



STUDENT HANDBOOK

OF STATEN ISLAND / CUNY THE COLLEGE

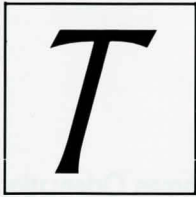
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THE COLLEGE OF STATEN ISLAND / CUNY



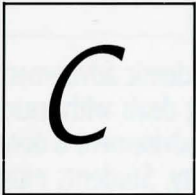
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THE DEPARTMENT OF STUDENT SERVICES

The Department of Student Services, directed by the Dean of Students, is responsible for all counseling at The College of Staten Island. The Department staff provides personal and career counseling, help in finding part-time or full-time employment, and special services for freshmen and disabled students. In addition, the Dean of Students oversees all extracurricular activities at the College. On the Sunnyside campus, the office is in A-141; on the St. George campus, the office is located in 1-509.



COUNSELING SERVICES

Counseling is available to help students cope with the personal, academic, and/or social problems that may result from and affect academic performance. Counselors are located in the following areas:

	Sunnyside campus	St. George campus
General counseling	A-141 390-7630	1-501 390-7920
SEEK	H-12 390-7755	1-518 390-7931

The counseling staff can assist students in academic difficulty, with personal/social problems, in need of vocational or career clarification, and can help with study habits and test taking. All students are encouraged to take advantage of these services. Students can either call for an appointment or simply walk in for assistance.

In addition to helping students on an individual basis, counselors also teach both a Career Development course (SPD 102) and Freshman Orientation (SPD 101). Special topic seminars are also offered. For further information about these courses and seminars, talk to one of the counselors.

Note: Offices on the Sunnyside campus are listed with the building **letter** first and the office number second (i.e., C-131, A-230, etc.). Offices on the St. George campus are listed with the building **number** first and the office number second. Building 1 is 130 Stuyvesant Place and building 7 is 120 Stuyvesant Place. Therefore, 1-509 means that the office is in 130 Stuyvesant Place, room 509.

F

FRESHMAN ORIENTATION PROGRAM

Entering students are introduced to college life through the Freshman Orientation Program. All new students (day and evening) must attend group meetings led by the student services counselors. The counselors discuss skills testing, program choices, registration procedures, and extracurricular activities. For information about these services, consult the Department of Student Services in A-141.

A

ACADEMIC ADVISEMENT CENTER

While counseling and academic advisement sometimes overlap, academic advisement focuses more specifically on academic planning while counseling deals with issues which may affect achievement of the academic plan. All academic advisement is done by faculty members under the supervision of the Dean of Faculty. Students must meet with their advisers each term to plan their academic program.

The Academic Center has an office at each campus. At Sunnyside, the center is located in A-135, and at St. George in 1-512. The Sunnyside office is open from 8:30 a.m. to 7:30 p.m., Monday through Thursday; and from 8:30 a.m. to 4:30 p.m. on Friday. The St. George office is open from 9 a.m. to 5 p.m. on Monday, Thursday, and Friday; it is open until 7 p.m. on Tuesday and Wednesday.

Students who are having difficulty with the advisement process or who want to change their adviser are welcome to stop at either office and discuss their needs with the staff.

O

OFFICE OF SPECIAL STUDENT SERVICES

The Office of Special Student Services provides counseling for disabled students. It implements federal regulation 504 which states: "No otherwise qualified handicapped individual in the United States . . . shall solely by reason of his/her handicap be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance." Thus, disabled students are ensured access to activities, programs, and services.

The staff of the Office of Special Student Services counsels disabled students and

serves as liaison between them and other components of the College. The office provides support services such as preadmission counseling, academic advisement, and preregistration. The office supplies tutors, readers, note-takers, etc., when necessary; and through, the Library for the Blind, makes available tape cassettes and a phonograph for the use of students. Also, the office has two IBM personal computers available for use by disabled students. The computers are used both for learning basic computer skills and for tutorial purposes to improve grammar, writing, and mathematics skills. The Sunnyside office is in C-128, phone 390-7626; the St. George office is in 1-503, phone 390-7928.

T

THE CAREER DEVELOPMENT AND PLACEMENT CENTER

The staff of the Career Development and Placement Center helps students decide upon careers that will be both satisfying and worthwhile. Information about careers and the job market is available and the career counselors help students through a process involving individual interviews, testing, and other evaluation techniques.

In addition, the Center offers placement services to help students looking for full-time and part-time jobs. Each semester, the Center arranges recruitment meetings with representatives from business and industry, and educational, governmental, and social service organizations. The Center sponsors two job fairs each year: one for students looking for part-time jobs, and a second one in the spring, designed primarily for the benefit of graduating students. The Center also maintains listings of summer jobs.

Placement counselors assist students in organizing a job campaign, preparing resumes, and improving employment interview effectiveness. Highly motivated students can join the Job Search Group which meets regularly each week for intensive assistance with job search techniques.

The Career Development and Placement Center is located in C-134, phone 390-7850 or 390-7789. The Center is open from 9 a.m. to 5 p.m., Monday through Friday, and evenings by appointment. A career counselor is available on the St. George campus on Mondays and Wednesdays from 9 a.m. to 5 p.m.

S

STUDENT INFORMATION AND ASSISTANCE PROGRAM

The Program provides basic information, peer counseling, and referral guidance to the general student population. The staff is composed of specially selected students

who are trained to staff information booths at both campuses and assist the professional staff of the Department of Student Services in freshman orientation, registration, CUNY assessment testing, etc. For further information, see the Assistant Dean of Students in A-141, 390-7630.

V

VETERANS ADVISEMENT CENTER

The Veterans Advisement Center provides services and information for veterans of the armed services who are returning to school. The VAC counselor will help veterans complete the forms necessary for admission to the College and to receive V.A. benefits. In addition, the staff does peer counseling, provides information about veterans' rights and benefits, and helps veterans find therapists who are specialists in veterans' readjustment problems. The center is located in 1-524. Office hours are varied; call 390-7912 for exact times.

G

GRADUATE SCHOOL INFORMATION AND TRANSFER

The graduate school catalog library is located on the St. George campus in 1-510. Application forms for some standardized admission tests (see below) and financial aid materials (scholarships, grants, fellowships, GAPFAS, etc.) are available also.

The Graduate Record Examination is given five times a year. Interested students can get information in 1-508.

The Law School Admissions Test is given four times a year but is not administered at the College. For more information, students should go to 1-831 on the St. George campus or B-32 on the Sunnyside campus.

The Graduate Management Admissions Test is given four times a year but is not administered at the College. For information go to 1-508.

Students should note that all standardized tests required for admission to graduate schools and for which there is a fee charged to the student, are affected by the truth in testing act. This law enables students to find out how individual scores were computed, what the correct answers are, etc. The student must request this information from the testing institution which created the test.

F

REE CREDENTIALS SERVICE

The credentials service is designed for those students who want to have letters of recommendation on file which can be used for job applications and/or transfers to graduate schools. The service is open to all students. The student compiles the recommendations while attending CSI and has them ready to be sent to prospective employers or admissions offices upon a written request submitted by the student. This service is confidential. Interested students should pick up the necessary materials from the Department of Student Services, 1-509.

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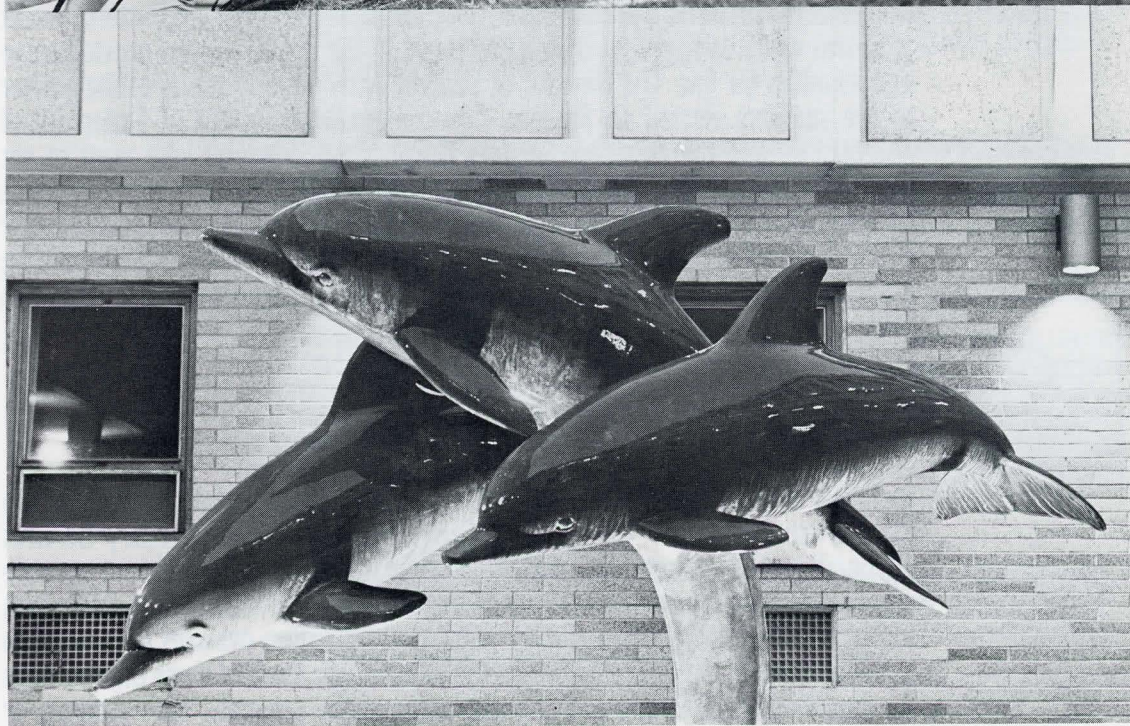
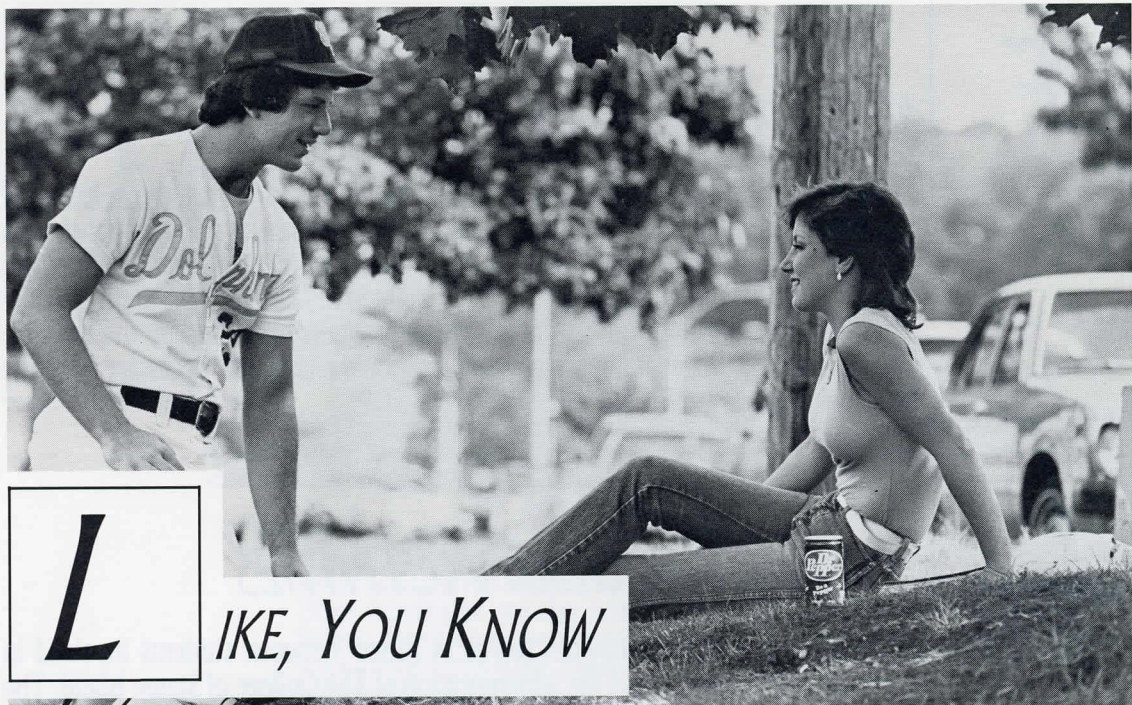
XTRACURRICULAR ACTIVITIES

The Office of Student Activities serves as liaison between students involved in extracurricular activities and the administration of The College of Staten Island. The student activities staff helps students develop social, recreational, and entertainment programs which supplement their experiences in the classroom and provide some opportunities for fun. The Director of Student Activities also serves as the adviser to the students elected to Student Government, the College of Staten Island Association, and the Auxiliary Services Corporation. Students who want to get involved in one of these groups or who want to initiate an extracurricular project are invited to contact the Office of Student Activities in C-131. The telephone number is 390-7625. The staff will also be happy to help students with any kind of question; if it's something they don't handle directly, they will try to find the person who can help.

S

TUDENT ORGANIZATIONS

Each year in the spring term, students elect representatives to The College of Staten Island Association, the CSI Student Government, and the Auxiliary Services Corporation. The Association and the Student Government (which are separate organizations) are the two groups which budget the student activity fee paid by each student each semester. The Auxiliary Services Corporation oversees the operation of the bookstore, the dining halls, and the parking lots. Each of these organizations are described in detail below, along with some of the programs each sponsors or





supervises. Students interested in being elected to any of the three groups should get in touch with the Director of Student Activities, C-131.

THE COLLEGE OF STATEN ISLAND ASSOCIATION, INC.

All of the extracurricular activities at The College of Staten Island are supported by the student activity fee which every student pays each semester. Full-time students pay \$39 and part-time students pay \$18. This student activity fee goes to The College of Staten Island Association, the legal depository established by the City University Board of Trustees.

The governing body of the Association consists of elected and appointed students, faculty, and members of the administrative staff. The Association uses its share of the student activity fee to fund such programs as the mental health program, commencement, etc. In addition, monies which are earmarked (see list below) are handled by the Association. Here's how the student activity fee is split among the various organizations which share it:

Full-time fee \$39.00

University Student Senate	\$.50
NYPIRG (refundable)	3.00
Intercollegiate Athletics	6.10
Intramural/Recreation	2.00
Day Care Center	1.50
Program Development Committee (for films, concerts, etc.)	4.00
Radio Station	2.70
CSI Student Government	9.90
CSI Association	9.30

Part-time fee \$18.00

University Student Senate	\$.50
NYPIRG (refundable)	3.00
Intercollegiate Athletics	2.00
Intramural/Recreation	2.00
Day Care Center	1.50
Program Development Committee (for films, concerts, etc.)	1.40

Radio Station	1.00
CSI Student Government	3.40
CSI Association	3.20

T

THE COLLEGE OF STATEN ISLAND STUDENT GOVERNMENT

The College of Staten Island Student Government is made up of twenty representatives elected by the student body. The basic function of the government is to initiate and/or coordinate the extracurricular activities of the student body. The government also collectively represents the students to the administration and any other interested parties. Student senators are asked to provide input on a wide variety of issues, are invited to various social functions, and are constantly approached with all kinds of problems. Students who are having difficulties of any kind are encouraged to contact the Student Government.

Any student with at least a 2.0 grade point average can run for and hold office in the Student Government. Elections are held each spring and a special election is held in October to fill any vacancies which occur after the spring elections. (After the fall special election, the government has the power to appoint students to fill vacancies.) The government has offices and a secretary in C-109 where it meets on a regular basis. The phone number is 390-7544.

S

STUDENT GOVERNMENT COMMISSIONS

Because the work which Student Government does is so complex and varied, a number of commissions have been set up to deal with specific areas. These commissions consist of senators and interested students-at-large. Much of the day-to-day work of the Government is carried out by these commissions.

The Academic and Curricular Affairs Commission addresses problems related to academic and curricular life on campus and serves as the students' advocate in these areas. The commission ensures student representation on standing college committees (Curriculum Committee, Library Committee, etc.). In addition, this commission tries to help students who are having problems with faculty members, advisers, etc.

The Commission on the Student Center oversees all space allocated to Student Government by the College. The commission recommends to the Senate how the

space should be used and improved, allocates office space to clubs, and may purchase furniture and equipment.

The Commission on Clubs has a big responsibility. The thirty-five to fifty student clubs at the College are handled by this commission. Each of these clubs must request a charter and submit their budgets to the Senate through this commission, which is responsible for setting deadlines for chartering; for checking club constitutions, charter forms, and membership continuity; and for reviewing club budgets before they are submitted to the Senate for approval. The commission establishes priorities for giving funds to clubs and provides the clubs with guidelines for chartering and budgeting.

The Commission on Student Elections is responsible for administering the election of student members to the Student Government, the Association, the Student-Faculty Disciplinary Committee, the Auxiliary Services Corporation, and the College Council. This commission is most active in the spring when elections take place.

The Commission on Student Finances oversees all financial records related to Student Government allocations and expenditures. The commission keeps up-to-date books reflecting monies allocated, monies spent, and balances remaining and presents a financial report to Student Government each month.

The Commission on Part-time Students represents these students, most of whom attend classes in the evening and on weekends. The commission assists the Student Government in providing services for part-time students through all of its commissions and activities.

The Commission on Student Services is specifically concerned with those aspects of student life which are not curricular. The commission identifies specific student needs and acts on students' behalf in dealing with problems with services (such as the shuttle bus).

The Commission on Student Publications works in conjunction with the editorial staffs on the student publications to develop guidelines, budgets, and operating procedures. In addition, the commission works with students who are interested in special publication projects such as literary magazines.

A

AUXILIARY SERVICES CORPORATION

The Auxiliary Services Corporation is responsible for the management of the dining

halls, the bookstores, and the parking lots. Student representatives are elected to the corporation in the spring and Student Government makes an additional appointment in the fall. The remainder of the corporation board of directors consists of faculty and administrators. Profits from the bookstores and the dining halls go into special accounts which generate interest income for scholarships and for other college-related purposes. To get in touch with students serving on the corporation, see the Auxiliary Services secretary in the bookstore on the Sunnyside campus or leave a message for the Student Government representative in C-109.

C

COLLEGE COUNCIL

Students also serve on the chief legislative body of the College, the College Council. The Council chiefly deals with policy affecting curriculum. It sets standards for retention of students and makes policy relating to student attendance, awarding of college credit, and granting of degrees. The Council expresses views on any matter of concern to the College community. Student membership includes the President of Student Government and seven students elected yearly.

S

STUDENT-FACULTY DISCIPLINARY COMMITTEE

Six students are elected each spring to make up the pool for the Student-Faculty Disciplinary Committee. This committee hears charges, accusations, or allegations against students. The procedure for bringing charges and the description of this committee and how it functions are in the Board of Trustees bylaws. See the Office of Student Activities for further information.

E

ELECTION REVIEW COMMITTEE

The Student Government appoints a number of students to the election review committee each term. This group of students — none of whom may be candidates for office — is responsible for overseeing each election, hearing any complaints in conjunction with the election, conducting the official tally, and verifying the results to both the Student Government and the College. Students interested in serving on this committee, which is a good introduction to student politics, should see the secretary in Student Government (C-109) or the Director of Student Activities (C-131).

O

OTHER COMMITTEES

Students are appointed to a number of standing committees and are asked to participate on special purpose committees from time to time. For information about getting involved with one of the committees on which students serve, see the secretary in the Student Government Office (C-109) or the Student Activities staff in C-131.

C

CLUBS

One of the major functions of the Student Government is the charting and funding of all clubs at The College of Staten Island. Each year, thirty-five to fifty clubs are chartered. They provide a wide variety of programs ranging from films and panel discussions to field trips and social events. Students can join or start clubs easily. See the secretary in C-109 for information.

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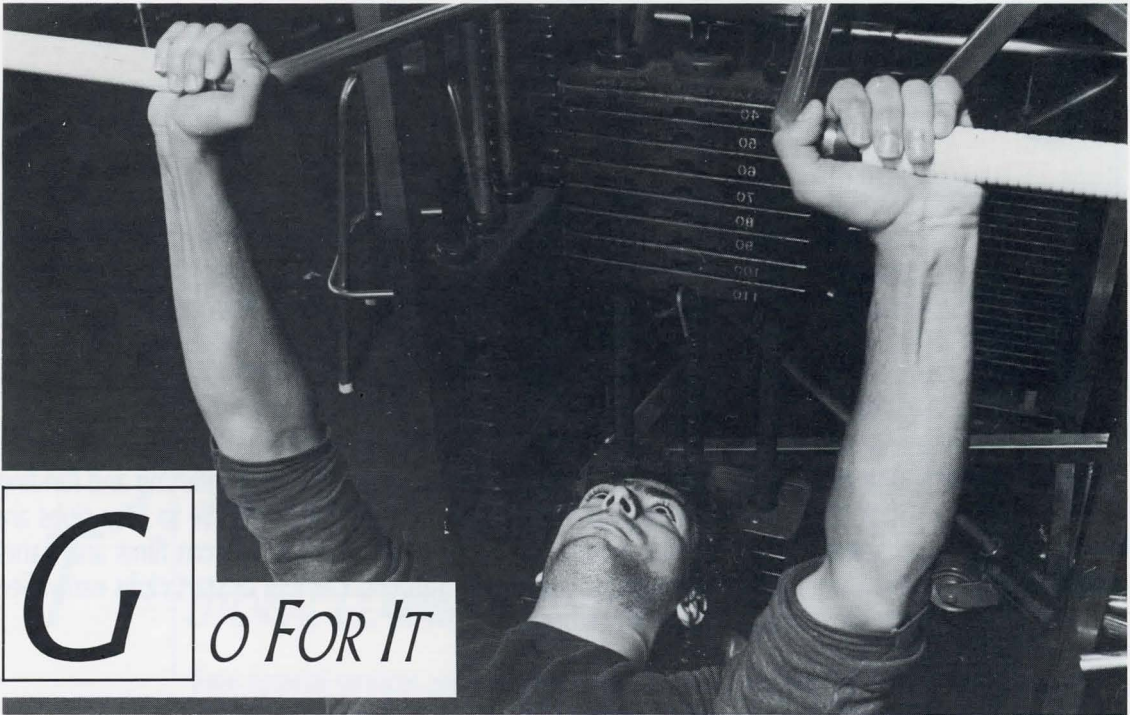
RADIO STATION

WSIA-FM, The College of Staten Island radio station, has broadcast studios on the Sunnyside campus. The station broadcasts to most of Staten Island, parts of Brooklyn and New Jersey, and has even been heard as far away as Connecticut. WSIA-FM is run by a student board of directors and a full-time paid general manager. Openings exist for people with a wide variety of interests, including journalism, sales, administration, and broadcasting. For further information about the station drop by the studios in Middle Earth Lounge (E-19).

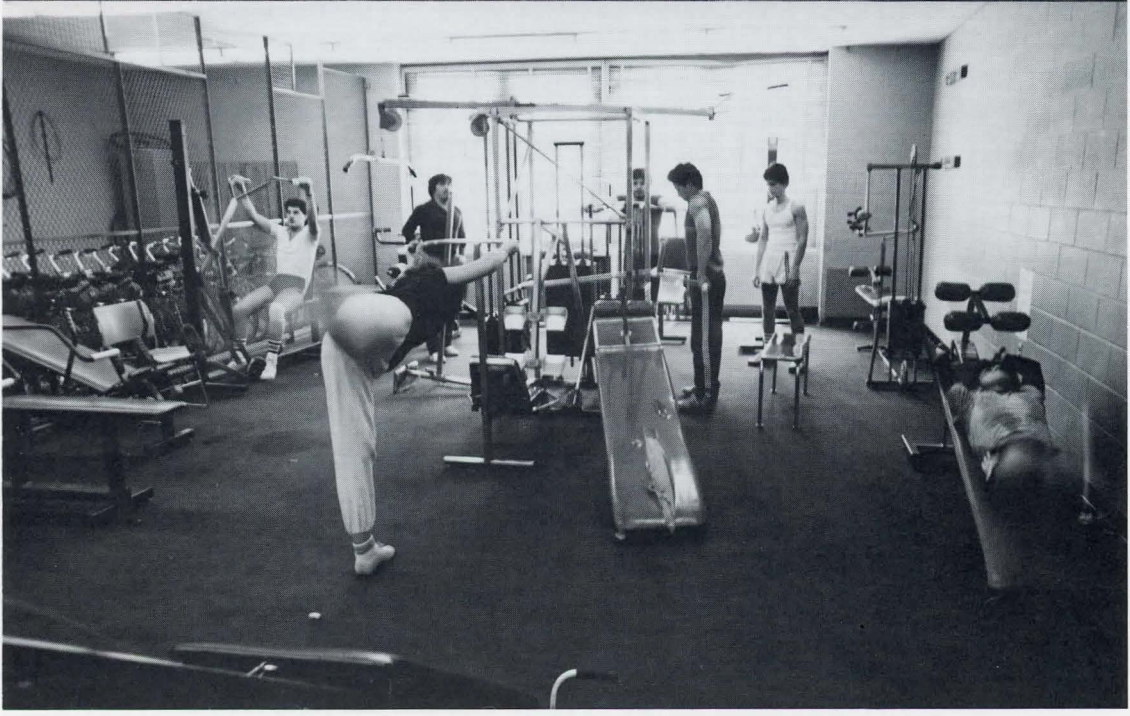
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PUBLICATIONS

The Student Government funds several publications each year. The student newspaper, the *College Voice*, publishes every three weeks. The yearbook is published annually. And the Government funds special publications such as *All Ways A Woman*, a literary magazine. The newspaper and the yearbook have offices and mailboxes in C-2. Students interested in writing, editing, photography, layout, etc., have ample opportunities for involvement. For information about any or all of the publications put out by student groups at the college, contact the Student Government staff in C-109.



G *o For It*



C

CONCERTS/FILMS

The Student Government and the Association jointly plan an extensive program of films, parties, and special events through the Program Development Committee. Any student who is interested in bringing a program to the campus can approach the committee for funding. For information about what's going on or about getting something going, see the staff in C-109 or C-131.

I

INTERCOLLEGIATE ATHLETICS

CSI fields both men's and women's teams in competition throughout the New York and New Jersey metropolitan area. The men's teams include baseball, varsity basketball, tennis, and soccer. The women's teams are volleyball, softball, and tennis. The College of Staten Island is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, and the City University Athletic Conference. The office of the Director of Intercollegiate Athletics is located in room C-129; the phone number is 390-7607.

I

INTRAMURAL/RECREATION PROGRAM

All students attending The College of Staten Island are welcome to participate in the Intramural/Recreation Program. Recreational activities such as badminton, gymnastics, and aerobics are informally structured and students may participate at their leisure. However, tournaments are held at various times for those who wish to compete.

Intramural activities are more formally structured with emphasis on competition and usually have teams divided into leagues. The program sponsors touch football, tennis, paddleball, etc., and off-campus activities such as roller skating, swimming, and bowling. Students who want to participate in intramural sports or recreation activities must register in C-129, phone 390-7607.

D

DAY CARE CENTER

The Sunnyside Student Day Care Center provides care for forty-two children of

students attending classes at the College. The staff consists of a teacher-director, three certified teachers, and two certified assistant teachers. Children must be two years, nine months old to be admitted to the center and can remain in the center until they are five years old. The cost is \$375 each semester, some of which may be offset by fund-raising efforts. The center is located in J-2 and is open from 7 a.m. to 6 p.m. At present there is a waiting list. Students interested in putting their names on this list should see the day care staff in C-111.

In addition to providing care for the children of students, the center provides a field-placement service for students in such areas as education, child care, physical education, psychology, art, and music. For further information about opportunities for field placement, see the director in J-2 or call 390-7505.

N

NEW YORK PUBLIC INTEREST RESEARCH GROUP

The College of Staten Island is one of over fifteen schools throughout New York State to have a campus chapter of the New York Public Interest Research Group, Inc. (NYPIRG). Students who work with NYPIRG become involved with issues relating to energy, consumer protection, fiscal responsibility, and political reform.

NYPIRG is a state-wide student-directed organization supported in large part by student activity fees at member schools. A state board of directors, composed entirely of students, establishes NYPIRG's policies and direction. (However, the agenda which the Staten Island Chapter pursues is established by a local board of interested students.) A professional staff of over 100 lawyers, lobbyists, community organizers, and activists provides support for the activities of local chapters. NYPIRG also has a lobbying staff in Albany that offers credit internships for students who want to work in the legislative.

Every student pays NYPIRG \$3 each semester as a portion of the student activity fee. Students who do not wish to support NYPIRG activities can get their \$3 refunded by applying for a refund at the NYPIRG office in D-2. The phone number is 390-7538.

B

ITS AND PIECES

C

LUB OFFICES

Student Government staffs and maintains club office space in C-2 on the Sunnyside campus and on the fourth floor of 130 Stuyvesant Place. The yearbook and the newspaper have offices in C-2. Properly chartered clubs wanting office space should stop in the Student Government Office (C-109) for an application.

D

ISCOUNT TICKETS

Discount tickets for various Broadway shows are available in several locations. On the St. George campus, students can find them at the front desk in 1-509 and at the office of the Department of Performing and Creative Arts. The office of Student Activities, C-131, and the Financial Aid office, C-134, have them on the Sunnyside campus. Tickets aren't always available but students should check these locations periodically.

E

MERGENCY CLOSING

In the event of severe weather, major snow or ice storms, or other emergency conditions, students, faculty, and administrative staff can get reports concerning class cancellations and other information by listening to the following stations:

WNYC	830 AM	93.9 FM
WINS	1010 AM	
WOR	710 AM	
WADO	1280 AM	
WNEW	1130 AM	102.7 FM
WCBS	880 AM	101.1 FM
WMCA	570 AM	

L

LOST AND FOUND AND SECURITY

The lost and found on the Sunnyside campus is in A-109; on the St. George campus it is in 1-509. The security office on the Sunnyside campus is also in A-109. On the St. George campus, guards are stationed around the clock in the security station in the lobby of 130 Stuyvesant Place. The security office on that campus is in 1-B-20 (basement of 130 Stuyvesant Place.) The security office phone number at Sunnyside is 390-7678 and at St. George, 390-7811.

L

LOUNGES

The Student Government maintains two lounges for quiet study and conversation. The lounge on the St. George campus is on the fourth floor; the Sunnyside lounge is in C building. Students are asked to observe a few simple rules for the use of these lounges: no smoking, no eating, no drinking, and no radios. Neither of these lounges can be reserved for special events.

In addition, The College of Staten Island Student Government staffs and maintains the Middle Earth Lounge in E-19 on the Sunnyside campus. This lounge houses the radio station and has a game room, a food service area, an open space for dancing and/or performances by small groups, and informal seating. For more information about the lounges, see the lounge supervisor in E-19, phone 390-7641.

N

NEWSLETTER

The Department of Student Services publishes a newsletter with information of interest to the College community. The newsletter comes out each Monday. Items for the newsletter should be typed double-spaced, signed, and sent to the Department of Student Services, 1-514. For further information, call 390-7925.

P

PLAGIARISM

In written material, students are expected to acknowledge the sources of their work. Careful observance of accepted standards of reference and attribution is required. Students are advised to consult a recognized style manual in order to avoid the

R

possibility of even unintentional plagiarism. Individual instructors will define how standards of academic honesty apply to their own courses, laboratories, and tests.

ROOM RESERVATIONS

To reserve a room for a meeting during club hours see the secretary in the student activities office (C-131). To reserve a classroom during class hours, go to A-108. To reserve the Williamson Theatre on the Sunnyside campus or the College Hall on the St. George campus, go to 1-913.

T

TYPEWRITERS

Student Government supplies and maintains several typewriters for student use. The typewriters on the Sunnyside campus are located in C-109; on the St. George campus, in 1-509.

T

THE END

C

COMMENCEMENT

Commencement exercises at The College of Staten Island are funded from student activities monies by The College of Staten Island Association. Several graduating students serve on the commencement committee, and those interested in serving should contact the Student Government (C-109), which appoints students to that committee.

N

NURSING PINNING CEREMONY

Upon completion of all requirements of the nursing curriculum, graduate nursing students participate in a pinning ceremony. This student-faculty function is held in January and June for the graduates of the respective semesters. The graduating students receive a school pin and repeat the Florence Nightingale Pledge. Funds for



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this ceremony come from the CSI Association.

STUDENT SERVICE AWARDS

Each year Student Government makes several awards to graduating students who have an impressive record of service to the College. For information about these awards, see the staff in C-109.

W

WHO'S WHO AMONG AMERICAN COLLEGE STUDENTS

At the beginning of the fall term juniors, seniors, and graduate students can nominate themselves for inclusion in *Who's Who Among American College Students*. Nominees must have good grade point averages and a record of service to the college and/or community. The Assistant Dean of Student coordinates the nominating process; additional information is available in A-141 or 1-509.

A

AWARDS DINNER

At the end of each academic year, the Association and the Student Government sponsor a dinner at which the recipients of graduation awards are honored. All members of the CSI community are invited to attend. For further information, drop by either the Student Government office (C-109) or the Association office (C-111).

F

FACILITIES AND SERVICES

S

SPECIAL NOTE

This section is intended to supplement the material covered in The College of Staten Island catalog. Students should consult the catalog for information that is not contained in this handbook.

D

DINING HALLS

The dining halls on both campuses of the College offer both hot and cold foods. The Sunnyside dining hall is located in E building and is open from 7:30 a.m. to 8:00 p.m., Monday through Thursday. On Fridays food service is available from 7:30 a.m. to 3:30 p.m., and hot foods, sandwiches, drinks, etc., are available in vending machines after 3:30 p.m. The St. George dining hall is located on the third floor of 130 Stuyvesant Place. This facility is open from 8:30 a.m. to 6:30 p.m., Monday through Thursday, and until 2 p.m. on Friday. Diners are asked to empty trays into waste containers to clear the tables and provide more seating during peak hours.

B

BOOKSTORES

The college maintains a bookstore on each campus. Texts for courses taught at the Sunnyside campus are available at the Sunnyside bookstore and materials for courses taught at St. George are available at that bookstore. In addition, each bookstore stocks general stationery supplies and jackets and shirts decorated with the college emblem. The stores are open five days a week during the semester, from 8:45 a.m. to 4:30 p.m., and Monday and Thursday evenings from 6:00 p.m. to 8:00 p.m. The Sunnyside store is also open one weekend (both Saturday and Sunday) each semester, usually during the first week of classes.

Students may exchange books or get refunds within a reasonable time after purchase, providing that proof of purchase and proper justification is presented. The bookstores will not accept checks of any kind. The Sunnyside bookstore is located in C building and the telephone number is 390-7564. The St. George bookstore is located on the ground floor of 130 Stuyvesant Place and the phone number is 390-7837.

S

SHUTTLE BUS

The college provides shuttle bus service between the two campuses which makes three round trips per hour. The bus stop at the Sunnyside campus is on the corner of Milford Drive and Ocean Terrace. The bus stop at the St. George campus is on Richmond Terrace below borough hall.

P

ARKING

Parking facilities at the Sunnyside campus consist of 651 spaces for students, faculty, and staff. In addition, a number of spaces have been reserved for handicapped persons. Students can park in the lot at St. George only after 4:15 p.m.; they must purchase a special decal for this purpose from the St. George bookstore.

Students may purchase parking decals for the Sunnyside campus parking lot at the bookstore. Decals are valid for one semester. The cost of a sticker which allows the student to park at any time — day, evenings, or weekends — is \$15 per semester. A more restrictive sticker which allows students to park evenings after 5 p.m. and on weekends costs \$10. Student decals are limited in number and sold on a first-come, first-served basis so it is wise to purchase one early in the semester. Lost decals will not be replaced. Students who purchase new cars must provide proof of purchase (a bill of sale) and the old decal in order to get a new one. The bookstore requires cash payment for decals.

C

OLLEGE HEALTH CENTER

The Sunnyside office of the College Health Center is located in D-136 and is open from 8 a.m. to 10 p.m., Monday through Friday, throughout the school year, including summer session. The St. George office is in room 1-536, and the hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. The services of a medical doctor are available and one or more registered nurses are on duty at all times on both campuses.

All students entering the College are required to have a medical record from completed by their own physician. These medical records are kept on file at the College Health Center as are all notes regarding medically related problems.

M

ENTAL HEALTH PROGRAM

The Mental Health Program provides psychological and psychiatric services to students on both campuses at the College Health Centers. The program is jointly funded by the Association, the Student Government, the College, and the Staten Island Mental Health Society. Psychological services are provided by five state-certified psychologists,

and a psychiatrist is available for medication consultations and other services. All services are confidential and voluntary. Students can call or come to the office to make appointments. A fee of \$5 is charged for each visit. For information about these services go to D-136 or call 390-7561.

B

BLUE CROSS/BLUE SHIELD

Students up to the age of twenty-eight can purchase medical insurance through Blue Cross/Blue Shield under the College student health benefits program. Students who are twenty-eight and over or students who have dependents can get more limited coverage through another plan. Enrollment in both plans generally takes place once a year during registration for the fall term. (Blue Cross/Blue Shield opens enrollment for the spring term also.) For information and application blanks, go to the Medical office on either campus or to C-131.

T

TUTORIAL LEARNING CENTERS

Free tutorial services are available to all students enrolled at the college. Tutors are located in room J-11 at the Sunnyside campus and in room 1-401 and 1-403 at the St. George campus. Each office is open Monday through Friday on days when classes are in session. Hours are posted on the room doors. Students are currently helped on a first-come, first-served basis either individually or in small groups.

M

MATHEMATICS CENTER

The Mathematics Center provides free assistance to any student with a math-related question or problem. No appointment is needed to receive help. The Center is located in room B-139. It is open from 9 a.m. to 8 p.m., Monday through Thursday, and 9 a.m. to 4 p.m. on Fridays. The phone number is 390-7722. There is also a center in room 1-401 on the St. George campus. Hours vary from term to term and are posted. The phone number is 390-7803.

B

BIOLOGY AUDIO-TUTORIAL LABORATORY

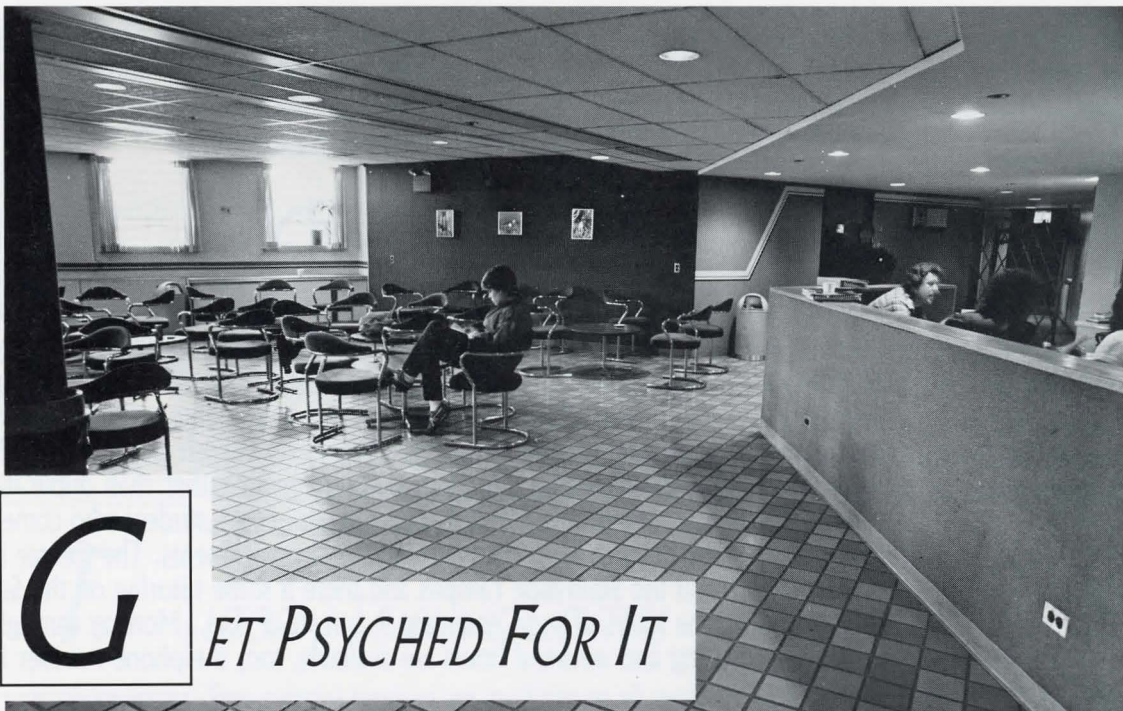
The Audio-Tutorial Lab is staffed to provide assistance to students in need of help in course work in biology and allied health fields. The lab's films and video tapes include many film-strip units equipped with self-testing materials. The film inventory

has been matched to course outlines to provide quick and easy use. Students may make reservations for a specific time period, but walk-in use of this facility is encouraged. The Lab is located in B-231. The hours are posted on the door. For more information, call 390-7638.

T

THE ENGLISH SKILLS CENTER

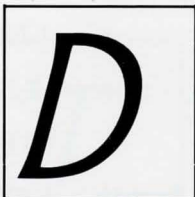
The English Skills Center is a free, non-credit tutoring service which provides assistance to students who are having difficulty with their reading, writing, speaking, or study skills. Skills Center tutors work with CSI students who need to pass the CUNY Reading and Writing Assessment tests. Tutoring is also available to students in the freshman composition sequence and to students taking upper-level English and non-English courses. Since the Skills Center is intended to complement rather than duplicate classroom instruction, attention is focused on the needs of each student who comes for help and not on helping them complete particular assignments. The Center is located in A-326 on the Sunnyside campus and there is some tutoring on the St. George campus. The hours of the Center are 9 a.m. to 5 p.m., Monday through Friday. Some evening and weekend hours are available, too; the phone number is 390-7794.



G

ET PSYCHED FOR IT

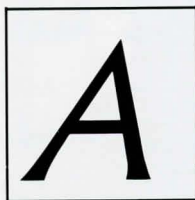




IRECTORY OF SERVICES AND OFFICES

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President	1-901
Vice-President for Academic Affairs and Provost	A-231
Dean of Administration and Institutional Planning	A-226
Dean of Faculty	A-227
Dean of Students	A-141
Associate Dean of Admissions and Recruitment	1-520
Admissions	A-134 1-520
Advisement	A-135 1-512
Alumni Relations Coordinator	1-912
Bookstore	C-104 1-135
Buildings and Grounds	B-122 1-B-22
Bursar	A-145 1-525
Business Manager	7-311
Career Development	C-134
Club Offices	Sunnyside — C-2 St. George — 4th Floor
Counselors	A-141
CUNY/BA	1-509
Day Care Center	J-2
Evening Session	A-103
Financial Aid	C-132

International Center	1-701
Internships	B-32
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A

PPENDIX

S

TUDENT RECORDS ACCESS POLICY

The following is the policy of the Board of Higher Education for all units of City University required by regulations under the Federal Education Rights and Privacy Act of 1974* (the "Act"). The rights of students to their records are as provided in this policy.

1. Definitions.

- a. **Student.** With respect to education records maintained at a college, a student is a present or former student at that college. With respect to education records maintained at the Central Office, including the University Admissions Processing Center and the Office of Admission Services, a student is a present or former student of any unit of the University. An applicant is not a student until he/she attends a college.
- b. **Education record.**
An education record is any information or data which directly relates to a student and is maintained by a college or the Central Office, except a record described in paragraph 7, subparagraphs a through e.

2. Notification.

Each college** shall inform its present students of this policy at least annually by publication in the college catalogue or bulletin, in the first November edition of each student newspaper which is published at least on a monthly basis during the regular academic year, by posting on bulletin boards in each department of the college and in the Registrar's office, or by such other medium as is generally available to and read by the college's students.

3. Listing of records maintained at the colleges.

Each college shall establish and maintain a listing of the types and locations of education records maintained there, and the titles and locations of the officials responsible for those records, provided, that with respect to education records maintained by individual members of a department, the college may indicate on the listing that the head of the department should be contacted with respect to identifying the types and locations of the records for which individual members of the department are responsible. The listing shall be included in the notification to students made under paragraph 2 and a copy sent to the Office of Legal Affairs.

4. Procedures to inspect and review records.

- a. A student who wishes to inspect and review his/her education records may make the request to the person in charge of the office which is the official custodian of the record in question, or that person's designee, but a request pertaining to records in the custody of a student's teacher or counselor should be made directly to the teacher or counselor.
- b. A request may be oral, but a college may require specific categories of requests to be in writing.
- c. A request shall be granted or denied in writing within 15 days of receipt of the request.

- d. If the request is granted, a college official may be present when the student inspects and reviews his/her education records. A student at his reasonable request shall be provided with an explanation and interpretation of the record to which access is granted.
- e. If the request for access is denied or not responded to within 15 days of receipt, the student may appeal to a person designated by the college President. The appeal must be in writing and should identify the particular records to which access was requested, the date of the original request for access, the person to whom the request was made, and the reasons why the student believes he/she has a right of access to the record. The appeal shall be decided no later than 25 days after the receipt of the original request for access. A denial of a request for access must be in writing and contain the reasons for the denial and a statement that the student has a further right of appeal to the General Counsel and Vice Chancellor for Legal Affairs. The student may thereafter send the appeal to the Office of Legal Affairs at 535 E. 80th Street, N.Y., N.Y. 10021. The appeal must be in writing and include a copy of the college's determination on appeal and the reasons why the student disagrees with the determination. The Vice Chancellor for Legal Affairs shall render a decision no later than 20 days after receipt of the appeal.

5. Copies.

Where a student is to be provided with copies of records, a fee of 25 cents per page shall be charged for each uncertified copy. Copies of education records are not required to be provided the student (except under paragraphs 9b and 11) if:

- a. the record can be reasonably read and comprehended by the student upon visual examination; or
- b. the student has no disability which prevents him/her from coming the college; or
- c. the student resides less than 50 miles from New York City.

6. Procedures for record correction.

- a. A student may request correction of his/her education records on the basis that an entry or entries are inaccurate, misleading, or in violation of the student's right of privacy or other rights. The request must be made in writing addressed to an individual or office designated by a college President. The request to the extent possible, shall identify the record or records containing the challenged entry or entries, the challenged entry or entries, and a brief statement of why the student believes the entry or entries to be inaccurate, misleading, or in violation of his/her right of privacy or other rights. A student may not contest the assignment of a grade through this procedure, but may contest whether the assigned grade was recorded accurately.
- b. The designee shall within 15 days after receipt of the written request, grant or deny the request in whole or in part and inform the student. If the designee denies the request in whole or part, the student shall also be advised in writing of his/her right to a hearing under subparagraph 6(c) below.
- c. A student may request a hearing if his/her request to correct has been in whole or in part denied, or if the designee has not responded to the request within the 15 day period. The request for a hearing shall be in writing addressed to an individual or office designated by the college President, and shall contain the same information contained in the request to correct the records.
- d. Within seven days after receipt of a request for a hearing, the student shall be notified of a date, time and place of the hearing, which shall take place within a reasonable time after receipt of the request.
- e. At the hearing the student shall have a full and fair opportunity to present evidence relevant to the issues raised under subparagraph 6(a), before a person selected by the college who does not have a direct interest in the outcome of the hearing. The student may be assisted or represented by individuals of his or her choice, including an attorney, at his or her expense.
- f. The hearing officer within 15 days after the conclusion of the hearing, shall render a report to the President in writing which shall include a summary of the evidence and the reasons for the decision, and which shall be based solely upon the evidence presented at the hearing. The President shall render a final decision within 15 days after receipt of the report on the basis

of the evidence, which shall include a summary of the evidence and reasons for the decision. The student shall be provided with a copy of the final decision. If the request is denied in whole or in part the student shall also be advised of his/her right to place in his/her education records a statement commenting on the information in the challenged record and setting forth any reasons for disagreeing with the decision.

7. Records not mandatorily accessible.

Records to which access may be denied, are:

- a. Records pertaining to the student of instructional, supervisory, administrative staff, or educational personnel ancillary thereto which are in the sole possession of the maker and are not accessible or revealed to another person except a temporary substitute.
- b. Records pertaining to the student which are maintained on behalf of a college by contract guard service or by college security personnel or other unit having a law enforcement function provided:
 - 1) such records are maintained apart from other records pertaining to the student,
 - 2) are maintained solely for law enforcement purposes,
 - 3) are only made available to local law enforcement officials, and
 - 4) the contract guard service, security of other such personnel do not have access to other records pertaining to the student.
- c. Employment records of a college employee who may be a student provided:
 - 1) such records are normally maintained by the college,
 - 2) relate exclusively to the individual's employment,
 - 3) are used only for employment purposes,
 - 4) such employment is not the result of student status.
- d. Records pertaining to the student which are made by a physician, psychiatrist, psychologist, or other recognized paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, which
 - 1) are created, maintained, or used only in connection with the provision of treatment to the student, and
 - 2) are not disclosed to anyone other than the individuals providing the treatment.
- e. Records which pertain to a student generated after he/she is no longer an enrolled student at the college.
- f. The financial records of a student's parents, and the information contained therein.
- g. Confidential statements and confidential letters of recommendation which were placed in the student's file prior to January 1, 1975, provided:
 - 1) the letters and statements were solicited or obtained with a written or implied understanding of confidentiality and
 - 2) the letters and statements are used solely for the purposes for which they were specifically intended.
- h. All other confidential recommendations relating to admission to educational institutions (including other units of the City University or schools or programs within a particular college), employment applications, or relating to the receipt of an honor or honorary recognition, provided:
 - 1) the subject or applicant has signed a waiver of the right of access and has been given the opportunity to request to be notified of the names of all individuals providing the recommendations,
 - 2) the recommendation is used only for the purpose for which it was originally intended, and
 - 3) the waiver is not required as a condition of admission to or receipt of any other service or benefit from the college.
- i. Any other record which pursuant to any other law or regulation, is privileged, or which is otherwise inaccessible to the student.

8. Directory Information.

- a. The following categories of directory information may be made available to individuals with

a legitimate interest in such information: A student's name, attendance dates, telephone listing, home address, present address, major and minor fields of study and degrees and awards received. This shall not be construed to require that such information be released.

- b. Any student may require that any or all of the information set forth in subparagraph (a) not be released by a college without his/her prior written consent, by completion of a form to be made available in the Registrar's office of each college during regular business hours. A separate form must be completed and separately submitted by the student for each City University college attended.

9. Access without prior consent.

Access without prior consent of the student to education records may be furnished under the following circumstances:

- a. Legitimate educational interest: To a college, central office or Board of Higher Education official, employees or agent who has a legitimate educational interest in particular student records. A person shall be deemed to have a legitimate educational interest in obtaining access to a particular record if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties or responsibilities. A college may promulgate a narrower definition of legitimate educational interest with respect to access to its student records by its personnel than that provided herein. In that event, notification shall be given of the narrower definition.
- b. Other School officials: To an official of a school system or another unit of City University, who indicates that the student has applied for admission. Any such request shall be complied with without notice to the student, but upon such student's request, a copy of the education records transferred will be provided the student and the student may challenge their content under paragraph 6.
- c. To an authorized representative of:
 - 1) The Controller General of the United States
 - 2) the Secretary of the Department of Health, Education and Welfare
 - 3) the U.S. Commissioner of Education, the Director of the National Institute of Education or the Assistant Secretary of Education
- d. To State or local officials with mandatory statutory right of access prior to November 19, 1974, under such conditions as may be specified by the statute.
- e. To accrediting institutions, for purposes of carrying out accrediting functions.
- f. To organizations external to the City University conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; provided, that such studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted.
- g. In connection with the student's application for or receipt of student financial aid, to the extent necessary to determine financial aid eligibility, and the amount thereof, conditions to be imposed regarding the financial aid, and to enforce the terms and conditions of financial aid.
- h. Pursuant to a judicial order or pursuant to a lawfully issued subpoena, provided a notice is mailed to the student three days in advance of compliance, addressed to the last known address, except a shorter period of notice may be authorized by the General Counsel and Vice Chancellor for Legal Affairs.
- i. In connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed include the following:
 - 1) The seriousness of the threat to the health or safety of the student or other individuals;
 - 2) The need for the information to meet the emergency;
 - 3) Whether the parties to whom the information is disclosed are in a position to deal with

- the emergency; and
- 4) The extent to which time is of the essence in dealing with the emergency.

This subparagraph "f" shall be strictly construed.

10. Discretionary access to records.

- a. A student may be granted access to the records specified in paragraph 7 if University or college policy so provides, provided such access does not violate the right of another.
- b. access to a student's education records without the student's consent under subparagraphs 9(b) through (f) shall only be granted where required by law or regulation or if University or college policy so provides.

11. Access with the consent of the Student.

The written consent of the student is required for disclosure of personally identifiable information from the student's education records except as provided in paragraphs 8 and 9, or where the disclosure of accessible records is to the student him/herself. The written consent must be signed and dated by the student and shall include:

- a. A specification of the records to be disclosed
- b. The purpose or purposes of the disclosure, and
- c. The party or class of parties to whom the disclosure may be made.

Where a record is disclosed pursuant to the student's written consent, the college, upon the student's request, shall provide the student with a copy of the record.

12. Limitation on redisclosure.

Any disclosure of personally identifiable information from the education records of a student except under paragraph 8 of this policy may be made only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student, except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made. The party to whom the disclosure is made shall be informed of this requirement. This does not preclude the college from disclosing personally identifiable information under paragraph 9 of this policy with the understanding that the information will not be redisclosed to other parties under that section; provided that the recordkeeping requirements of paragraph 14 of this policy are met with respect to each of those parties.

13. Student's parents.

The parent of a student has no rights deriving from that status with respect to the records of a student, regardless of the student's age.

14. Record of request for access.

- a. Record of each request for and each disclosure of a student's records under subparagraphs 9 (c), (d), (e), (f), (g), (h), and (i), shall be maintained in the Registrar's office of each college.
- b. Such record shall list the parties who have requested or obtained information concerning the student, and the reason for the request, and shall be available for inspection by the student.
- c. A college may designate additional or other places where the record of disclosure will be maintained.
- d. Such record shall be accessible to the student, the Registrar and designated members of the Registrar's staff, and for purposes of auditing and recordkeeping procedures, any individual specified in subparagraphs 9 (a) and 9 (c) in accordance with the conditions set forth therein.

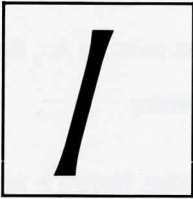
15. Waivers.

- a. A student may waive any of his or her rights under the Act, the regulations or this policy provided

- the waiver is in writing and signed by the student.
- b. No college may require that a student execute a waiver of his/her rights under the Act, the regulations or this policy.
 - c. A waiver may be revoked by a student provided the revocation is in writing.
16. **Destruction of education records.**
No record may be destroyed while a request for access to that record is pending. Nothing in this policy otherwise requires the retention of any record.
17. **Copies of this policy.**
A copy of this policy including college policy adopted hereunder shall be furnished upon request.
18. **Complaints regarding violations of the Act, or the regulations thereunder.**
A student who believes that his/her rights under the Act or the regulations thereunder have been violated may submit a complaint in writing to:
The Family Educational Rights and Privacy Act Office
330 Independence Avenue SW
Washington, D.C. 20201

*General Education Provisions Act, Title IV, Pub. L.90-247 as amended, 20 U.S.C. 1232g; 45 C.F.R. Part 99.

**For the purposes of the procedures provided for in this policy, the Central Office is a college, and the Chancellor or his designee shall perform the functions of the President.



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