



**School  
of  
Professional  
Studies**

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The City University of New York

## **Student Handbook**

**2011-2012**

[www.sps.cuny.edu](http://www.sps.cuny.edu)

2011-2012

School of Professional Studies  
The City University of New York

101 West 31<sup>st</sup> Street, New York, NY 10001

[www.sps.cuny.edu](http://www.sps.cuny.edu)

212.652.CUNY

Dear Student:

We are delighted that you have decided to pursue your studies with us. The School of Professional Studies is dedicated to offering education that is especially timely, relevant, and useful. This commitment means we must be responsive to changes in the workplace, in knowledge resources, and in our culture generally – and globally. Above all, it means we must be responsive to student needs. We are determined to make everything about your time with us as rich and rewarding as possible. If there is any way we can help you, please don't hesitate to let us know. Feel free and encouraged to contact me personally.

I wish you all success.

Sincerely,

A handwritten signature in black ink, appearing to read "George Otte", with a long horizontal line extending to the right.

George Otte  
Associate Dean of Academic Affairs

**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.

Every effort has been made to make the material presented herein timely and accurate. As changes occur, they will be communicated via traditional media and reflected on the School's Web site. Students are encouraged to check the Web site to determine the most up-to-date program and course information and to make use of the Student Degree Audit System to track progress toward graduation. Critical points of fact or interpretation should be considered subject to confirmation by the appropriate office or department of the School.

The School does not guarantee to give all courses it announces. The announcement is made in good faith, but circumstances beyond the control of the School sometimes necessitate changes. The School may cancel courses if the enrollment does not warrant their being offered or if other contingencies make such a cancellation necessary.

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## DIRECTORY

Admissions	212.652.2869	<a href="mailto:otilia.abraham@mail.cuny.edu">otilia.abraham@mail.cuny.edu</a>
Bursar	212.652.2060	<a href="mailto:bursar@mail.cuny.edu">bursar@mail.cuny.edu</a>
Career Services	212.817.7166	<a href="mailto:shannon.gallo@mail.cuny.edu">shannon.gallo@mail.cuny.edu</a>
Disability Services	212.817.7168	<a href="mailto:cristina.finan@mail.cuny.edu">cristina.finan@mail.cuny.edu</a>
Financial Aid	212.652.2895	<a href="mailto:financialaid@sps.cuny.edu">financialaid@sps.cuny.edu</a>
General SPS Information	212.652.2869	<a href="mailto:information@sps.cuny.edu">information@sps.cuny.edu</a>
Help Desk	212.652.2888	<a href="mailto:helpdesk@sps.cuny.edu">helpdesk@sps.cuny.edu</a>
Library	646.312.1627	<a href="http://newman.baruch.cuny.edu/services/sps.html">http://newman.baruch.cuny.edu/services/sps.html</a>
Online Tutoring	212.652.2869	<a href="mailto:information@sps.cuny.edu">information@sps.cuny.edu</a>
Registrar	212.652.2869	<a href="mailto:jennifer.lee@mail.cuny.edu">jennifer.lee@mail.cuny.edu</a>
Student Services	212.817.7142	<a href="mailto:zlobely@gc.cuny.edu">zlobely@gc.cuny.edu</a>

The full directory can be accessed at <http://sps.cuny.edu/programs/spscourses/whoweare/staff.html>.

# THE SCHOOL OF PROFESSIONAL STUDIES

## At a Glance

In 2003, the Board of Trustees of the City University of New York created the CUNY School of Professional Studies (SPS) with the purpose of meeting the educational needs of working adults, organizations, and employers.

Since then, SPS has developed into a well established school serving New York City's dynamic marketplace through the provision of timely, innovative and academically rigorous programs of study designed to address new or unmet needs. Home to CUNY's first fully online degrees and groundbreaking Master's degree programs, SPS has found new ways of fulfilling CUNY's mission of access, reaching students with new modes of instruction, new courses and curricula, new kinds of learning tailored for diverse requirements and constituencies.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as [industry and education partners](#), the School's undergraduate and graduate degree programs, advanced and undergraduate certificate programs, and professional development courses provide opportunities for personal growth, job mobility, greater participation in social institutions, and new ways to meet the constant need to upgrade knowledge.

The School is home to the Joseph S. Murphy Institute for Worker Education and Labor Studies and the Off-Campus College.

The [Joseph S. Murphy Institute for Worker Education and Labor Studies](#) offers educational opportunities to union members to meet their career advancement and personal growth needs. It also serves as an academic resource on issues of concern to the labor movement and publishes [New Labor Forum](#), a national journal of analysis and debate.

The [Off-Campus College](#) offers working students access to a college education by providing workplace related, credit-bearing courses and certificates.

As SPS continues to grow it commits itself to aligning the education it offers with the current needs of its students, always intent on making that education timely, relevant and powerfully useful.

For more information, please visit the SPS website ([www.sps.cuny.edu](http://www.sps.cuny.edu)) or contact SPS by phone at 212. 652.CUNY (212.652.2869) or by e-mail at [information@sps.cuny.edu](mailto:information@sps.cuny.edu).

## Mission Statement

Drawing its sense of purpose from its receptiveness to new challenges, the School of Professional Studies (SPS) of The City University of New York (CUNY) also draws great strength and pride from its vanguard role in the world's largest public urban university, serving and reflecting New York's diverse needs and constituencies. SPS is committed to CUNY's core mission of access with excellence, with programs and services that add new dimensions to this mission. Dedicated to being responsive and innovative - responsive to emerging needs, innovative in addressing them - SPS gives students high-quality instruction and extraordinary academic support in programs offered online, in traditional classroom settings, and in the workplace. The School's undergraduate and graduate degree programs, advanced and undergraduate certificates, and professional development courses provide opportunities for personal growth, job mobility, greater participation in social institutions, and new ways to meet the constant need to upgrade knowledge.

# ACADEMIC CALENDAR

## Fall 2011 Term Schedule (subject to change)

August 15-25	Mon-Thursday	Orientation (as scheduled by programs)
August 25	Thursday	Last day to drop with 100% refund
August 26	Friday	First day of class; First day of late registration First day to drop courses with 75% refund
September 1	Thursday	Award of degrees and certificates Last day of late registration; Last day to add courses Last day to drop courses with 75% refund
September 2	Thursday	First day to drop courses with 50% refund
September 5	Monday	Labor Day – SPS offices closed, no classes scheduled*
September 8	Thursday	Last day to drop courses with 50% refund
September 9	Friday	First day to drop courses with 25% refund
September 15	Thursday	Last day to drop courses with 25% refund; no refunds after this date Last day to drop without a “W” grade
September 16	Friday	First day of withdrawal, grade of “W” will be recorded
September 28-30	Wed-Fri	No classes scheduled*
October 4	Tuesday	<b>Tuesday classes do not meet. Classes follow a Friday schedule</b>
October 7-8	Fri-Sat	No classes scheduled*
October 10	Monday	Columbus Day – SPS offices closed, no classes scheduled*
November 17	Thursday	Last day to withdraw and receive grade of “W”
November 22	Tuesday	Classes follow a Thursday schedule
November 24-27	Thurs-Sun	Thanksgiving: no classes*
December 13	Tuesday	Last day of classes
December 14-22	Wed-Thurs	Final exam period
December 22	Thursday	Fall term ends

\*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.

## Spring 2012 Term Schedule (subject to change)

January 17-26	Tues-Thurs	Orientation (as scheduled by programs)
January 16	Monday	Martin Luther King Day – SPS offices closed*
January 26	Thursday	Last day to drop with 100% refund
January 27	Friday	First day of class; first day of late registration First day to drop courses with 75% refund
February 2	Thursday	Last day of late registration; last day to add courses Last day to drop courses with 75% refund
February 3	Friday	First day to drop courses with 50% refund
February 9	Thursday	Last day to drop courses with 50% refund
February 10	Friday	First day to drop courses with 25% refund
February 13	Monday	Lincoln’s Birthday – SPS offices closed, no classes scheduled*
February 16	Thursday	Last day to drop courses with 25% refund No refunds after this date; last day to drop without a “W” grade
February 17	Friday	First day of withdrawal, grade of “W” will be recorded
February 20	Monday	President’s Day – SPS offices closed, no classes scheduled*
February 21	Tuesday	<b>Tuesday classes to not meet. Classes follow a Monday schedule</b>
April 6-15	Fri-Sun	Spring recess*
April 19	Thursday	Last day to withdraw and receive grade of “W”
May 16 – 24	Wed-Thurs	Final exam period
May 24	Thursday	Spring term ends
June 12	Tuesday	Commencement

\*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.

## Summer 2012 Term Schedule (subject to change)

May 21-25	Mon-Fri	Orientation (as scheduled by programs)
May 28	Monday	Memorial Day - SPS offices closed
May 29	Tuesday	Last day to drop with 100% refund
May 30	Wednesday	First day of class; first day of late registration First day to drop courses with 75% refund
June 6	Wednesday	Last day to drop with 75% refund; Last day to add courses Last day of late registration
June 7	Thursday	First day to drop with 50% refund
June 13	Wednesday	Last day to drop with 50% refund
June 14	Thursday	First day to drop with 25% refund
June 20	Wednesday	Last day to drop with 25% refund Last day to drop without a "W" grade
June 21	Thursday	First day of withdrawal, grade of "W" will be recorded
July 4	Wednesday	Independence Day – SPS offices closed, no classes scheduled*
July 6	Friday	Last day to withdraw and receive grade of "W"
August 3	Friday	Last day of classes
August 4 - 10	Sat-Friday	Final exam period
August 10	Friday	Summer term ends

\*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.

***Note: The refund schedule in this calendar applies to courses that meet for the entire summer term only. Courses that meet for a shorter duration will have a prorated refund schedule.***

## GENERAL INFORMATION

### ***Text Books and Course Materials***

The following provides information on how to purchase and/or access required textbooks or other required course materials.

#### Book Store and Book Sellers

##### *SPS Virtual Bookstore*

Students may purchase books for SPS courses at the SPS Virtual Bookstore. Students may access the bookstore at <http://bookstore.mbsdirect.net/CUNY.HTM>.

##### *Alternative Vendors*

While books for SPS courses will be available for purchase through the Virtual Bookstore, students are encouraged to find books at a vendor that is most convenient for them. To help with their search students may refer to CUNY's "How to Save Money on Textbooks" brochure available at <http://portal.cuny.edu/cms/id/cuny/documents/informationpage/030788.htm>.

##### *Barnes & Noble*

Some instructors may make books for their course available at Barnes and Nobel Barnes at 18th Street Bookstore in Manhattan.

#### **Barnes & Noble at 18th Street Bookstore**

105 Fifth Avenue  
6 East 18th Street  
New York, NY 10003

#### Coursepacks

Some instructors may compile copyrighted materials from various sources (journals, textbooks, books, etc.) to create a coursepack instead of or in addition to a textbook. Instructors will make coursepacks available for purchase either through SPS Virtual Bookstore or at Barnes and Nobel at 18<sup>th</sup> Street Bookstore.

#### E-Library, E-Books, E-Collections

Instructors may require readings that are available through the Newman Library's vast e-books and e-texts collection. To search for electronic materials accessible through the Newman Library visit [http://newman.baruch.cuny.edu/search/databases\\_ie7.php](http://newman.baruch.cuny.edu/search/databases_ie7.php).

#### Course Reserves

Some instructors may make books and/or other course materials available through the electronic course reserve system at the Newman Library. For more information about accessing course reserve materials visit <http://newman.baruch.cuny.edu/services/sps.html>.

### ***Library Services***

The home library for SPS is the Newman Library at Baruch College. The Newman Library provides students with an easy, quick way of accessing computer-based library materials through its internet-based resources. These include electronic research databases and an E-Reserve system where professors can post class related content.

For additional information about the services provided by the Newman Library to students of the School of Professional Studies, visit <http://newman.baruch.cuny.edu/services/sps.html>.

Students' Newman Library username and passwords are mailed to their SPS email accounts upon enrollment into the program. They will need this information to access the online library resources.

In addition to the Newman Library, students of the School of Professional Studies with a valid SPS ID have access to the 20 libraries of The City University of New York system. To enter any of the libraries, including Newman Library, students must present their SPS ID Card along with a valid picture ID.

Library hours are: Monday, 10 a.m.-7:00 p.m.; Tuesdays, 5:00 p.m.-8:30 p.m.; and Wednesdays, 5:00 p.m.-8:30 p.m.

### ***Murphy Institute Programs***

In addition to the library services outlined above, students enrolled in programs at the School of Professional Studies through the Murphy Institute have access to the Joseph S. Murphy Institute Library at the Murphy Institute located at 25 West 43<sup>rd</sup> Street in Manhattan. This library of approximately 4,000 volumes is the only collection within the City University of New York specifically dedicated to scholarship in the field of labor and related social sciences. The library contains several special collections of prominent scholars, including Philip Foner, Sumner Rosen, Nathan Spero, Adina Back, William Tabb, Art Shostak, and Evie Weiner.

### ***Tutoring Services***

The School of Professional Studies has joined a consortium of colleges and universities to provide comprehensive and easily accessible online tutoring for students. Tutoring is available in all subjects. For more information, visit [http://sps.cuny.edu/student\\_resources/tutoring\\_services.html](http://sps.cuny.edu/student_resources/tutoring_services.html).

Individual tutoring may also be available through each program department. Please check with your specific program for more information.

### ***Murphy Institute Programs***

Writing support is provided through the Murphy Institute through the JSMI Writing Resource Center staffed by skills-development specialists and volunteer tutors. In addition, college preparatory classes are provided by the Murphy Institute at no cost to students.

### ***The CUNY eMall***

The CUNY eMall provides students with price saving opportunities on a variety of items and services. Students are encouraged to check the eMall before purchasing software or hardware. Between promotional discounts, special giveaways, and free software, members of the CUNY community are able to get more value by shopping at the CUNY eMall.

You can access the CUNY eMall through the CUNY Portal.

# ACADEMIC REGULATIONS AND PROCEDURES

## **Orientation**

Orientation varies by program. Admitted students will receive information about orientation for their program shortly after being admitted.

## **Academic Advisement**

Academic advisement is provided by faculty and staff of the specific program in which a student is enrolled. If you are unsure who to contact for academic advisement for your program please call 212.652.2869.

## **Registration**

Before beginning the registration process you must consult with your program/faculty adviser about the courses in which you should enroll. Once you know what courses you will be taking for the upcoming semester you will need to register through CUNY's eSIMS system following the instructions below.

**Note: Students attending classes in person will be blocked from registering for courses if you have not satisfied the immunization requirements. Please see the Immunization Requirements section of this handbook for additional information.**

### **Register for Classes Using eSIMS**

Before you start, you will need to change the pop-up setting on your internet browser to **Enable**.

1. Log into your CUNY eSIMS Account at [www.cuny.edu](http://www.cuny.edu).
  - a. select the **Portal Log-in/Blackboard/eSIMS** link (on the upper-left hand side of the page under **QUICKLINKS**).
  - b. select the **Portal Log-in/Blackboard/eSIMS** link (on the upper-left hand side of the page under **QUICKLINKS**).
  - c. Select **eSIMS Direct (course registration)**.
  - d. Enter your Portal **Username** and **Password** in the pop-up screen.
  - e. Select **OK**.

**Note: Instructions for creating a CUNY Portal Account are located in the Academic Technology section.**

2. **If you are a new student to CUNY registering for the first time, select the Meningitis Check-off** link on the navigation panel on the left. Read the **Meningococcal Meningitis Response Form** then scroll to the bottom of the page. Select a response then enter the required information. Select **submit**.
3. Find the courses you wish to register for by selecting the **Open Sections** from the navigation panel on the left. This will bring you to the **CUNY Schedule of Classes** page.

- a. **Select a CUNY College:** If School of Professional Studies is not already selected, do so now using the drop down menu.
- b. **Select a semester** using the drop down menu.
- c. **Select a Division:** place a check in the box next to **Graduate**
- d. Click on the **Search for Course Sections** button on the bottom of the page. This will bring you another page. You **do not** need to make any changes to this page.
- e. Click again on the **Search for Course Sections** on the bottom of the page.
- f. Find the course(s) you wish to register for this semester then on a piece of paper, write down the corresponding **four digit code**. You will need these codes to complete your registration.

*Note:* ensure you are selecting courses that have available seating. The **Open Seats** column will indicate the available seating in a course. So if you see a “0” in that column, the course is full and the section is closed.

4. After you have written down all the course codes for the courses you wish to register for this term, return to the main eSIMS page.
5. Select the **Registration** link from the navigation panel on the left.
6. Select the semester you wish to register for.
7. Enter the course codes for the courses you wish to register for then select **Submit**.

## ***Tuition and Fees***

All tuition charges and fees listed herein, or in any registration materials issued by the School of Professional Studies, are subject to change by action of the Board of Trustees of The City University of New York without prior notice. In the event of any increase in tuition charges and fees, payments already made to the School of Professional Studies will be treated as partial payment, and notification will be given of the additional amount due and the time and method of payment.

CUNY degree students taking an SPS course on permit do not pay the application fee and pay tuition only to their home college.

### **General Fees** *(These fees are applicable to all undergraduate, graduate, degree and non-degree students)*

Application Fee <i>(one time, non-refundable fee to the School of Professional Studies)</i>	<ul style="list-style-type: none"> <li>• Undergraduate Programs, Non-Credit Programs and Graduate Non-Degree Programs - \$70</li> <li>• Graduate Degree Programs – varies by program</li> </ul>
SPS Non-Credit Courses Registration Fee Per Term	\$25
CUNY Consolidated Fee Per Term	\$15
CUNY Technology Fee Per Term	Full-time Students (12 or more credits) - \$100 Part-time Students - \$50
Transcript fee per copy	\$7
SPS ID Replacement	\$5
Diploma Replacement (original or affidavit of loss must accompany the check)	\$25
Infrastructure Fee Per Term (online degree programs only)	\$75
Late Registration Fee	\$25
Change of Course Fee	\$18

### Undergraduate Degree Students

	Full-time Students (12 or more credits)	Part-time Students
New York State Residents	\$2,565 per semester	\$215 per credit
Out-of-State Residents and Foreign Students on Temporary Visas	\$460 per credit	\$460 per credit

**Please note: Students in online degree programs pay the New York State tuition rate and do not need to establish residency.**

### Undergraduate Credit, Non-Degree Students

	Per Credit or Equivalent
New York State Residents	\$320
Out-of-State Residents and Foreign Students on Temporary Visas	\$680

### Credits in Excess of 18

Undergraduate students who register for credits in excess of 18 are subject to a fee.

1 or 2 excess credits	\$100
3 or 4 excess credits	\$230
5 or 6 excess credits	\$460
More than 6 credits	\$690

### Graduate Degree Students

	Full-time Students (12 or more credits)	Part-time Students
New York State Residents	\$4,105 per semester	\$345 per credit
Out-of-State Residents and Foreign Students on Temporary Visas	\$640 per credit	\$640 per credit
Maintenance of Matriculation (Resident)	\$170	
Maintenance of Matriculation (Non-resident)	\$280	

### Graduate Credit, Non-Degree Students

	Per Credit or Equivalent
New York State Residents	\$345
Out-of-State Residents and Foreign Students on Temporary Visas	\$640

**Please note: Students in online degree programs pay the New York State tuition rate and do not need to establish residency.**

### Non-Credit Tuition and Fee Schedule

Please visit <http://sps.cuny.edu> for information on specific non-credit course fees.

All tuition is due on or before the first day of the semester. If financial aid is applied for in a timely manner and is approved, students may pay only the portion of tuition which is not covered by financial aid. A student may incur additional costs for textbooks, books, manuals, supplies, and equipment that are corollary to instruction and necessary for the student. Those costs, apart from tuition and fees vary by course and instructor.

The School of Professional Studies has arranged for students to have access to two payment plans. More information about these payment plans is available at [http://sps.cuny.edu/admissions/payment\\_methods.htm](http://sps.cuny.edu/admissions/payment_methods.htm). Failure to pay tuition and fees by the due date may cause the student to be deregistered for the semester.

## **New York State Residency**

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if the student has his or her principal place of abode in the State of New York for a period of at least twelve months immediately preceding the first day of classes for the semester with respect to which the residency determination is made; state an intention to live permanently and maintain a principal place of abode in New York State; and, generally, is not in the United States on any temporary visa. Residence in a dormitory, hotel, or other temporary housing facility does not in itself establish New York State residency.

A CUNY Residency Form and appropriate documentation must be provided for students to be eligible for New York State resident tuition rates. The CUNY Residency Form can be found at [http://sps.cuny.edu/forms/Residency\\_Form.pdf](http://sps.cuny.edu/forms/Residency_Form.pdf).

## **Financial Obligations**

Students who have not met all of their financial obligations to the School or to the University will not be issued a transcript, certificate, diploma or grade until they have made all outstanding payments. Students who are delinquent and/or in default in any of their financial accounts with the university or an appropriate state or federal agency for which the university acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, The William D. Ford Federal Direct loan program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript, of academic record, certificate or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation. Students also will not be allowed to register for a new semester unless they have satisfied all previous financial obligations.

## **Remission of Tuition and Fees**

Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. Fees and other non-tuition charges cannot be refunded. Refunds of tuition must be based upon a timely written official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by university policy. A student not entitled to a refund – even if withdrawn from classes – is fully liable for any unpaid tuition and fees.

A student is entitled to a full refund of tuition and noninstructional fees (where applicable) in the event that courses are cancelled or a student's registration is cancelled by the School of Professional Studies.

In the event of a student's withdrawal, a proportionate refund of tuition may be granted if valid reasons for withdrawal are presented. Written notification of a student's official withdrawal should be delivered by mail, email or in person to:

CUNY School of Professional Studies  
Registrar  
101 West 31<sup>st</sup> Street, Suite 905  
New York, New York 10001  
Email: [jennifer.lee@mail.cuny.edu](mailto:jennifer.lee@mail.cuny.edu)

Upon approval of a written application, proportionate refund of tuition may be made as outlined below. For mailed requests, the postmark date determines qualification for the refund. Refund will be made in the form of the initial payment. Students enrolled under special program initiatives may have adjusted refund dates. No fees are refunded due to withdrawal.

*Withdrawal from course:*

- before the official starting day of classes for the semester – 100%
- within one week of the official starting day of classes for the semester – 75%
- within two weeks of the official starting day of classes for the semester – 50%
- within three weeks of the official starting day of classes for the semester – 25%
- subsequent to the third week of the official starting day of classes for the semester – none

This schedule is not applicable to withdrawals due to the military, Peace Corps, or leaves for other national service, and is subject to change by action of the Board of Trustees of The City University of New York.

For online Seminars on Science courses offered in collaboration with the American Museum of Natural History this policy relates to the tuition and fees of the School of Professional Studies only.

For CUNY degree-seeking students, refunds will be given based upon the following schedule:

- If the Course is dropped between registration and the official start date for the Course, the refund will be 100%.
- If the Course is dropped during the first week of the class, the refund will be 50%.
- If the Course is dropped after the first week of the class, there will be no refund.

Note: The Museum reserves the right to enforce its refund policy for fees paid directly to the Museum.

For courses that meet for less than 7 weeks the refund policy will be published with the class schedule. For specific withdrawal dates for a course offering, see the Academic Calendar or the School of Professional Studies website: [www.sps.cuny.edu](http://www.sps.cuny.edu)

## Payment Methods

### Payment by Check or Money Order

Please send check or money order, made payable to the School of Professional Studies, to:

CUNY School of Professional Studies

101 West 31<sup>st</sup> Street, Suite 905  
New York, NY 10001  
Attn: Bursar

### Payment by Credit Card, Debit Card, or e-Check

Students must use the eSIMS student information system to make payment by credit card, debit card, or e-check. Follow the instructions below to make payment by credit card.

1. Log onto eSIMS through the CUNY Portal (refer to the Academic Technology section for CUNY Portal and e-SIMS information).
2. Select the **Semester Bill** link from the navigation panel on the left.\*
3. Select the **Pay Now** button to settle your tuition bill.
4. Select the payment option for which you wish to settle your tuition balance.
5. Verify your First and Last name and select **Continue** to make your payment.
6. Choose the **Method of Payment**, complete the payment form and select **Continue**. All major credit cards (except Visa) are accepted.

\*If you have trouble connecting to the **Semester Bill** screen, you may need to change the pop-up setting on your internet browser to “enable”. Change the pop-up setting and **shut down your browser** before attempting to make a tuition payment.

### Tuition Payment Plan

You may also pay for your course(s) over a period of time by enrolling with TuitionPay. To learn more visit the Payment Methods section of our website at [http://sps.cuny.edu/admissions/payment\\_methods.html](http://sps.cuny.edu/admissions/payment_methods.html).

Additional information about financial aid can be found at CUNY’s website, <http://www1.cuny.edu/admissions/index.html>, or in the *CUNY Paying for College: A Solutions Handbook*, which can be mailed to you upon request.

## ***Financial Aid for Undergraduate Programs***

The Financial Aid Office administers federal and state funds, as well as those provided by special programs and the School itself, to ensure that you will have an opportunity to pursue higher education at the School of Professional Studies. The office will work with you to combine scholarships, grants, and loans to help meet the difference between the cost of college and the contributions you and your family are able to make.

Most award amounts are based on need, and you will have to maintain good academic standing.

There are many options to choose from when considering both government and private sources of aid.

The basic types of financial aid are:

- Grants – which do not have to be repaid
- Scholarships – which are usually based on academic merit and also do not require repayment
- Loans – which do need to be repaid

To receive both Federal and State financial aid as a CUNY student, you must complete two forms: the Free Application for Federal Student Aid (FAFSA) and, if you or your parents are New York State residents, and you are a full time student (12 credits or more), the New York State Tuition Assistance Program (TAP) application.

Both forms can be completed online. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions while completing the FAFSA form you may contact the FAFSA help line at 800.433.3243. You will be directed to the TAP application after completing the online FAFSA. For additional TAP information visit [www.hesc.com](http://www.hesc.com).

We urge you to apply for financial aid for each upcoming academic year before the deadline of April 15.

When completing the FAFSA, the Title IV Code is **004765**.

The school code for TAP is **1420**.

If you have questions relating to financial aid, please contact the Financial Aid Office at 212.652.2895 or [financialaid@sps.cuny.edu](mailto:financialaid@sps.cuny.edu).

## ***Financial Aid for Graduate Programs***

To receive both Federal and State financial aid as a CUNY student, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions while

completing the FAFSA form you may contact the FAFSA help line at 800.433.3243.

We urge you to apply for financial aid for each upcoming academic year before the deadline of April 15.

When completing the FAFSA, the Title IV Code is **004765**.

If you have questions relating to financial aid, please contact the Financial Aid Office at 212.652.2895 or [financialaid@sps.cuny.edu](mailto:financialaid@sps.cuny.edu).

## ***Tuition Support***

Consult with the Academic Director for your program to find out if tuition support is available.

## ***Immunizations Requirements***

In accordance with New York State Public Health Law 2165, students enrolled for at least six (6) semester hours or the equivalent per semester and who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella in order to register, attend classes, or use University facilities. Requirements are as follows:

- Two doses for two doses of live measles vaccine (the 1st dose must have been administered on or after the first birthday, the second dose at 28 days later and after 15 months of age), or a blood test showing immunity
- One dose of live mumps vaccine administered on or after the first birthday, or a blood test showing immunity.  
One dose of live rubella vaccine administered on or after the first birthday or a blood test showing immunity.

In addition, New York State Public Health Law 2167 requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, return a Meningococcal Meningitis Vaccination Response Form before they register.

Students must complete and mail the following forms to the address below (available at [http://www.sps.cuny.edu/student\\_resources/forms.html](http://www.sps.cuny.edu/student_resources/forms.html)).

- **Student Immunization Record Form** (*This form must be signed and stamped by a practitioner/medical doctor.*)
- **Meningococcal Meningitis Response Form**

CUNY School of Professional Studies  
101 West 31<sup>st</sup> Street, Suite 905  
New York, New York 10001  
Attn: Admissions and Student Services

Failure to comply with state law will result in denial of registration privileges.

**Students enrolled solely in online courses are exempt from this regulation.**

## ***Withdrawal***

Students who wish to withdraw from a course or from their program should consult the faculty or staff of their specific program. Once a decision has been made to withdraw from a course or program, the student must complete and submit the Withdrawal form found at <http://sps.cuny.edu/admissions/withdrawals.html>.

## ***Leave of Absence***

Students who need to take a leave of absence may do so by sending a letter to: Executive Director of Enrollment and Senior Registrar, School of Professional Studies, 101 West 31<sup>st</sup> Street, Suite 905, New York, NY 10001. If the request is made during the term and the student is registered, the request will be processed in accordance with the Refund Policy.

Leaves of absence are regularly approved for up to two years. If the leave is extended beyond two years, students must apply for readmission. While on leave, students may not attend other colleges or universities except with the written permission of the Executive Director of Enrollment and Senior Registrar. Credit earned while on leave will not be accepted toward the degree or certificate unless prior approval was obtained.

In order to be granted a leave of absence, a student must be in good standing. A leave of absence cannot be used to avoid the consequences of poor academic performance or to circumvent a disciplinary procedure.

## ***CUNY Policy on Academic Integrity***

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the educational mission of the City University of New York and the students' personal and intellectual growth. SPS students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned. Sanctions may include failing grades, suspension and expulsion. See [www.cuny.edu](http://www.cuny.edu) under "Current Students" for additional information on CUNY policies.

Engaging in acts of academic dishonesty can end a student's school career, have an impact on the person's professional life and jeopardize future career goals. The School of Professional Studies is committed to maintaining an atmosphere of academic integrity. All alleged cases of academic dishonesty are subject to due process.

Additional information about Academic Integrity can be found in the School of Professional Studies Academic Policies Handbook which can be accessed at [http://sps.cuny.edu/acad\\_policies/index.html](http://sps.cuny.edu/acad_policies/index.html).

## Grading Policy

### Undergraduate

The undergraduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

A	4.0	B+	3.3	C+	2.3	D+	1.3
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	D-	.7
						F	0.0 Failure

<b>AUD</b>	Auditor, listener.
<b>INC</b>	Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of F on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the end of the following semester. When the course work is completed and the final grade received, the INC grade will be replaced; a notation will be made on the student's transcript of the date of change.
<b>W</b>	Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Executive Director of Enrollment Services and Senior Registrar at the written request of the student. It does not affect the grade point average.
<b>WA</b>	Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned.
<b>WN</b>	Never attended. Calculated as the equivalent of an "W" in the GPA.
<b>WU</b>	Unofficial Withdrawal. Student attended at least one class session. Calculated as the equivalent of "F" in the GPA.

### University Policy Concerning the Repeat Of Courses In Which A Student Has Earned A Grade Of "F" or "WU"

When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the cumulative grade point average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the grade point average calculation shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York.

### Satisfactory Academic Progress

Students are expected to make satisfactory academic progress. Generally, undergraduate programs throughout CUNY expect applicants to present an academic record with a minimum 2.0 GPA. A student is considered in good academic standing and making good academic progress when he/she has completed all coursework and exams in accordance with faculty instructions, no later than the last day of the examination period and has earned a GPA of at least 2.0. In certain circumstances, a student may find it necessary to request a grade of Incomplete (INC), in accordance with the rules above. All INC grades must be completed by the end of the following fall or spring

semester or the grade will be converted to F. If the course is repeated, it will be a new registration and a second grade on the academic record.

When a student has accumulated more than one incomplete or a GPA below 2.0, he or she may be ineligible to continue in the program since satisfactory academic progress is not being made. Under certain circumstances, a student may be required to carry a reduced course load to improve the GPA or be required to postpone further registration until the INC grades are completed. Typically, students may register for additional courses with one INC grade. Of course, all such academic reviews take into consideration individual circumstances and the potential for improvement.

In addition to academic consequences, failure to make satisfactory academic progress may have implications for the award of financial aid.

### **Academic Warning**

Academic warnings are issued whenever such a warning is deemed appropriate. Students receive only one academic warning; failure to comply with this warning may result in academic probation or suspension.

### **Academic Probation**

Academic probation is a serious warning that immediate and significant improvement is required. Students who earn F or WU grades, have a GPA below 2.0 or more than two INC grades will be reviewed and may be placed on academic probation. A finding that a student has committed plagiarism or has failed to comply with the Academic Integrity standards of the School of Professional Studies in any other way will be cause for probation. When instituting probation, specific criteria for return to good academic standing will be defined. Academic probation will be noted on a student's transcript while in effect and that notation will be removed completely upon successful return to good academic standing.

### **Academic Suspension and Exclusion**

Students with two consecutive unsatisfactory semesters are normally suspended from the School of Professional Studies for a period of one year. Students may petition to return to the program at the end of the year. Students may be suspended or excluded from the School for reasons of academic dishonesty.

### **Academic Honors and Awards**

#### *Dean's List*

#### Full Time Students

The Dean's list notation will appear on the transcript of Full Time Students (those taking 12 or more credits per term) in the term they achieve a GPA of 3.5 and above.

#### Part Time Students

The Dean's list notation will appear on the transcript of Part Time Students for each accumulation of 12 credits if they achieve a GPA of 3.5 and above.

#### *Honors for General Excellence*

Latin Honors are computed using only those courses taken in the School of Professional Studies and awarded when students have completed their baccalaureate degree with a final grade point average as follows:

Cum Laude (with praise) 3.50

Magna Cum Laude (with great praise) 3.75

Summa Cum Laude (with highest praise) 3.85

Degrees and certificates are awarded three times each academic year: February 1, June 1 and September 1.

## Graduate

The graduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

<b>A</b>	4.0	<b>B+</b>	3.3	<b>C+</b>	2.3	<b>F</b>	0.0	Failure
<b>A-</b>	3.7	<b>B</b>	3.0	<b>C</b>	2.0			
		<b>B-</b>	2.7	<b>C-</b>	1.7			

<b>AUD</b>	Auditor, listener.
<b>INC</b>	Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of F on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the end of the following semester. When the course work is completed and the final grade received, the INC grade will be replaced; a notation will be made on the student's transcript of the date of change.
<b>W</b>	Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Executive Director of Enrollment Services and Senior Registrar at the written request of the student. It does not affect the grade point average.
<b>WA</b>	Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned.
<b>WN</b>	Never attended. Calculated as the equivalent of an "W" in the GPA.
<b>WU</b>	Unofficial Withdrawal. Student attended at least one class session. Calculated as the equivalent of "F" in the GPA.

### Satisfactory Academic Progress

Students enrolled in post-baccalaureate programs are expected to make satisfactory academic progress, ideally maintaining a minimum 3.0 GPA. When a certificate student's GPA falls below 3.0, the student is subject to academic review by the Executive Director of Enrollment Services and Senior Registrar. In general, graduate programs throughout CUNY expect applicants to present an academic record with a minimum 3.0 GPA.

Degrees and certificates are awarded three times each academic year: February 1, June 1 and September 1.

### Grade Appeal Policy and Procedures

If a student believes that an error was made in the assignment of a grade, he or she should speak with the instructor of the course within 30 days following the posting of the grade. An email message or note requesting an appointment and explaining the problem will give the faculty member an opportunity to gather the appropriate course materials, papers, exams or other submissions so that the ensuing conversation can be meaningful. As a result of this conversation, a faculty member may correct an error and change the grade. If the problem is not resolved

between the student and faculty member, the student may petition the School of Professional Studies Committee on Academic Appeals and Discipline, which hears student appeals on grades, determinations of satisfactory progress, plagiarism and related matters.

### **Policy**

The School of Professional Studies is responsible for determining the requirements and standards of performance for courses and for qualifying examinations. The School of Professional Studies course instructors retain considerable discretion in these matters. The instructor is under obligation, however, to ensure that his/her course syllabus is consistent with the goals of the curriculum of the certificate program or course. The grading standards in a given course shall reflect levels of difficulty related to the educational objectives of the program.

Instructors have an obligation to students to make clear the basis of evaluation (e.g., reading assignments, student's written submissions, contributions to class discussions, and presentations) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

### **Procedures**

Academic appeals consist of issues raised by students who question the validity of their grades for coursework, grades on examinations, and/or final course grades. Most of these appeals can and should be resolved by the student's direct discussion and communication with the instructor. A student's appeal of a final grade must be formally initiated within 30 days following the posting of the grade on the student's transcript. If the 30-day deadline has lapsed, the grade becomes permanent.

The academic appeals process comprises three levels as described below. The student may terminate the appeals process after Level I (with the instructor) or after Level II if a satisfactory conclusion is reached. The Level III decision of the Academic Appeals Committee is final.

#### *Level I: With the Instructor:*

The student shall meet with the instructor in an attempt to resolve the complaint. The student should email or call the instructor, explain the concerns, and ask for specific information as to why this grade was received. The student may be accompanied by a student or other member of the School of Professional Studies community in discussion with the instructor. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations. It is the instructor's responsibility to provide the student with a detailed explanation of how the grade was determined.

#### *Level II: With the School of Professional Studies Director of Student Services:*

If the matter is not resolved at Level I, the student shall submit a written appeal to the School of Professional Studies Director of Student Services. The written appeal must specify the nature of the complaint and the outcome the student is seeking and it must be received within 30 days of the meeting with the instructor. The Director of Student Services will schedule a meeting with the student and the instructor in an attempt to resolve the complaint. The Director of Student Services and the instructor with whom the complaint is filed will then communicate their decision in writing to the student.

#### *Level III: With the Academic Appeals Committee:*

If the matter is not resolved at Level II, the student shall submit a written appeal outlining the nature of the complaint and the outcome sought to the Dean of the School of Professional Studies (or his or her designee), within 30 days of receipt of the letter referred to in Level II. The Dean shall schedule a meeting with the student and the Academic Appeals Committee. The Academic Appeals Committee will consist of the Dean and two members of the School of Professional Studies' governing committee and one School of Professional Studies' instructor or CUNY faculty member with relevant specialization, who will hear the student's complaint. The Dean, on the basis of each individual student complaint, shall randomly determine the members of the Academic Appeals Committee; the committee will

not function as a standing committee. The Dean will communicate the decision of the Academic Appeals Committee in writing to the student. In academic appeals, the decision of the Academic Appeals Committee is final.

The academic appeals process will be accomplished in a reasonable period of time not to extend beyond six months. A student's failure to comply with the aforementioned process will nullify the complaint. The timeline for the specific stages of the academic appeals process is given below.

### **Timeline Governing the Appeals Process**

A formal academic appeal is filed after the student has met with his/her instructor but has not resolved the complaint. Students have 30 days from the date their final grade was posted to initiate a Level II academic appeal to the School of Professional Studies Director of Student Services. A formal academic appeal is considered filed only when a dated letter or email is sent to the Director of Student Services. Students have 30 days to initiate a Level III academic appeal from the date they receive notice of the outcome of a Level II academic appeal.

Once received, the Director of Student Services has 10 days to respond to the student's formal appeal by scheduling a meeting with the student and instructor. Once the meeting has been conducted, the student will receive a decision in writing within 10 days. If the appeal has been denied, the student may move onto the next level of the appeals process (the Academic Appeals Committee) by submitting the request within 30 days of the notice of the Level II academic appeals outcome.

Submit initial appeal requests to:

Dr. Zeita-Marion Lobley, Director of Student Services  
CUNY School of Professional Studies  
365 Fifth Avenue, Room 3311  
New York, New York 10016  
[zlobley@gc.cuny.edu](mailto:zlobley@gc.cuny.edu)

When the Dean or the Dean's designee receives a written appeal requesting a hearing with the Academic Appeal Committee, the Dean has 10 days to respond to the student's formal appeal by scheduling a meeting with the Academic Appeals Committee. Students will receive a decision in writing within 10 days of the Academic Appeals Committee meeting. The decision of the Academic Appeals Committee is final.

Submit Academic Appeals Committee requests to:

Dr. Zeita-Marion Lobley, Director of Student Services  
CUNY School of Professional Studies  
365 Fifth Avenue, Room 3311  
New York, New York 10016  
[zlobley@gc.cuny.edu](mailto:zlobley@gc.cuny.edu)

## STUDENT SERVICES

### ***Services for Students with Disabilities***

The City University of New York is a public university, firmly committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University.

If students would like to request accommodations, they should ask their doctor or diagnostic center to provide the School with documentation of their disability and specific recommendations for accommodations. In addition, the student must complete the Disability Disclosure Form available at [http://sps.cuny.edu/forms/Dis\\_Disclosure\\_Form.pdf](http://sps.cuny.edu/forms/Dis_Disclosure_Form.pdf). The documentation must be current and should be sent four weeks in advance of the term to allow sufficient time to prepare. Documentation will be held in confidence. Once this documentation is received, the School will determine the reasonable accommodations to be provided, will issue a notification letter to the student, and will arrange for these accommodations to be made within the context of the student's academic program.

All documentation should be sent to the Student Services Coordinator, CUNY School of Professional Studies, 365 5th Avenue, Room 3312, New York, N.Y., 10016. Students considering or already registered in the School of Professional Studies should feel free to contact the Student Services Coordinator, Cristina Finan at [cristina.finan@mail.cuny.edu](mailto:cristina.finan@mail.cuny.edu) or 212.817.7168 about arrangements and accommodations.

Students may choose to discuss their disabilities with their faculty members to work out ways of meeting the specific requirements of the course. Nevertheless, official documentation is essential for accommodations to be established.

### ***Career Services***

Career Services are provided to students and graduates from all of SPS degree and certificate programs. These services include the following:

#### ***Optimal Resume***

Optimal Resume is an online career management platform which is accessible at any time, and at no cost to all SPS students & alumni. Users find a variety of state-of-the-art tools and tips to assist in career search at this site. This website is also utilized to distribute information and offer specific career resources so all students & alumni are strongly encouraged to create a profile.

To access Optimal Resume visit <https://sps-cuny.optimalresume.com/>.

#### ***Career Advising***

In addition to reviewing documents and facilitating users on the Optimal Resume website, SPS works individually with students and alumni. Assistance is available for job search strategies, finding internships and jobs, advice on various on-the-job issues and general career counseling, and more. Career advising is available in person, via telephone, and email.

To learn more visit [http://sps.cuny.edu/career\\_services](http://sps.cuny.edu/career_services), contact the Career Services Office at 212.817.7166, or email [shannon.gallo@mail.cuny.edu](mailto:shannon.gallo@mail.cuny.edu).

For a complete listing of student services visit [http://sps.cuny.edu/student\\_resources](http://sps.cuny.edu/student_resources).

## **Student Health Insurance**

Health insurance is available to matriculated CUNY students who are enrolled for six credits or more each term through an HMO (Health Maintenance Organization) provided by GHI. The policy includes the provision of an array of hospital and medical benefits (including mental health care) as well as a “Good Health Incentives Program” that offers discounts on popular and widely used health-related products and services.

For complete coverage and premium information visit GHI’s website at <http://www.ghi.com/default.aspx?page=350>.

If you wish to join GHI, you must act during one of two designated enrollment periods held twice each year, during the fall and spring semesters. The deadline for each semester is indicated on the application form. If you have GHI/CUNY coverage and would like to maintain your coverage, TAKE NO ACTION. Your coverage will continue automatically.

To join, follow the instructions below.

1. Download an application, available through the GHI website at <http://www.ghi.com/default.aspx?page=350>.
2. Complete the entire application except for Section Two.

**Note: When asked for your College, you must write in “The Graduate School and University Center”.**

3. To complete the application a validation seal/stamp must be affixed in section two. To obtain the seal/stamp, mail or bring the application to:

Thomas Jennings, Executive Director of Enrollment Services and Senior Registrar  
CUNY School of Professional Studies  
101 West 31<sup>st</sup> Street, Suite 905  
New York, NY 10001

Applications mailed to us will be validated then mailed by SPS to GHI. Students who bring the application form to the School of Professional Studies may choose to have SPS mail the application to GHI or they may mail it themselves to the following address:

**GHI  
P.O. Box 2820  
New York, NY 10116-2820**

Important Notes:

- Be sure to make a copy of the application for your records before you send it to SPS.
- Do not send payment with your enrollment form - you will be billed by GHI.
- The enrollment form must be **received by GHI** by the deadline indicated on the form. To ensure this deadline is met, mail or bring the form to SPS at least two weeks prior to the deadline.
- For those completing the application close to the deadline, students may hand deliver completed applications (including the validation seal/stamp) to GHI, to the attention of Ms. Evelyn Marzan-Morales, at 441 9<sup>th</sup> Avenue (between 34<sup>th</sup> and 35<sup>th</sup> streets) in Manhattan.

## ***Housing***

The School of Professional Studies does not have its own dormitories or other housing accommodations. Low cost housing in New York City can sometimes take considerable time to locate. Students who need housing should plan to arrive in New York allowing sufficient time before classes start in order to arrange housing.

The following section will provide you with resources and helpful information to assist you in your search for housing. The School of Professional Studies neither endorses nor recommends any particular housing. These arrangements are the responsibility of the student.

### **Housing Search Tips**

Factors that need to be considered when searching for an apartment include rental costs, location, transportation, convenience, safety, and other living expenses. If you decide to share an apartment with roommates, discuss your expectations and make proper arrangements in advance. Once you find a potential place, visit the neighborhood. Do not be afraid to ask questions. Speak to other tenants or people from the neighborhood. Ask about the landlord's credibility. Inspect the apartment carefully to check for any damages.

#### *General questions to ask the landlord:*

- Rental price
- Location
- Security deposit
- Are utilities included
- Maintenance and repair responsibilities
- Number of tenants allowed
- Number of bedrooms
- Furniture and/or appliances included
- Transportation available in the area
- Subletting
- Children and pet policies
- Cancellation procedures
- How to apply for electric, telephone, cable, and other services

Read the lease carefully and be sure that you understand it completely before you sign it. Discuss any problem areas in the lease and clarify them. It is an acceptable legal document once it is signed by you and the landlord. After the agreement is completed, be sure to get a copy of the lease with both signatures on it.

## Housing Resources

<p><b>Met Council Inc.</b> 339 Lafayette Street New York, NY 10019 Tel: (212) 979-0611 <a href="http://www.metcouncil.net">www.metcouncil.net</a></p> <p>The Metropolitan Council on Housing can provide information on housing laws. Their hotline is available to assist you with any problems you may be having with your landlord, your rights as a tenant, rent regulations, and guidelines.</p>	<p><b>Roomate Finders</b> 250 West 57<sup>th</sup> Street New York NY 10019 (212) 489-6860 or 6862 <a href="http://www.roomatefinders.com">www.roomatefinders.com</a></p> <p>Roommate Finders is an organization that offers to help an apartment and a roommate for a fee. Roommate Finders offers free assistance to individuals who have their own apartment and are looking for a roommate.</p>
<p><b>Educational Housing Services Membership Center</b> 145 West 57<sup>th</sup> Street New York, NY 10019 Tel: (800) 297-4694 <a href="http://www.studenthousing.org">www.studenthousing.org</a></p> <p>Educational Housing Services is an organization which provides students with housing facilities.</p>	<p><b>One to World</b> 285 West Broadway Suite 450 New York NY 10013 Tel: (212) 431-1195 <a href="http://www.one-to-world.org">www.one-to-world.org</a></p> <p>One To World brings Americans and students from around the world face-to-face to share their lives and perspective in life changing ways. Through One To World programs, American and international students learn from one another and together they become active citizens in a global society.</p>
<p><b>International House</b> <a href="http://www.ihouse-nyc.org/s/707/start.aspx">www.ihouse-nyc.org/s/707/start.aspx</a></p>	<p><b>YMCA</b> <a href="http://www.ymcanyc.org">www.ymcanyc.org</a></p>
<p><b>Craig's List</b> <a href="http://www.craigslist.org">www.craigslist.org</a></p>	<p><b>The Village Voice</b> <a href="http://villagevoice.backpage.com/">http://villagevoice.backpage.com/</a></p>
<p><b>Rent Direct New York</b> <a href="http://www.rent-direct.com">www.rent-direct.com</a></p>	<p><b>New York Times</b> <a href="http://www.nytimes.com/pages/realestate/index.html">www.nytimes.com/pages/realestate/index.html</a></p>
<p><b>New York City Rent Guidelines Board</b> <a href="http://www.housingnyc.com">www.housingnyc.com</a></p>	<p><b>Brandon Residence for Women</b> <a href="http://www.thebrandon.org">www.thebrandon.org</a></p>
<p><b>Move.com</b> <a href="http://www.move.com/apartments/main.aspx">www.move.com/apartments/main.aspx</a></p>	<p><b>Apartments.com</b> <a href="http://www.apartments.com">www.apartments.com</a></p>
<p><b>Coolrent.net</b> <a href="http://www.coolrent.net">www.coolrent.net</a></p>	<p><b>City Realty</b> <a href="http://www.nyrealty.com">www.nyrealty.com</a></p>

***Please know that the School of Professional Studies neither endorses nor recommends any particular housing. These arrangements are the responsibility of the student.***

## SPS Identification (ID) Card



This is what your CUNY School of Professional Studies (SPS) ID card looks like.

On the back of the card you will find your Library ID number. This is the number you will use when reserving or signing out library books.

New students will receive an SPS ID card in the mail. Returning students will be mailed a new semester sticker which must be affixed to their existing SPS ID card.

Please ensure that you safeguard this card as it entitles you to all rights affiliated with being a student at CUNY.

Students that have lost or misplaced their CUNY School of Professional Studies ID Card and subsequently do not have a Library ID Number are subject to a \$5.00 replacement fee. Payment must be made in the form of a US Postal Service Money Order payable to: CUNY School of Professional Studies.

Requests/payment for a new ID card must be made in writing and mailed to CUNY School of Professional Studies, 101 West 31st Street, Suite 905, New York, NY 10001.

## ACADEMIC TECHNOLOGY

This section details the technology solutions provided to students of the School of Professional Studies.

### **CUNY Portal**

The CUNY portal is a gateway to all things CUNY: college websites, information about applying to CUNY, registering for classes, events, campus directories, etc. The CUNY portal makes it easier and faster to find what you need. And if you register on the portal, the ability to customize your view will make future visits to the portal more productive.

#### Create a Student CUNY Portal Username and Password

1. Go to <http://www.cuny.edu> then select the **Portal Log-in** button on the upper-right hand side of the page. You can also access the **Portal Log-in** on the upper-left hand side of the page under **QUICKLINKS**.
2. In the box "Portal Log In" >> select '**create a new account**'.
3. Select **Student**
4. Complete the **User Validation** and select **Next**.
5. You will be asked to **Confirm** the information.
6. If you receive a "**you have already registered**" error message, this means that a CUNY Portal username already exists for you. Please contact the SPS Help Desk at [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu) with your name, your

date of birth and the last CUNY College attended. With the information that you provide us, we will be able to determine what your CUNY Portal username is.

7. If there is not an account on file, you will be directed to the **CUNY Portal Registration Page**. Please complete the application, then select **Save**.
8. You have now created your username and password. **Please write down and safeguard your CUNY Portal Username and Password.**

## ***SPS Email Account***

The School of Professional Studies email account assigned to you when you are admitted to the program will be your sole form of email communication with the school. It is of the utmost importance that you check this email account regularly and use it when communicating with your faculty, advisors, and staff at the school. This will ensure timely and secure delivery of information, as well as, immediately identifying you as an SPS student.

To access your school email account please visit: <http://www.sps.cuny.edu/spslive/>.

Your email address will be a combination of your first name and last name @spsmail.cuny.edu. (i.e., Robert.Smith@spsmail.cuny.edu or Roberta.Taylor-Haley@spsmail.cuny.edu).

Your default password will be composed of the first initial of your first and last name followed by the last 4 digits of your social security number. If a student's name is Robert Smith and his social security number is 00-11-1234 his password would be rs1234.

**If you are unable to log in, contact the SPS helpdesk for assistance as soon as possible at [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu) or call 212-652-2888.**

## ***Blackboard***

"Blackboard" is the name of the City University of New York's course management system (online teaching tool). It is the place where you will attend class, communicate with your instructors and classmates, access student resources and perform many other important functions that you would normally have to go to a campus to do.

Online learning is, in many ways, exactly the same as the traditional classroom: you will have a professor and classmates; your professors will expose you to interesting ideas, books and readings; you will do research, prepare assignments and write papers; and you will engage in lively discussion with your classmates. You and your classmates will ask questions of the professor and each other; discuss the answers; and submit assignments (on-time, online). Each of these activities is accomplished, online, through Blackboard.

The Blackboard course management system is a highly interactive set of web pages and online communication tools that include links to syllabi, readings, videos, assignments, external websites and include access to discussion threads, chat rooms, blogs, wikis and more.

### ***Accessing Blackboard***

Connecting to Blackboard is through the CUNY Portal gateway.

1. Go to <http://www.cuny.edu> then select the **Portal Log-in** button on the upper-right hand side of the page. You can also access the **Portal Log-in** on the upper-left hand side of the page under **QUICKLINKS**.
2. Select **Blackboard & Direct >>**
3. You will be prompted to provide your username and password. Do so then click **OK**.

4. You will now be logged into Blackboard 8. From there you will be able to access the course sites you are enrolled in, including the orientation site which provides tools to help you navigate Blackboard.

## ***Recommended System Requirements***

### **General Requirements for Windows and Macintosh**

- Memory 1024+ MB RAM
- 60+ GB Hard Drive
- Adobe Reader 8.0 or higher
- Adobe Flash 9.0 or higher
- Broadband Internet connection
- Security permissions to manipulate and install software

### **Windows**

- Windows XP, Windows Vista or Windows 7
- Pentium IV 1.3+ GHz, AMD Athlon II 1.8+ Processor
- Browsers
  - Internet Explorer 7 or higher
  - Firefox 3.6 or higher

### **Macintosh**

- OSX 10.5 "Leopard", OSX 10.6 "Snow Leopard"
- PowerMac G4 or 2.0 Intel Core Duo
- Browsers
  - Safari 4.0 or higher
  - Firefox 3.6 or higher

### ***Turning Off the Windows Text Box for Windows Vista Compatibility***

Many students using Windows "Vista" OS experience problems when attempting to post threads and submit assignments. This is due to a known compatibility issue between VISTA, IE 7 and the Blackboard learning environment. If you are planning to use MS Windows Vista you will need to turn off your Visual Text Box Editor in Blackboard to effectively input text into the Blackboard text edit boxes.

Here's how:

1. Log into Blackboard through the CUNY Portal ([www.cuny.edu](http://www.cuny.edu)).
2. Once in the CUNY Online Baccalaureate Blackboard site, select **Personal Information**
3. Select **Set Visual Text Box Editor Options**
4. Select **Unavailable** and **Submit**

## ***Help Desk***

The School of Professional Studies Help Desk is available to answer your technical questions. The Help Desk can be accessed via telephone (212.652.2888) or email at [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu). When you call, please be prepared to identify your problem, provide information about your computer's Operating System (OS), Platform, Internet Connection, and the version of the program with which you are experiencing difficulty.

# GRADUATION

## Graduation Requirements

Graduation requirements for each program are located in the program sections of this bulletin. Students may also consult with their academic advisor.

Note: Students should contact their department for guidance on final project submissions.

## Application for Graduation Filing Procedures

1. Go to the following webpage: [http://sps.cuny.edu/student\\_resources/apply4grad.html](http://sps.cuny.edu/student_resources/apply4grad.html).
2. Select the application for your program from the list located on the bottom of the webpage.
3. Complete the application, including your full legal name; this is the name that will appear on your diploma. If a change of name is desired please file a *Change of Name* form in the Office of Student Services (this includes abbreviating middle names, for example: Sue Ann Smith to Sue A. Smith).
4. Print then return the completed application to the Office of Student Services by the appropriate deadline noted above. The address is on the form. You will be notified students by mail if there are any problems with the degree application.
5. Any applications not filled out properly will be returned to the student. The returned application will not be accepted until filled out properly.

Filing Deadlines *	Date of Award
July 1	September
November 1	February
March 1	June

\* Exact dates for degree/certificate awards may be found in the Academic Calendar for the appropriate Academic Year. If a filing date falls on a weekend, applications and forms are due the following business day without penalty.

**Late Applications:** Applications and renewals will be accepted with a \$25 late fee for two weeks following the degree application filing deadline.

**Graduation applications will be processed and audited after the filing date.** This is a lengthy process as each application is audited individually. Students will be contacted via email and regular mail if there are any problems. Letters verifying the degree/certificate award will be mailed on the conferral date to those who have completed all requirements. February and September diplomas may be picked up on the day of conferral after 1 p.m. in the Office of Student Services. For June, they will be distributed at Commencement (only if all degree/certificate requirements have been met; and all financial obligations have been satisfied). Diplomas/certificates will be mailed only upon receipt of the address label enclosed within the award letter or upon a written request by the degree recipient.

## Commencement Ceremony

The School of Professional Studies holds one commencement ceremony each year in June. All students who have applied for or earned a degree or certificate for that academic year will receive commencement information in mid-March. Please make sure your address is updated with our office to receive this important information.

## ALUMNI ASSOCIATION

The School of Professional Studies Alumni Association is free to graduates and offers a number of opportunities to stay connected and involved with SPS through many services and benefits including:

- Networking with colleagues
- Exploring career opportunities
- Attending professional development workshops
- Mentoring students
- Attending Alumni Association sponsored events
- Supporting SPS scholarships, programs, and initiatives
- Staying in touch with the monthly SPS Alumni *Connect* E-Bulletin
- Joining the SPS online community
- Posting in the Alumni Directory
- Serving on the SPS Alumni Relations Council

School of Professional Studies Alumni serve as ambassadors for SPS through their work in the community, their mentorship to current students, and their continued involvement with the school. To learn more, visit [www.sps.cuny.edu/alumni](http://www.sps.cuny.edu/alumni).