screen entitled 'Payment Results 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 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 cancelled 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 Academic Management Services (AMS). Applications and additional information are available by calling 1-866-AMS-CUNY or at their website https://secure.tuitionpayenroll.com/enroll/index.jsp
• **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.

• **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 which have been established for The 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.

**TESTING CENTER**
Academic Core, Room: 1G05D
(718) 262-2012
Testing and Assessment have always been an integral part of higher learning. It measures student’s ability to succeed in college. Success in college and a career or profession depends upon many factors. One factor, however, is academic literacy: the ability to understand and to think critically about ideas and information presented in print and the ability to write clearly, logically, and correctly. Upon admission to the College, students are sent to the testing office to arrange for a testing session. Admitted students will be tested on three skills tests—Reading, Writing, and Math. Students are required to pass all three skills tests before registering for classes. Students, however, who have scored greater than 75 on the English and Math II & III Regents, or transferring students from a Non-CUNY school who have taken and passed (with a C or better) a 3 credit Pre-calculus or Calculus Math college course could be exempt from the Math Assessment Test, and/or taken an English Composition course could be exempt from Writing and Reading Assessment exams. Students transferring from CUNY schools must take the skills tests, if they have not passed them before entering York.

- Providing exit exams for those who are in remedial courses; and for Proctoring the CUNY Ability To Benefit Exam for students with international credential and who are applying for Tuition Assistance Program (TAP). For further information please visit our ATB site, on the left side of this page.
- Administering the NLN Nursing Exam.
- Administering the CHEs Exam.
- Skills Assessment Test

As part of The City University's admissions process, students are required to demonstrate their competence in reading, writing, and mathematics. Students can do this by scoring at the required levels on either the SAT Exams (480 or above on the Verbal and Mathematics sections) or NYS regents exams (75 or higher on the English Regents Exam and 75 or better in the new Mathematics A Regents Exam or the Sequential II or III Exam). Students who do not achieve the required scores on SAT or Regents Exams can satisfy basic skills requirements by passing the CUNY’s Skills Assessment Tests in writing, reading, and mathematics. Students cannot enter York College unless they have passed all three tests or have met the SAT or regents criteria. Results of the tests will be used to determine students’ readiness for college-level courses, initial course placements and readiness to exit from remedial, developmental, and English as a second language (ESL) course sequences. In case students are not able to pass one or more of the three skills assessment tests, York has developmental and English as a second language (ESL) course sequences. Please visit or call the Testing Office if you have any further questions or would like a practice orientation prior to taking the tests. Center for Students with Disabilities	ting September 1, 2003, all students pursuing an associate's or bachelor's degree will become subject to the CPE requirement, including those who first enrolled at CUNY as freshmen before Fall 1999.
The York College Writing Center supports students in all aspects of the writing process: generating ideas, doing research, drafting, revising, documenting sources, using the conventions of written English, graduate school essays and using word-processing programs. The York College Writing Center provides writing tutoring for all York College students. Tutors work with students on all aspects of the writing process.

Your tutor will work with you on any of several aspects of writing:

- helping you understand an assignment
- generating ideas for your writing
- finding and documenting source material
- developing and organizing your ideas
- grammar and mechanics
COLLEGE POLICIES
AND
PROCEDURES
RESOLVED, that The City University, in compliance with Chapter 191 of the Laws of 1969 hereby adopt the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes.

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATION LAW

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms; the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the bylaws of The City University of New York.

With respect to enforcement of these rules and regulations we note that the bylaws of the CUNY Board provide that: The president, with respect to his educational unit shall: a. have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction; b. be the advisor and executive agent to the board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties; c. exercise general superintendence over the concerns, officers, employees, and students of his educational unit.

Henderson Rules to Maintain Public Order

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institutions educational process or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of the university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of university/college equipment and/or supplies.

4. Theft from or damage to university/college premises or property, or theft of or damage to property of any person on university/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against or spectators.

6. Action may be taken against any and all persons who have no legitimate reasons for their presence on any campus within the university/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institutions educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational and community services.

7. Disorderly or indecent conduct on university/college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on any individual or damage upon a building or the grounds of the university/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the university/college.

9. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of hazing. Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

10. In accordance with the policy of The City University of New York, the college prohibits sexual harassment of employees or students.
CUNY POLICY

1. ACADEMIC

Academic Integrity

Academic dishonesty is prohibited in the City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.


Procedures for handling student complaints about faculty conduct in academic settings

The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

b. http://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf
2. ADMISSIONS
Submission of Fraudulent Documents and On the Omission of Information In Support of an Application for Admission
The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term “applications for admission” includes transfer applications.

3. CAMPUS SECURITY
Missing Persons Procedures
The purpose of The City University of New York Procedures on Missing Persons (“CUNY Missing Persons Procedures”) is to establish official notification procedures for missing students who reside in on-campus housing and to ensure that a student who resides in on-campus housing is informed of his or her options and rights under section 485(j) of the Higher Education Act 1

4. FERPA
Guidelines for The Implementation Of The Student Records Access Policy And The Federal Family Educational Rights And Privacy Act (Ferpa)
The Student Records Access Policy of the Board of Trustees of The City University of New York (CUNY) provides that the University and its colleges shall be in full compliance with the Federal Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Directory Information Non-Disclosure Form
This form must be filed with the Registrar’s Office if you do not wish any or all directory information disclosed without your prior consent.

5. STUDENT CONDUCT
Article XV Students
Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university’s non-discrimination policy

Drugs and Alcohol
The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.
Medical Withdrawal and Re-Entry
c. http://www.cuny.edu/about/administration/offices/la/advocacy-referral/MedicalWithdrawalPolFINAL7-07.pdf

Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students
The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence.
d. https://www.cuny.edu/about/administration/offices/la/CUNYSexualAssaultPolicy.pdf

Title IX Committee
Jessica Cherry- Coordinator
Gail Marshall- Deputy Coordinator
Chief Tyrone Forte- Director of Public Safety
Geneva Walker-Johnson- VP of Student Development
Olga Dais, Esq.- Campus Attorney

Policies and Procedures on Non-Discrimination and Sexual Harassment
The University does not condone and will not tolerate discrimination or harassment in employment or in its educational programs and activities. The City University of New York continues to recognize the important need to maintain at each campus equal access and opportunity for qualified students, faculty and staff from all ethnic and racial groups and from both sexes.
e. http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/finalnondeiscrimpolicy121213.pdf
York College Sexual Harassment Awareness and Intake Committee

Olga Dais, Esquire - Coordinator
Ms. Brunilda Almodovar - Deputy Coordinator
Professor Lindamichelle Baron – Deputy Coordinator
Professor Farley Mawyer – Deputy Coordinator
Professor Charles Coleman - Committee Member
Ms. Caroline Campbell - Committee Member
Professor John Drobnicki - Committee Member
Ms. Marjorie Dunbar - Committee Member
Chief Tyrone Forte - Committee Member
Professor Michele Gregory Committee Member
Ms. Gail Marshall - Committee Member
Dr. Jean Phelps - Committee Member
Mr. Randy Punter - Committee Member
Maintenance of Public Order

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference


6. STUDENT GOVERNANCE AND LEADERSHIP

Student Activity Fees and Auxiliary Enterprises

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.


Fiscal Handbook for the Control and Accountability of Student Activity Fees


Guidelines for Eligibility for Service as Members and Officers of Student Governments


Requirements of the Open Meetings Law

d. http://www.cuny.edu/about/administration/offices/sa/policies/OpenMeetingsLawwithoutmemo.pdf

7. STUDENT LIFE

Child-Care Services

The primary purpose of each child care center operating on a CUNY college campus, either as part of the college or as a separate entity, is to provide services to the dependent children of registered, matriculated college students.


Computer Use

CUNY’s computer resources are dedicated to the support of the University’s mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

b. http://policy.cuny.edu/text/toc/mgp/ARTICLE%20IV/Policy%204.1/

Disability Accommodation

The City University of New York, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 (“Rehabilitation Act”), the Americans with Disabilities Act of 1990 (“ADA”), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

c. http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/reasonable-accommodation.html
Notice to the CUNY Community Regarding File Sharing and Copyright Infringement

Tobacco Policy
The largest urban university in the country, The City University of New York is committed to promoting the health and well-being of its faculty, students and staff.

8. UNIVERSITY STATE SENATE

University Student Senate Constitution and Bylaws
We, the duly elected representatives of the student leadership of the City University of New York, in order to preserve the accessibility, affordability and excellence of higher education within the City of New York and to protect the rights of the student body and to inform when their rights are threatened, to further the cause of public higher education and to promote the general welfare of its student constituents and the University, do hereby establish and ordain this Constitution

USSElection
Board policy on the scheduling of student government elections and the election of delegates and officers of the University Student Senate.

USSERC (Policy for University Student Senate Election Review Committee)
Adopted by the Board of Trustees of The City University of New York on January 26, 1987, Cal. No. 7.A., and amended on September 30, 1996, Cal. No. 6.A. There shall be a University Student Senate Elections Review Committee with responsibility for reviewing and certifying the results of elections for officers of the University Student Senate.
c. http://www.cuny.edu/about/administration/offices/sa/policies/USSERC.pdf

9. VETERANS/MILITARY
The City University of New York (CUNY) has one of the largest veteran student populations in the U.S., with over 3,000 enrolled veterans. CUNY consists of 11 four-year colleges, 7 community colleges, the Graduate Center, the Graduate School of Journalism, the CUNY School of Law, the Sophie Davis School of Biomedical Education, the School of Professional Studies, the CUNY Baccalaureate Program, the Macaulay Honors College and the Online Baccalaureate Program. CUNY offers a wide range of special programs and options to veterans seeking a high-quality undergraduate or graduate education.