



SPRING COURSE SCHEDULE

Registration Form and Information

DON'T WAIT UNTIL IT'S TOO LATE!
Study with the Off-Campus College this Spring.

Spring Courses begin January 27, 2012
Spring Registration Deadline: January 13, 2012

OFF-CAMPUS COLLEGE REGISTRATION FORM: SPRING 2012

Registration Deadline: January 13, 2012. Classes begin January 27, 2012.

Please check the course(s) for which you want to register.

Classes meet one evening per week for 15 weeks from 5:30pm–8:00pm, unless otherwise noted.

Classes are held at 50 W. 40th Street (between 5th and 6th Avenues) in Manhattan, unless otherwise noted.

For course descriptions, please visit www.sps.cuny.edu/pdf/Bulletin2011-2012.pdf. Off-Campus College course descriptions begin on page 145.

See the academic calendar for class schedules, including holidays and spring break.

CLASS	DAY	INSTRUCTOR
<input type="checkbox"/> African American Women Leaders (HST 285)	Tuesday	Johnson
<input type="checkbox"/> American Sign Language I (ASL 101.01)	Thursday	Boles
<input type="checkbox"/> American Sign Language II (ASL 102)	Friday/4:30	Boles
<input type="checkbox"/> Behavior Support Structures for working with Children with Disabilities in Schools (DSAB 303)	Wednesday	LoCurto
<input type="checkbox"/> College Algebra II (MTH 182)	Wednesday	Dixon
<input type="checkbox"/> Contemporary Issues in the Workplace and the Arts (Arts 180) <i>*Please note: There is a \$125 materials fee which covers admissions to exhibitions and events.</i>	Thursday	Brown
<input type="checkbox"/> Consumer and Personal Finance (FIN 180)	Monday	Moy
<input type="checkbox"/> Critical Thinking and Writing (ENGL 191)	Tuesday	Hoch
<input type="checkbox"/> Dynamics of Interpersonal Behavior (PSYC 180)	Wednesday	Rosen
<input type="checkbox"/> Introduction to Disabilities Studies (DSAB 301)	Wednesday	Kramer
<input type="checkbox"/> Leadership in a Multicultural Workforce (COMM 285)	Thursday	Johnson
<input type="checkbox"/> Managing Conflict (PSYC 290)	Tuesday	Fountain
<input type="checkbox"/> Nature of New York (ESCI 201)	Monday	TBA
<input type="checkbox"/> Philosophy, Culture, and Worklife in Education (ED 180)	Tuesday	Barnes
<input type="checkbox"/> Psychology of Child Development, Learning and Working Effectively (ED 183)	Wednesday	Karlson
<input type="checkbox"/> Public Speaking (COMM 180)	Tuesday	Corey
<input type="checkbox"/> Speaking and Listening for the Professional (COMM 190)	Monday	Rosen
<input type="checkbox"/> Written Communication (ENGL 180)	Thursday	TBA

Select your courses, complete all information, and mail or fax this form by January 13, 2012.

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 Address _____

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/Alaskan Native Other (please specify) _____ Choose not to respond

7. Are you a full-time UFT Paraprofessional? Yes No

If yes, please note that you must submit your voucher application no later than October 31, 2011 to be eligible for tuition coverage from the DOE. More information is on the next page. If not, please specify your employer: _____

8. Are you interested in earning an Off-Campus College certificate listed on the previous page? Yes No Maybe

If yes, which certificate? _____

Signature _____ Date Submitted _____

MAIL:
Registrar
CUNY School of Professional Studies
Off-Campus College
101 West 31st Street, Suite 905, New York, NY 10001

FAX:
212.221.2493
ATTN: CUNY SPS Off-Campus College

TAKE COURSES TO EARN A CERTIFICATE!

Certificates allow students to master a body of knowledge and gain skills that support career advancement. Students who fulfill the requirements not only receive a certificate, but also earn credits that may be transferable to a number of programs within CUNY. All SPS certificates are registered with the NY State Education Department. To learn more about OCC undergraduate certificates, visit: www.sps.cuny.edu/programs/offcampus/certificates

Undergraduate Certificates at the Off-Campus College:

- Business Communication (*4 courses/12 credits*)
- Diversity in the Workplace (*4 courses/12 credits*)
- Education Foundations (*4 courses/12 credits*)
- Financial Studies (*4 courses/12 credits*)
- Leadership (*4 courses/12 credits*)
- Management (*4 courses/12 credits*)
- Organizational Studies (*6 courses/18 credits*)
- Understanding How Adults Learn (*4 courses/12 credits*)

Graduate Certificates at the Off-Campus College:

- Adult Learning: Program Design and Facilitation (*4 courses/12 credits*)
- Coaching in the Organizational Context (*4 courses/12 credits*)
- Management (*3 courses/9 credits*)

STOP BY AN UPCOMING INFORMATION AND REGISTRATION SESSION!

Wednesday, September 14, 2011

Tuesday, October 4, 2011

Monday, October 24, 2011

Drop in anytime between 5:00pm – 6:00pm

365 5th Avenue, Room 8301
between 34th & 35th Streets, NYC

OCC Counselors can help with registration on-site.

QUESTIONS?

Contact the Off-Campus College

call: **212.221.2454**

or email: holli.broadfoot@mail.cuny.edu

SPRING STUDY AT THE OFF-CAMPUS COLLEGE

Earn up to six credits this spring!

Spring classes begin January 27, 2012. Registration Deadline: January 13, 2012.

FREQUENTLY ASKED QUESTIONS

I would like to enroll in courses with the SPS Off-Campus College this spring. What do I do?

Select your courses and return your completed registration form (previous page) to the Off-Campus College. Be sure to keep a copy of your registration form for your records.

If I am a full-time UFT Paraprofessional, how do I apply for the DOE Career Training tuition voucher?

The DOE Career Training tuition voucher will cover a total of two courses (6 credits) in the spring term for eligible paraprofessionals. In order to be eligible for DOE tuition assistance for the Spring 2012 term at the CUNY School of Professional Studies, **all paraprofessionals must submit an online voucher application to the Department of Education no later than October 31, 2011. There are no exceptions to this deadline!**

To fill out your online voucher application, go to www.teachnycprograms.net and select "Career Training Program," then "Apply Online." Complete all required information and be sure to select School of Professional Studies as your college. You must electronically sign the bottom of the page and click "Submit" in order to complete your application.

If you need assistance in completing your online voucher application, come to our Information and Registration Session on **Wednesday, September 14th, Tuesday October 4th or Monday, October 24th**, or call **212.221.2454** to speak with an OCC counselor.

Where do classes meet?

Classes are held at 50 W. 40th Street (between 5th and 6th Avenues) in Manhattan, unless otherwise noted.

How can I learn more?

Contact the Off-Campus College at **212.221.2454** or holli.broadfoot@mail.cuny.edu for more information or to speak with an OCC advisor.

EARN UNDERGRADUATE CREDITS THIS SPRING!

Earn up to six undergraduate credits this spring. Register for individual courses or begin the path to earning a certificate.

With the OCC, you can earn certificates in:

- Education Foundations
- Leadership
- Diversity
- Several other fields

Have you taken courses with the OCC in the past?

If so, you may be closer to a certificate than you think. Call 212.221.2454 to speak with an advisor about completing your certificate this spring.

Interested in Graduate Study?

SPS launched two new Graduate Certificates in 2010:

- Adult Learning: Program Design and Facilitation
www.sps.cuny.edu/adultlearning
- Coaching in the Organizational Context
www.sps.cuny.edu/coaching

For more information regarding graduate study, visit us on the web or call 212.221.2454.