



CUNY School of Professional Studies
Off-Campus College Registration Form—Fall 2009

Registration Deadline: August 20, 2009—Classes begin August 31, 2009.
All DOE Paraprofessionals—Fall Voucher Deadline: June 30, 2009

Please check the course(s) for which you want to register.
Classes meet for 12 weeks in a convenient Manhattan location.

Monday Classes (5:30pm-8:45pm) 8/31/09 through 12/7/09	Tuesday Classes (5:30pm-8:45pm) 9/1/09 through 11/17/09	Wednesday Classes (5:30pm-8:45pm) 9/2/09 through 11/18/09
<input type="checkbox"/> Budgeting/Managerial Accounting (ACCT 181) 0243	<input type="checkbox"/> Autism Spectrum Disorders in Young People (DSAB 302) 0130	<input type="checkbox"/> College Algebra I (MTH 181) 0156
<input type="checkbox"/> Introduction to Computers and Software (COMP 180) 0125	<input type="checkbox"/> Written Communication (ENGL 180) 0140	<input type="checkbox"/> Leadership: Organizational and Personal Vision (COM 280) 0245
<input type="checkbox"/> Introduction to Disability Studies (DSAB 301) 0128	<input type="checkbox"/> Cultural Diversity I (SOSC 180) 0242	<input type="checkbox"/> Philosophy, Culture and Work Life in Education (ED 180) 0135
<input type="checkbox"/> Psychology of Child Development (ED 183) 0137	<input type="checkbox"/> Introduction to Immigration Law (ILAW 201) 0148	<input type="checkbox"/> Psychology of Child Development (ED 183) 0138
<input type="checkbox"/> Spanish I (SPN 180) 0173	<input type="checkbox"/> Behavior Support Structures for Working with Children with Disabilities (DSAB 303) 0134	<input type="checkbox"/> Nature of New York (ESCI 201) 0145
Thursday Classes (5:30pm-8:45pm) 9/3/09 through 11/19/09	Friday Classes (4:30pm-7:45pm) 9/4/09 through 12/4/09	Saturday Classes (10:00am-1:30pm) 9/5/09 through 11/21/09
<input type="checkbox"/> Globalization and the Changing Workplace (SOSC 287) 0244	<input type="checkbox"/> Introduction to Computers and Software (COMP 180)	<input type="checkbox"/> Introduction to Computers and Software (COMP 180)
<input type="checkbox"/> Contemporary Issues in the Workplace and the Arts (ARTS 180) 0121		<input type="checkbox"/> Managing Conflict (PSYC 290)
<input type="checkbox"/> Dynamics of Interpersonal Behavior (PSYC 180) 0167	<p align="center">Select your courses, complete all information, and mail or fax this form to Irma Hernandez by August 20, 2009:</p> <p><u>Mail:</u> Irma Hernandez, Off-Campus College, CUNY School of Professional Studies, 101 West 31st Street, Suite 905, New York, NY 10001</p> <p><u>Fax:</u> 212.652.2887 - Attn: Irma Hernandez</p>	
<input type="checkbox"/> Introduction to the American Economy (ECON 180) 0269		

Student Registration Information:

All information is required

1. First Name _____ Last Name _____ Middle Initial _____
2. Social Security Number: _____ Sex: Female Male Date of Birth: ____/____/____
3. Mailing Address (Street and Number or PO Box) _____
City: _____ State: _____ Zip: _____ Email: _____
4. Telephone: Cell: _____ Evening: _____ Day: _____
5. Citizenship: USA Other: _____ Type of Visa: _____
6. Ethnicity: African American, non-Hispanic Puerto Rican White, non-Hispanic Hispanic Asian or Pacific Islander
 Native American or Native Alaskan Other (please specify): _____ Choose not to respond
7. Are you a UFT (full-time) paraprofessional? Yes No If not, please specify your employer: _____

Signature: _____ Date Submitted: _____

THINKING ABOUT TAKING CLASSES WITH THE OFF-CAMPUS COLLEGE IN FALL 2009? Make sure that you submit your DOE voucher online by June 30, 2009!

If you're thinking about taking classes with the Off-Campus College (OCC) in the fall of 2009, there's an important deadline coming up that you need to know about. All paraprofessionals must submit an online voucher application to the DOE Career Training Program by **June 30, 2009** in order to be eligible to take classes in the Fall 2009 semester. There are no exceptions to this deadline! **Instructions for filling out the online voucher application are below.**

If you don't have access to a computer, and can't fill out the voucher form online, the OCC can help. **Simply fill out the Voucher Information Form on the back page of this brochure and return the form to the OCC by mail or fax no later than Monday, June 22nd, 2009.** OCC staff members will use the information that you've provided to complete the online voucher application for you. A list of classes that are expected to run in the fall semester can be found on the opposite page of this brochure.* (PLEASE NOTE: *If you plan on attending another college, do not fill out the Voucher Information form on the back page. This is ONLY for those students who plan to attend the Off-Campus College*)

Even if you're undecided about your academic plans, simply filling out this online voucher application form by the deadline guarantees that you'll have the option to take fall classes if you choose to. Miss the deadline, and you'll have to wait for the following semester's voucher application process.

Here's how to fill out the voucher:

1. Go online to www.teachnycprograms.net
2. Scroll down to the middle of the page and click on "**Career Training Program**".
3. Once on the Career Training Program page, look at the last sentence on the bottom of the page and click the words "**apply online**".
4. Log in using your EIS and Social Security numbers and fill in the application with your information. (NOTE: If you've filled out the online voucher in the past, some of your information will show up on the screen.) When it asks for the name of the college you will be attending, be sure to select **School of Professional Studies** as your college.
5. Once you've filled in the application, you must sign and click "**Submit**" at the bottom of the page to complete the process.

Don't wait until it's too late!

Submit your online voucher application form before June 30th!

Questions? Contact the Off-Campus College at 212.652.2061 or e-mail Irma.Hernandez@mail.cuny.edu.

Frequently Asked Questions

What is the Off-Campus College? Part of City University of New York's School of Professional Studies (SPS), the Off-Campus College is an accredited program designed for people in all phases of their college experience to continue their education. Through a partnership with the New York City Department of Education (DOE), hundreds of paraprofessionals have earned college credits with the Off-Campus College that may be transferable to CUNY degree programs, and may be applicable to salary upgrades.

What makes the Off-Campus College different from other colleges? The Off-Campus College has 30 years of experience in helping adults successfully start or return to college. With small classes, on-site academic counselors, convenient class times and caring faculty, you can learn skills to take back to your job, and earn college credit at the same time.

I would like to enroll in one or two courses with the SPS Off-Campus College in the Fall 2009. What do I do? The online voucher application will cover the tuition and fee payment for enrollment in one or two courses in the Fall term. You must fill it out no later than June 30th. After filling out the voucher, return the SPS Off-Campus College registration form and application to the Off-Campus College by August 20th.

How much will this cost? If you are a UFT paraprofessional, simply fill out the online voucher application and the DOE's Career Training Program will pay for two classes. Students pay for textbooks.

Where do classes meet? Classes will be held at convenient Manhattan locations close to many transportation lines.

How can I learn more? Call the OCC to make an appointment for same day advising (212.652.2061) or attend an hour-long workshop—Learn How To Plan Your Educational Future—on June 15, 2009 or June 17, 2009, Session A: 4:30pm-5:30pm or Session B: 5:45pm - 6:45pm. Contact Irma Hernandez at 212.652.2061 or irma.hernandez@mail.cuny.edu for more information and to reserve a seat.



SCHOOL OF PROFESSIONAL STUDIES
OFF-CAMPUS COLLEGE
THE CITY UNIVERSITY OF NEW YORK

School of Professional Studies Off-Campus College Program for Paraprofessionals



**Submit your voucher now!
DOE Voucher Deadline is
June 30th, 2009**

**School of Professional Studies
Off-Campus College**

**Learn How to Plan Your
Educational Future**

Attend an hour-long workshop

June 15, 2009 or June 17, 2009

Session A: 4:30pm - 5:30pm

Session B: 5:45pm - 6:45pm

Call 212.652.2061 to reserve a seat

CUNY Graduate Center
365 Fifth Avenue
(corner of Fifth Avenue and 34th Street)
New York, NY

Same Day Advising Available
Call 212.652.2061 to make an Appointment

Fall Courses Start August 31st

SCHOOL OF PROFESSIONAL STUDIES IS 