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FOR GENERAL INFORMATION CALL (718) 262-2000

OFFICE	TELEPHONE BUILDING/ROOM	
Academic Advisement Center	262-2280	AC-2C01
Admissions	262-2165	AC-1B07
Bookstore	262-2882	AC-1G01
Bursar	262-2186	AC-1H01
Business Office	262-2105	AC-1H12
Career Services	262-2282	AC-3E03
Committee on Academic Standards	262-2770	AC-2C01
Counseling Center	262-2272	AC-1G02
CUNY Language Immersion Program	262-3766	SC-114
Health Services	262-2050	AC-1F01
International Student Office	262-2068	AC-1H06
Library	262-2023	AC-3G02
Programs/Services for Students with Disabilities	262-2159	AC-1G03
Public Safety & Security	262-2222	AC-1M02
Registrar	262-2147	AC-1H06
SEEK Learning Center	262-2300	AC-1C08
Student Activities	262-2285	AC-1E01
Student Development	262-2152	AC-2F01
Student Financial Services	262-2230	AC-1M08
Student Support Services	262-2423	AC-3E03
Testing Center	262-2012	AC-1G05

ACADEMIC DEPARTMENTS AND PROGRAMS	TELEPHONE	BUILDING/ ROOM	CHAIRPERSON/ COORDINATOR
Accounting and Finance	262-2501	AC-2B06	Prof. Mary-Jo Kranacher
Business, Economics & Marketing	262-2500	AC-2B06	Dr. Olajide Oladipo
Behavioral Sciences	262-2680	AC-4D06	Dr. Donna Chirico
Biology	262-2700	AC-4E03	Dr. Margaret MacNeil (interim)
Chemistry	262-2653	AC-3F01	Dr. Lawrence Johnson
Cultural Diversity Center	262-2630	AC-3D06	Prof. Janice Cline
Earth and Physical Sciences	262-2654	AC-2F09	Dr. Stanley Schleifer
Educational Technology	262-2750	AC-4G01	Prof. Michael Smith
English	262-2470	AC-2A16	Dr. Linda Grasso
Fine & Performing Arts	262-2400	AC-1A12	Prof. Tim Amrhein
Foreign Languages	262-2430	AC-3C08	Dr. Fabiola Salek
Gerontology, Health & Physical Education	262-5100	HP-201	Dr. David Ajuluchukwu
Health Professions	262-2720	SC-112	Dr. Robert Brugna
History & Philosophy	262-2635	AC-3D08	Dr. Laura Fishman
Mathematics & Computer Studies	262-2535	AC-2C07	Dr. Frank Leon Pritchard
Nursing	262-2054	SC-110	Dr. Joanne Lavin
Occupational Therapy	262-2720	AC-1E12	Dr. Andrea Krauss
Social Sciences	262-2605	AC-3A11	Dr. Gila Acker
Teacher Education	262-2450	AC-1D12	Dr. Lindamichelle Baron
Writing Program	262-2128	AC-1C01	Prof. Jonathan Hall

YORK COLLEGE ACADEMIC CALENDAR

Spring 2012

Monday	January 16	College is closed
Monday-Thursday	January 23-26	Registration.
Thursday	January 26	Last day to receive 100% refund.
		Last day for non-matriculated students to apply for matriculation for the Spring 2012 semester.
Friday	January 27	First day of classes.
Fri., Mon.-Wed.	Jan. 27, 30-31, Feb. 1	*Late Registration and Program Changes.
Thursday	February 2	*Last day to receive 75% refund.
Thursday	February 9	*Last day to receive 50% refund.
		Last day to add course(s) or switch sections of the same course with approval from Academic Department Chairperson.
Monday	February 13	Lincoln's Birthday - College is closed.
Thursday	February 16	*Last day to receive 25% refund.
		*Last day to withdraw from a course(s) WITHOUT a "W" grade.
		Last day to file for September 2012 Graduation.
Friday	February 17	*Course withdrawal period begins. (Grades of "W" are assigned to students who officially drop courses.)
Saturday	February 18	Saturday office hours for selected areas of Student Support Services.
Monday	February 20	Presidents' Day - College is closed.
Tuesday	February 21	Classes will follow a Monday schedule.
Thursday	February 23	Spring 2012 Convocation.
Saturday	March 10	Saturday office hours for selected areas of Student Support Services.
Friday-Tuesday	March 16-27	Midterm Assessment Period.
Thursday	March 22	Dean's List Reception.
Friday - Sunday	April 6-15	Spring Recess.
Monday	April 16	Classes resume.
		Summer 2012 and Fall 2012 registration begins.
Thursday	April 19	Third Student Research Day.
		*Last day to withdraw from a course(s) WITH a "W" grade.
		Last day to file for February 2013 Graduation.
		Last day to elect a Pass/Fail Option.
		Last day for " INC " grade changes for Fall 2011 to be received by the Office of the Registrar.
Saturday	April 21	Saturday office hours for selected areas of Student Support Services.
Tuesday	May 15	Last day of classes.
		Last day to rescind a Pass/Fail Option.
Thursday - Wednesday	May 17 - 23	Final Examinations.
Thursday	May 24	Final Examinations for mass exams only.
		End of Spring term.
Monday	May 28	Memorial Day - College is closed.
Friday	June 1	Commencement.

***Students may still be liable for tuition.**

Revised 12/19/11

COLLEGE FACILITIES - HOURS OF OPERATION

College facilities have designated hours of operation for reasons of security and fire safety as well as to control costs of light, heat, ventilation, air conditioning and cleaning. College policy is for facilities to be closed after the end of official programs, i.e., classes, library and special events. *See York College Bulletin for specific hours of operation.*

ACADEMIC ADVISEMENT

All students must seek advisement for the Spring 2012 semester. Faculty advisors are available to meet with students to discuss the courses necessary to earn a degree.

All freshmen (0 – 29.5 credits), except for SEEK freshmen, **must** be advised by the Counseling Center located in room AC-1G02. Freshmen must contact the Counseling Center at (718) 262-2272 or counseling@york.cuny.edu for an appointment. All SEEK freshmen must be advised by a counselor in the SEEK Office located in room AC-1C08. SEEK students must contact a SEEK counselor at (718) 262-2300 for an appointment.

All entering transfer students, except SEEK and York Scholars, must be advised prior to registering at the Academic Advisement Center, in room AC-2C01. To schedule an appointment call (718) 262-2280 or email advisement@york.cuny.edu.

Sophomores, Juniors and Seniors (30 credits and above) must contact their faculty advisor in their major department directly or call the department secretary to arrange for an appointment.

Students who have "Undecided" or "Undeclared" as a major or are non-degree should seek advisement from the Academic Advisement Center located in room AC-2C01. These students should contact the Academic Advisement Center at (718) 262-2280 or advisement@york.cuny.edu for an appointment.

ESL students must seek advisement from the ESL/CLIP Program Director in the CUNY Language Immersion Program located in room SC-114. ESL students should contact Prof. Hamid Kherief at (718) 262-3766 for an appointment.

IMMUNIZATION REQUIREMENT

In compliance with New York State Public Health Law 2165, it is the policy of CUNY that all students born *after* December 31, 1956 are required to submit proof of two immunizations for measles and proof of immunization for mumps and rubella to be in attendance at the University.

Following is the procedure for enforcement of the University policy at York College:

1. In order to begin the process of registration, students must be in partial compliance; that is, students must provide proof of at least the first measles, mumps and rubella vaccinations, and must have a doctor's appointment for the second measles vaccination. A signed response form for meningitis must be submitted. In an effort to secure a baseline health status for each incoming student, a physical examination is requested. Physical examinations are important for the student's well being and should be submitted to the Health Services Center annually.
2. Students in partial compliance will be issued a policy statement at the time of registration informing them that their attendance and academic record can be affected. **Financial Aid eligibility or tuition for that semester can be lost if the student fails to comply.**
3. The proof of the second measles vaccination must be submitted no later than 30 days after the first day of classes. **Students who fail to comply will be notified by mail under the direction of the Vice President for Enrollment Management/Student Development that they have been excluded from classes and may not return to class until they are in compliance.**
4. A grade designation of **WA** (Administrative Withdrawal) will be assigned to students who have been excluded from classes because of non-compliance with the requirements described above. Students not in compliance with the requirement by the end of the semester will receive WA grades.
5. The Provost will notify faculty of those students who are not in compliance with PHL 2165, and who must therefore be excluded from attending classes. **Individual instructors have no control over WA grade assignment.**
6. Students seeking to reverse WA grades prior to one week before the end of the semester may do so by: **(a) providing to the College Nurse proof of immunization as required, and (b) obtaining written approval from each instructor in whose class the student is enrolled.** It will be the faculty member's prerogative and responsibility to determine whether the student being considered for reversal of a WA grade can reasonably complete the requirements of the course.
7. **No WA grade can be reversed beyond the above stipulated deadline.** If students satisfy the immunization requirement at any time after the last day of the semester, the WA grades remain on the transcript.
8. If students provide satisfactory evidence of immunization after the above period, and before the next semester during which the student wishes to enroll, the student will be permitted to register. **Any and all WA grades assigned to the student's transcript will remain on the transcript.**
9. The student, or parent if the student is under 18 years of age, must sign a response form for meningitis indicating "Refusal to take vaccine" or "Vaccinated for meningitis." Documentation must be submitted on doctor's letterhead or immunization card is required as proof of vaccination.

REGISTRATION

All students must register by using **eSIMS** on the CUNY portal at www.cuny.edu. On the CUNY portal, enter your user name and password then click on the **eSIMS** icon. First-time users will need to register for a portal account. Go to www.cuny.edu and click on 'Register Now!' Follow the easy instructions for creating an account. Any student who needs additional assistance

should go to the Library IT support area located on the third floor G-wing.

Students are assigned specific times to register. You cannot register before your assigned time. However, you may register at any subsequent time using eSIMS through January 26, 2012 at 6:30 P.M. without incurring a late fee as long as tuition and fees are received by the Bursar's Office by 6:00 P.M. on January 26, 2012. Students must pay their initial registration bills by the due date indicated online or their classes will be de-registered. Registrations will be processed automatically for students with a zero dollar balance on their bills and no financial stops appearing on their records. Registrations will not be de-registered for outstanding tuition and fees due to a change of program. (The bill will indicate 'COP' beneath the balance due.) Students who register during the late registration period will incur an additional \$25 late fee.

A student's initial registration bill must be paid and/or processed by the due date indicated online or the classes will be de-registered. Once the student's initial registration bill is processed, classes will not be de-registered for an outstanding balance. Students are encouraged to check eSIMS regarding the balance on their bills. If a student plans on not attending the college after the bill is processed, he/she must drop the courses or a tuition liability will incur. If the bill indicates 'COP' beneath the balance due, classes will not be de-registered for non-payment.

Students may pick up a copy of their bill at any time at one of the following locations:

- By accessing the bill information on eSIMS
- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06

THINGS TO KNOW BEFORE REGISTERING

1. Students must make an appointment to see a faculty advisor prior to registering.
2. Students should prepare a list of courses **and** course codes prior to registering.
3. Effective immediately, the Bursar's Office will not mail registration bills. Students must access their bills online on eSIMS, which is on the CUNY Portal at www.CUNY.EDU. Any student who registers may pick up a bill at any one of the following locations: the Registration Area (located near the Atrium on second floor of the Academic Core; available only during registration), the Office of the Bursar (AC-1H01) or the Office of the Registrar (AC-1H06) during their office hours only. The bill lists courses requested, tuition due **and payment due date**. The student should check carefully for the following:
 - **ALL** the courses and sections he/she requested are listed.
 - There are no travel difficulties or time conflicts.***The checking of the above items is the student's responsibility. If there are any errors the student may have to pay \$18.00 for a Program Change.***
4. If the student's financial aid does not appear on the bill, the student should take the bill to the Office of Student Financial Services in room AC-1M08.
5. Students whose bills have a zero dollar balance will be processed automatically providing no financial stops have been placed on their records.
6. After the bill is paid, the student should proceed to ID validation.

The first day of classes for Spring 2012 is Friday, January 27, 2012.

PROGRAMMING TIPS

Generally conflicts can be avoided by not registering for more than one course with the same section letter. However, sometimes two courses containing the same section letter do not conflict. Evening and weekend sections begin with S, T, V, W, X, Y and Z. Check your program with extreme care, especially if you register for courses that do not use the complete three-hour program.

Program Planning Forms will be available at early registration and registration for working out your program. If you discover a conflict in your program you may make a program change on eSIMS until January 26, 2012 at 6:30 P.M. without being charged a program change fee. Changes made **on or after** January 27, 2012 will incur a \$18.00 program change fee for students who make a program change and have paid their tuition or a \$25.00 late fee for students who are registering/re-registering and paying their initial tuition.

SIZE OF PROGRAM

Generally, a full-time student is enrolled for 15 credits. The maximum number of credits for which a student may register without seeking approval from the Committee on Academic Standards is 18.

A student who wishes to register for more than 18 credits must secure written permission in advance of registration from the

chairperson of the Committee on Academic Standards in room AC-2C01.

Students who register for more than 18 credits will be subject to the following fees in addition to full-time tuition:

<u>Credits in excess of 18</u>	<u>Fee</u>
18.5 - 20 credits	\$100
20.5 - 22 credits	\$230
22.5 - 24 credits	\$460
More than 24 credits	\$690

PROBATION

Students on probation may register for a maximum of 12 credits unless otherwise stipulated by the Committee on Academic Standards. Students must consult with a counselor in the Counseling Center in room AC-1G02 prior to registering for the Fall 2011 semester. In addition, SEEK students must also consult with their SEEK counselor in the SEEK Learning Center in room AC-1C08 prior to registering for the semester. Students who fail to achieve the minimum 2.00 index (or any other index required by the academic review process) for the Fall 2011 semester will be de-registered from all courses for the Spring 2012 semester and will be dismissed from the college for academic reasons.

REGISTRATION FOR NEW STUDENTS

Any student interested in attending York must be admitted to the college prior to registering. Admission to the college may close without notice at any time. The Admissions Office is located in room AC-1B07 and the telephone number is (718) 262-2165.

All new freshmen must be advised by the Counseling Center, room AC-1G02. The telephone number is (718) 262-2272.

All new SEEK freshmen must be advised by a SEEK counselor in the SEEK Learning Center in room AC-1C08. The telephone number is (718) 262-2300.

All entering transfer students, except SEEK and York Scholars, must be advised prior to registering at the Academic Advisement Center, in room AC-2C01. To schedule an appointment, call (718) 262-2280 or email advisement@york.cuny.edu.

All other students are strongly encouraged to see a faculty advisor prior to registration. Faculty advisors will be available in the Atrium on January 23rd through January 26th according to the following schedule:

Monday through Thursday	January 23-26	9:30 A.M. – 6:30 P.M.
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LATE REGISTRATION & PROGRAM CHANGES

Late registration begins on January 27, 2012 and ends on February 1, 2012. Students who register during late registration must pay their bills by 6:00 P.M. on February 1, 2012. Failure to pay the initial registration bill by that time will result in the automatic de-registration of the student's courses. Students will be required to pay a late registration fee of \$25.00. Registrations will not be de-registered for outstanding tuition and fees due to a change of program. (The bill will indicate 'COP' beneath the balance due.) **Students may register for classes only through the late registration period (6:30 P.M. on February 1, 2012). Students are not permitted to attend classes if they have not satisfied their tuition and fees by the first day of classes.**

During the first week of classes, January 27th through February 1st, a registered paid student may make a change of program. (That is adding courses, dropping courses, changing from one section to another of the same course, or changing from one course to another.) The change of program fee is \$18.00. **THIS FEE CANNOT BE WAIVED.** There is no additional fee to drop a course(s) although the student will be liable for tuition. (See the heading 'REFUNDS') **eSIMS will not allow a student to drop a course, add a course or change sections of the same course after 6:30 P.M. on February 1, 2012.** Students in the SEEK program may **not** make a program change without the approval of a SEEK counselor.

During the time period of February 2nd through February 9th, a student may drop or add (with the Academic Department's permission) a course or courses by completing an application in the Office of the Registrar in room AC-1H06 during office hours. eSIMS will not be available during this time period. All approvals to add a course must be approved by the Academic Chairperson of the discipline and entered on SIMS. During the time period of February 10th through February 16th, a student may only drop a course or courses by completing an application in the Office of the Registrar in room AC-1H06 during office hours. No other program changes will be permitted. Courses dropped during the first three weeks of the semester will not appear on the student's transcript. The student will be liable for tuition and fees after processing these changes. Students who drop all classes in the first three weeks of classes will not receive financial aid.

Students are strongly advised to obtain a copy of their bill after every transaction at one of the following locations:

- By accessing the bill information on eSIMS
- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06

Students who have **paid** the part-time York College Association fee, Consolidated fee and Technology fee and add course(s) to become full-time will be required to pay the full-time York College Association fee, Technology fee and additional tuition.

Students who have paid the full tuition for any dropped course(s) may get a partial refund in accordance with the refund policy. (See York College Academic Calendar and Refund Schedule.)

USING eSIMS

From November 16, 2011 until February 1, 2012, the registration system will be available Mondays through Sundays beginning 6:00 A.M. *On Wednesday, February 1st, the registration system will no longer be available after 6:30 P.M. for any transaction. Students wishing to register after this time must come to the Office of the Registrar during office hours.* Although the registration system will be available during evening hours and on the weekends, the college offices will only be open during their regular office hours.

Students may register for courses on eSIMS if the courses are open, if they do not need special permission, and if the student has satisfied all pre/co-requisites for the courses.

Students may view or print an unofficial copy of their bill using eSIMS at any time.

eSIMS will only be available for registration purposes through February 1, 2012 except where noted. After February 1st, students must come to the Office of the Registrar in Room AC-1H06 for all transactions.

INSTRUCTIONS FOR USING eSIMS

To register follow these simple **Step by Step Instructions:**

Step 1: Go to the CUNY portal at www.cuny.edu and select eSIMS.

Step 2: The York College eSIMS homepage will open, welcoming you to York College eSIMS. If you have active stops, a

STOP NOTICE will open and you may not be able to continue with registration. To view your stops, select

view

stop details.

Step 3: If no stops exist, you will be able to continue and select **Registration** then **Spring 2012.**

Step 4: To **ADD** classes, enter the 4-digit course code for each class in the numbered boxes and then select **Add**. If the added courses were available, you will receive a message that displays your registered courses. If any course you tried to add is unavailable, you will receive a message that displays the problem(s) with the course.

Step 5: To **REPLACE** a course that was previously added with another course (or different section of the same course),

select **REPLACE** after the course you wish to replace. Enter the new 4-digit course code in the **REPLACE**

WITH

box. Review your selection and then click on **REPLACE** (if correct) or **CANCEL** (if the change should not be completed). If the class is available, your course listing will reflect the change.

Step 6: To **DROP** a course, select **DROP** after the course you wish to drop. Choose the DROP option only if you do

not

choose to replace it with another course. If the class has been dropped, your course listing will immediately

reflect

the change. **Administrative fees may be applied if you drop a class.**

Step 7: You can continue to Add, Replace or Drop more classes.

Step 8: It is essential that you sign off your eSIMS account and log out of your CUNY portal account when you have completed your session.

With eSIMS, you can view or print a bill that will give a description of all charges and the amounts. The balance due will also be displayed. Choose **PAY/VIEW BILL** followed by **Spring 2012** on the eSIMS menu.

To ensure accuracy, students are strongly advised to obtain a copy of their bill after every transaction at one of

the following locations:

- By accessing the bill information on eSIMS
- Registration Area, located near the Atrium on the second floor of the Academic Core (available during registration only)
- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06

Check the bill to ensure that all transactions were processed.

TUITION AND PAYMENT

DEFINITIONS

1. **New York State Resident** - a resident student is one who is a United States citizen or a permanent immigrant and who has had his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal place of abode in New York State. Members of the armed services of the United States stationed in New York State, their spouses, and their dependent children, are considered residents of New York State
2. **Full-time** - a student who is enrolled for 12 or more credits or the equivalent.
3. **Part-time** - a student who is enrolled for fewer than 12 credits or the equivalent.

The tuition fees and definitions are listed below:

Undergraduate Matriculated

	New York State Residents	Non New York State Residents and Foreign Students
Full-time	\$2565.00 per semester	\$460.00 per credit*
Part-time	\$215.00 per credit*	\$460.00 per credit*

Undergraduate Non-matriculated

	New York State Residents	Non New York State Residents and Foreign Students
	\$320.00 per credit*	\$680.00 per credit*

Graduate Matriculated

	New York State Residents	Non New York State Residents and Foreign Students
Full-time	\$4105.00 per semester	\$640.00 per credit*
Part-time	\$345.00 per credit*	\$640.00 per credit*

Maintenance of Matriculation

	\$170.00 per semester	\$280.00 per semester
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****Senior citizen fee** \$65.00 per semester or session plus Consolidated Services and Technology fees.

* Hours in the compensatory, developmental and remedial courses are used instead of credits to determine fees and full-time/part-time status. See section entitled 'Compensatory and Developmental Courses.'

This fee may be offered only to a limited number of senior citizens due to budgetary constraints. Bona fide residents of New York State who are 60 years of age or older may enroll in undergraduate courses, on a space available basis, provided they do so on an audit basis. Senior citizens who audit undergraduate courses *will not receive degree credit*** and grades of 'AUD' will be assigned.

Senior citizens who wish to enroll for credit may opt to do so on the same basis as any other degree-credit student. They must pay the applicable tuition and fees. Applicants must apply to the Admissions Office, room AC-1B07.

ASSOCIATION, CONSOLIDATED, TECHNOLOGY & UNIVERSITY STUDENT GOVERNMENT FEES

Full-Time	\$ 67.15 Association Fee plus 15.00 Consolidated Fee plus 100.00 Technology Fee plus <u>.85 University Government Fee</u>
Total	\$183.00/semester
Part-Time	\$47.15 Association Fee plus 15.00 Consolidated Fee plus 50.00 Technology Fee plus <u>.85 University Government Fee</u>
Total	\$113.00/semester

The Association, Consolidated, Technology and University Student Government Fees are not refundable. It is payable at the time of registration, even if your tuition is fully covered by some form of aid.

Important notice of possible changes: The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by action of the Board of Trustees of The City University of New York at any time. In the event of any increase in the tuition or fees, payments already made will be treated as a partial payment. Notification will be given of the additional amount due and the required date of payment. The University regrets any inconvenience this may cause.

PAYMENT DUE DATES

All initial registration payments must be either received by the Office of the Bursar or estimated financial aid awards must be applied to the students' records, by the due date indicated online, to avoid the de-registration of classes. Once the student's initial registration bill is processed, classes will not be de-registered for an outstanding balance. If the bill indicates 'COP' beneath the balance due, classes will not be de-registered. Registrations will be processed automatically for students with a zero dollar balance and no financial stops appearing on their records. Late registration begins on Friday, January 27, 2012 and continues through Wednesday, February 1, 2012. Payment collected on Friday, January 27, 2012 or later is subject to a \$25.00 Late Registration Fee.

Students registering between:

November 16, 2011 – January 13, 2012
January 14, 2012 – January 26, 2012
January 27, 2012 – February 1, 2012

Due date for payment:

2:00 P.M. on January 17, 2012
6:00 P.M. on January 26, 2012
6:00 P.M. on February 1, 2012

PAYMENT POLICIES

Registration is not complete until the Bursar's Office has received either payment in full from the student or estimated financial aid awards are applied to the student's record. If you have a zero balance, your registration is complete if no financial stops appear on the record.

- Credit card and ePayments, which electronically debit either your checking or savings account, are accepted only online. Master Card, American Express, Discover, checking and savings account payments are accepted by logging onto the CUNY portal at www.cuny.edu, and clicking the eSIMS link. Print and save the screen entitled 'Payment Results Spring 2012' for your records. You will not receive a validated bursar's receipt. A non-refundable convenience fee will be charged to your credit card account when paying your tuition and fees with a credit card on eSIMS. Check payments are accepted at no cost to the student.
- Cash, checks, money orders, and certified checks are accepted at the Bursar's Office service window.
- Checks and money orders must be made payable to York College and have the current date. Postdated and third party checks will not be accepted. Students whose checks are returned by the bank will be subject to a \$15.00 reprocessing fee, and will be required to make all subsequent payments by cash or certified checks. A \$15 reprocessing fee is also charged for an ePayment that is returned for any reason.
- Check and money order payments may be dropped into the Drop Box, located in the Public Safety & Security Department, Room AC-1M08. Payment receipts will be mailed. Do not deposit cash in the Drop Box.
- You may apply for an interest free tuition payment plan with TuitionPay, formerly know as Academic Management Services (AMS). Applications and additional information are available by calling 1-866-268-CUNY or at www.TuitionPay.com/cuny

SOURCE CODES

\$\$....Due from Student	TE....Tuition Exchange
\$E....Business Office Deferral	VV...Veteran's Award (NYS)
AM..Academic Management Services (AMS)	1P.....Subsidized Loan
AP...Aid for Part-time Study (APTS)	2P.....Unsubsidized Loan
CU...CUSTA	24.....TAP
EA...Estimated Financial Aid Award	28.....Employee Waiver
F1....PELL	3P.....PLUS Loan
F2....SEOG	4P.....Perkins Loan
F4....Summer PELL	44.....SEEK Fees
PR....Paraprofessional	

TUITION WAIVERS

Tuition waivers may be changed or abolished by the City University Trustees without notice, and at all times are subject to budgetary limitations that have been established for City University. In the event a student receives a tuition waiver and is subsequently notified that the waiver has been reduced or eliminated, the student shall have the option within seven days after being notified of the reduction or elimination, to pay the amount then due, to make a payment agreement which is acceptable to the college, or to withdraw without penalty by filing the necessary withdrawal forms.

DELINQUENT PAYMENT POLICY

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

REFUNDS

THE ASSOCIATION, CONSOLIDATED, TECHNOLOGY AND UNIVERSITY STUDENT GOVERNMENT FEES ARE NOT REFUNDABLE.

Refunds will be issued only with an official program change according to the following schedule:

Before the first day of classes – January 26 th	100%
First week - January 27 th -February 1 st	75%
Second week - February 2 nd – February 9 th	50%
Third week - February 10 th – February 16 th	25%
On and after February 17 th	No Refund

The date the student completes the transaction in the Office of the Registrar or by using eSIMS is the date that determines the amount of refund. *If eSIMS is unavailable for any reason, it is the date that the student completes the transaction in the Office of the Registrar (during office hours) that determines the amount of refund.* **eSIMS will not be available for dropping courses after 6:30 P.M. on February 1, 2012.** In order to drop courses, students must come to the Office of the Registrar in room AC-1H06 during office hours.

All fees are subject to change without notice by the Board of Trustees, regardless of the fee schedule at the time of registration.

CANCELED COURSES

In the event the college cancels a course, a student is entitled to a free program adjustment or a full (100%) refund of tuition and non-instructional fees (where applicable).

FINANCIAL AID

Students should apply for financial aid using the Free Application for Federal Student Aid (FAFSA) as early as possible. For the 2011/2012 academic year priority is given to those who file their FAFSA by May 1, 2011. We recommend that students file online at www.fafsa.ed.gov and use the New York State link to complete the state application process. This is the fastest and easiest way to apply for aid. A computer lab is available in the Financial Aid Office AC-1M08 for students who wish to file online.

Students must reapply for financial aid every year. Filing and completing the application process by the May 1st priority deadline will allow students to register for classes early and have their financial aid awards applied to their bill.

TAP* is a Tuition Assistance Program for full-time degree students. (Specific eligibility requirements are available in the Financial Aid Office.)

A full-time student is one who takes at least twelve credit hours that are creditable toward a degree in a declared major. Students must register for courses applicable towards the declared major degree requirements and should use Cardinal Check as a reference guide.

For first-term freshmen, at least three credit hours of the full-time enrollment must be college credit bearing coursework. For future semesters at least six credit hours of full-time enrollment must be college credit bearing work.

Compensatory, Developmental and Remedial Courses

For payment purposes, remedial courses may be counted toward full-time study requirements. Up to one half of a student's minimum course-load can consist of non-credit remedial courses (for example, six credits at a semester institution), except that during the first term of college-level study, the minimum full-time course-load of 12 semester hours can include up to nine hours of non-credit remedial hours. Credit-bearing courses need equal only one-fourth the minimum full-time study requirement (for example, three credits at a semester institution).

COMPENSATORY, DEVELOPMENTAL, AND REMEDIAL COURSES

Courses	Hours	Credits	Equated Credits
ESL 145	6.0	2.0	6.0
150	8.0	2.0	8.0
Math 102	3.0	1.0	3.0

High School Graduation Requirement

All first-time recipients of NYS awards must have graduated from high school, have a GED or other equivalent of a high school certificate, or have received a passing score on a federally approved ability-to-benefit (ATB) test.

Students first receiving a NYS award in the 2007-08 academic year or after must have a U.S. high school diploma or recognized equivalent (i.e., GED or home school documentation). Students who do not have these credentials must attain a passing score on all three parts of the ACT COMPASS exam.

Beginning with the summer term of academic year 2008-09, students must take and pass the COMPASS exam within the institution's add/drop period or within 30 days of the first day of classes, whichever is earlier, to be eligible for a NYS award.

If a student fails to meet academic progress and program pursuit, TAP eligibility is lost. A one-time waiver may be granted by the Petition Committee. For undue hardship directly affecting the 2.0 requirement more than one waiver may be granted. Petitions to Waive Satisfactory Academic Progress Blocks are mailed to students and appeal procedures are available at www.york.cuny.edu.

APTS is a tuition assistance program for part-time degree students. (Specific eligibility requirements are available in the Financial Aid Office.)

Students must take at least six credit hours, but less than twelve, of which three must be non-remedial credits and are creditable toward a declared major.

Each APTS semester is counted as one-half of a TAP semester towards maximum eligibility.

If a student fails to meet academic progress and program pursuit toward a degree, APTS eligibility for a subsequent term is lost. A one-time waiver may be granted by the Petition Committee. For undue hardship directly affecting the 2.0 requirement, more than one waiver may be granted. Petitions for Waivers are mailed to students who do not meet requirements. Appeal procedures are available at www.york.cuny.edu/finaid.

*All state awards are subject to legislative changes.

Title IV Federal Programs (Pell, FWS, SEOG, Perkins, Stafford)

To determine if a student is eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information reported on the Free Application for Federal Student Aid (FAFSA). Based on the information given on the FAFSA, the Expected Family Contribution (EFC) number will be used to determine eligibility for federal student aid. (Specific eligibility requirements are available in the Financial Aid Office.)

Federal Pell Grant awards will depend on the results of a student's FAFSA, full or part-time enrollment and whether the student attends school for a full academic year, or less.

Federal SEOG Grant is a program that helps exceptionally needy students. Awards depend on the level of student need and the availability of funds.

Rights and Responsibilities of Recipients:

Federal regulations require the College to establish standards of Satisfactory Academic Progress for purposes of the receipt of Title IV financial assistance. When appropriate, this policy may be applied to other aid programs administered by Student Financial Services. A student must maintain satisfactory academic progress in a course of study regardless of whether the student was a previous recipient of Title IV financial assistance. The factors required to measure satisfactory progress is qualitative and quantitative. The qualitative measure is the grade point average. The quantitative measure is the time-frame limitation and measure of courses completed to those attempted. (For further information refer to the York College Bulletin.)

Withdrawing from courses can reduce your financial aid eligibility for that semester. If you completely withdraw from school in any semester, your financial aid will be recalculated using a specific formula based on the percentage of attendance in the semester. Students should consult with Student Financial Services when considering withdrawing from a course(s).

VETERANS

Students who are eligible for Veterans Benefits should consider the following when planning their class schedules:

To qualify for:	You must carry a program of:
full-time benefits	at least 12 credits
3/4-time benefits	at least 9 credits
2-time benefits	at least 6 credits

PARKING

Applications for parking permits are available from the **Public Safety Office** (Academic Core Building, Room AC-1M02). Students, staff and faculty must apply in person and present the following at the Public Safety Office:

- Completed Parking Permit Application
- Proof of school registration (eSIMS printout or Bursar receipt)
- York College Identification Card (Validated)
- Valid Driver' License
- Car Registration (which must be in the student's name or in the family name)

The application will be checked and validated by the **Public Safety Office**. Applicants will pay the applicable parking fee at the **Office of the Bursar** and return to the Public Safety Office with their receipt to be issued the parking permit.

Type of Permit	Period Valid	Students
Spring	January 1, 2012 through May 31, 2012	\$90.00

Parking fees are not refundable.

Permits must be hung facing out on the rearview mirror. It is advisable that parking permits be removed before placing the vehicle in motion. Lost or stolen parking permits must be reported to the New York City Police department, and will not be replaced by the Office of Public Safety. A new permit must be purchased at full price.

When the College is open, the gates of the East Parking Lot is open from 5:30 am to 11:15 pm Monday through Friday; from

6:00 am to 10:00 pm on Saturday; and from 6:00 am to 8:00 pm on Sunday. (Allowances are made for special programs that run past the College's "regular" hours on weekends.)

FILING FOR GRADUATION

The deadline for filing an application for **June 2012** graduation has passed. An application for graduation in **September 2012** must be on file in the Office of the Registrar by February 16, 2012.

CARDINAL CHECK*

Cardinal Check is York College's new web-based academic advisement and degree audit system.

Cardinal Check generates an easy to read degree audit that takes the courses from a student's transcript and reorganizes them to fulfill requirements for a student's degree, major, minor, CPE and skills assessment as defined in the college bulletin.

At a glance **Cardinal Check** shows:

- All degree requirements for your major
- Courses already completed and courses still required
- Grades, transfer credits and Writing Intensive requirements applied to your transcript.
- Skills requirements
- GPA

Students and advisors should use Cardinal Check as a guide when planning a program toward completion of graduation requirements. The Cardinal Check audit is not an academic transcript nor is it an official notification of completion of degree or certificate requirements but an essential aid in determining those achievements. If graduation is anticipated within the next academic year, you must complete an Application for Diploma in the Office of the Registrar in Room AC-1H06. (See the Academic Calendar regarding deadlines for graduation applications.)

For any additional information regarding Cardinal Check please contact Gale Cunningham, Coordinator for DegreeWorks at extension 3753 or email CardinalCheck@york.cuny.edu.

**[Cardinal Check is a customized version of DegreeWorks by SunGard Bi-Tech, Inc.]*

FINAL EXAMINATION SCHEDULE

Final examinations will take place according to the **first** section letter of your class on the chart below (unless otherwise specified). All finals will be held in your current classroom. Your instructor will announce any change in this schedule. Students who have conflicts or three examinations in one day should obtain a form from the Office of the Registrar to request a make-up examination.

REFER TO THE BULLETIN FOR PROCEDURES REGARDING MISSED EXAMINATIONS OR INCOMPLETE GRADES

Students may view their grades on eSIMS by choosing the option for 'Transcript.'

	Thurs. 5/17	Fri. 5/18	Sat. 5/19	Sun. 5/20	Mon. 5/21	Tues. 5/22	Wed. 5/23	Thurs. 5/24
8:00 AM - 9:50 AM	L				A		B	M A
10:00 AM - 11:50 AM	N		Y	Z	C	M	D	S S
12:00 PM - 1:50 PM			YY	ZZ	E		F	E X
2:00 PM - 3:50 PM	PQQ	HHK	YYY	ZZZ	G or GGJ	PQ or PQR	H or HGK	A M
4:00 PM - 5:50 PM	Q or QQR	HKK			GJJ or J	QRR or R	GKJ or K	O N
6:00 PM - 7:50 PM	W	X			S	T	V	L Y
8:00 PM - 9:50 PM	WW	XX			SS	TT	VV	

WEB-BASED/HYBRID ONLINE COURSES

For the Spring 2012 semester, the college will be offering courses that are totally web-based or hybrid online courses (courses that meet in the classroom for part of the semester). In order to participate in these courses, students must have Internet access, computer competency, an email account and access to Blackboard.

The list of web-based and hybrid online courses changes from semester to semester. The following is a list of courses that are web-based or hybrid online for the Spring 2012 semester. **W = Web-based** **H = Hybrid online**

<u>COURSE</u>	<u>CODE</u>		<u>COURSE</u>	<u>CODE</u>		<u>COURSE</u>	<u>CODE</u>	
AAS 101 WEB	0228	W	BIO 110 WEB	0055	W	SCWK 350 T	0982	H
AC 101 CF	0001	H	BUS 302 W	0142	H	SOC 220 T	0984	H
AC 101 GJ	0002	H	BUS 349 T	0156	H	WRIT 301 MN	1107	H
AC 101 PQ	0003	H	CT 101 CC	0236	H	WRIT 302 WEB	1110	W
AC 101 V	0004	H	CT 101 GG	0235	H	WRIT 303 HG	1115	H
AC 230 CEEG	0005	H	ECON 340 S	0399	H	WRIT 303 S	1125	H
AC 230 SSS	0006	H	EDUC 280 T	1255	H	WRIT 303 WEB1	1132	W
ACC 103 TW	0017	H	ESL 150 GHJ	0470	H			
ANTH 101 N	0036	H	ESL 150 MNSL	0471	H			
ANTH 101 T	0038	H	HPMT 352 EGGJ	0647	H			
ANTH 101 V	0037	H	ITAL 101 PQ	0681	H			
ANTH 101 W	0039	H	ITAL 105 GJJ	0684	H			
ANTH 101 WEB1	0040	W	MKT 347 V	0700	H			
ANTH 101 WEB2	0041	W	NURS 203 LMN	0743	H			
ANTH 101 WEB3	0042	W	NURS 301 WEB	1273	W			
ANTH 152 WEB	0043	W	NURS 407 WEB	0752	W			
ANTH 205 WEB	0044	W	PSY 251 GK	1307	H			
ANTH 220 T	0983	H	PSY 319 WEB	0920	W			
ANTH 234 PQR	0045	H	PSY 330 WEB	1308	W			
ANTH 243 M	0046	H	SCWK 300 QRR	0974	H			
ANTH 243 V	0047	H	SCWK 300 W	0975	H			

WRITING INTENSIVE COURSES

A Writing Intensive course is a subject-area course that incorporates guided formal writing assignments as a means to enhance learning, and in order to prepare student for the writing demands of their majors. Students must complete 3 Writing Intensive courses in order to graduate from York College:

- Two (2) in the lower division of the curriculum (at the 100- or 200-level)
- One (1) in the upper division (at the 300-level or above) within the major discipline design.

Consult with a faculty advisor in your major field of study for help in selecting the Writing Intensive course(s) appropriate for your program of study.

Students who have transferred to York College and have completed their General Education requirements must complete one Writing Intensive course in the upper division (at the 300-level or above) within the major discipline design.

Writing Intensive courses will be designated on each student's transcript and are visible in Cardinal Check.

The list of Writing Intensive courses varies from semester to semester. The following list shows those courses for Fall 2011 that have been designated as Writing Intensive (WI) as of the date of this publication. Please consult eSims or the Writing Across the Curriculum Program website for other Writing Intensive courses offered in the Spring 2012.

<u>COURSE</u>	<u>CODE</u>	<u>COURSE</u>	<u>CODE</u>	<u>COURSE</u>	<u>CODE</u>
AAS 490 TBA	0234	ENG 200 L1	0432	PHIL 103 MN	0772
BIO 120 EFF	0058	ENG 200 MN	0433	PHIL 103 PQ	0773
BIO 480 ABDHK	0118	ENG 200 PQ1	0435	PHIL 103 Y	0777
BIO 489 PQQ	1228	ENG 270 E	0448	PHIL 202 G	0778
BTEC 480 ABDHK	0119	ENG 270 V	0449	PHIL 202 M	0780
BTEC 489 PQQ	1229	ENG 286 S	0450	PHIL 202 T	0782
BUS 481 EF	1230	ENG 373 GJJ	0457	PHIL 202 V	0784
BUS 481 T	0161	ENG 373 W	0458	POL 103 NM	0868
BUS 481 YY	0162	ENG 410 W	0463	POL 103 PQ	0869
CHEM 421 CHKJV	0218	FA 104 PQR	0545	POL 285 T	0876
CLDV 101 CD1	0348	FA 104 W	1253	POL 402 PQ	1236
CLDV 101 EGH	0344	FA 297 T	1262	PSY 330 BDD	0930
CLDV 101 MN1	0351	GEOL 211 EGH	0506	PSY 330 C	0929
CLDV 101 SV1	0354	GEOL 411 GJK	0510	PSY 330 R	0931
CLDV 101 TW1	0356	HE 331 CCE	0606	PSY 330 S	1239
CLDV 203 T	0366	HE 331 T	0605	PSY 330 WEB	1308
CLDV 210 C	0367	HE 331 W	1265	PSY 401 EEG	0944
CLDV 210 D	0368	HE 365 HGK	0617	SCWK 400 FEH	0989
CLDV 210 E	0369	HPMT 351 YY	1287	SCWK 400 S	0990
CLDV 210 G	0370	HPMT 357 MNLN	1289	SOC 201 QRR	1017
CLDV 210 HGK	1251	HIST 202 C	1190	SOC 201 V	1018
CLDV 210 L	1252	HIST 257 J	1194	SOC 202 G	0779
CLDV 210 LM	0371	HIST 334 V	1197	SOC 202 M	0781
CLDV 210 MN	0372	HIST 375 S	1201	SOC 202 T	0783
CLDV 210 Q	0373	IS 400 V	0678	SOC 202 V	0785
CLDV 210 S	0374	JOUR 280 CAD	0685	SOC 312 T	1024
CLDV 210 T	0375	JOUR 281 CCF	1231	SPCH 231 KXX	1299
CLDV 210 V	0376	JOUR 285 PPQ	0688	SPCH 250 HGK	1300
CLDV 210 W	0377	MATH 479 R	0331	TA 110 PQQ	1079
CLDV 210 X	0378	MKT 483 S	0703	TA 210 T	1083
CLDV 210 YY	0379	MUS 253 HGK	0731	WLIT 210 W	1105
CLDV 210 ZZZ	0380	NURS 301 WEB	1273		
CS 401 TBA2	0258	NURS 407 FHH	0753		
CT 205 QQR	0237	NURS 407 WEB	0752		
CT 401 TBA	0244	PE 365 HGK	0618		
EDUC 369 QQR	0529	PHIL 103 A	0767		
ENG 200 C	0419	PHIL 103 C	0768		
ENG 200 E2	0423	PHIL 103 G	0771		

CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their course.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means it is an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permissions, drop/add form, ID card or other college document.

Adapted with permission from *Baruch College: A Faculty Guide to Student Academic Integrity*. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

A GUIDE TO UNDERGRADUATE DIVISION COURSE ABBREVIATIONS

COURSE	ABBREVIATION	COURSE	ABBREVIATION
Academic Computing	AC	Italian	ITAL
Accounting	ACC	Marketing	MKT
African American Studies	AAS	Mathematics	MATH
Anthropology	ANTH	Medical Technology	HPMT
Astronomy	ASTR	Music	MUS
Athletic Training	PEAT	Nursing	NURS
Biology	BIO	Occupational Therapy	OT
Biotechnology	BTEC	Philosophy	PHIL
Business Administration	BUS	Physical Education	PE
Chemistry	CHEM	Physician Assistant Studies	HSPA
Chinese	CHIN	Physics	PHYS
Communications Technology	CT	Political Science	POL
Computer Science	CS	Psychology	PSY
Cooperative Education	COOP	Puerto Rican Studies	PRST
Creole	CRE	SEEK Counseling Seminar	SKCS
Cultural Diversity	CLDV	Social Work	SCWK
Economics	ECON	Sociology	SOC
Education	EDUC	Spanish	SPAN
English	ENG	Speech Communication	SPCH
English as a Second Language	ESL	Student Development	SD
Environmental Health Science	HPEH	Theatre Arts	TA
Fine Arts	FA	World Literature	WLIT
French	FREN	Writing	WRIT
Geology	GEOL	Youth Development	YD
Gerontology	GERO		
Health Education	HE	GRADUATE DIVISION COURSE	
Health Professions General Core	HPGC	Occupational Therapy	OT
History	HIST		
Humanities	HUM		
Interdisciplinary Studies	IS		

BUILDING/ROOM INFORMATION

The buildings are designated by the first two letters appearing before the room numbers.

AC - Academic Core, 94-20 Guy R. Brewer Blvd.

AT – Performing Arts Center, 94-45 Guy R. Brewer Blvd.

CL - Classroom Bldg., 94-43 159th Street

HP - Health/Physical Education Bldg., 160-02 Liberty Ave.

SC - Science Bldg., 94-50 159th Street