CUNY SCHOOL OF LABOR AND URBAN STUDIES

CUNY School of Labor and Urban Studies (SLU)

Pre-College Programs Student Handbook

The guidebook for all students participating in an SLU Pre-College Program

Pre-College Initiatives at SLU
2023-2024

PERSONAL INFORMATION

NAME: _____

EMPLID: _____

HIGH SCHOOL: _____

PROGRAM: _____

COURSE: _____

DAY(S) AND TIME: _____

PROFESSOR: _____

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WELCOME

Congratulations on your admission to the CUNY School of Labor and Urban Studies (SLU) pre-college program!

Participating in one of our programs means you are taking an important step in preparing yourself for a successful transition to college and advancing towards your college degree.

ABOUT CUNY SLU

The CUNY School of Labor and Urban Studies (SLU) offers undergraduate and graduate degree programs in Labor Studies and Urban Studies that are designed to meet the needs of working adults as well as traditional-age college students who seek to learn more about the challenges confronting poor and working-class populations in the workplace and in the community.

The School of Labor and Urban Studies is an outgrowth of the Joseph S. Murphy Institute for Worker Education and Labor Studies (JSMI). Named in honor of former CUNY Chancellor Joseph Murphy, JSMI was formerly affiliated to Queens College and more recently the CUNY School of Professional Studies. A leader in adult and worker education for nearly 35 years, it was established in collaboration with three New York City unions and began with 52 students. Today, the leaders of 26 labor and community organizations serve on its Advisory Board. More than 1,200 adult and traditional-aged students are currently enrolled in undergraduate and graduate degree and certificate programs in Labor and Urban studies and in workforce development programs. The Joseph S. Murphy Institute will continue as an Institute within the new School, focusing on workforce development programs and housing the School's Community Service unit, with its public programming, research, and publications.

MISSION & VISION

MISSION

To expand higher education opportunities for workers; prepare students who aspire to careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security. Its perspective is unique, addressing the needs of its constituents while helping New York City and State fulfill their needs for a well-educated, highly skilled public and private workforce.

VISION

The vision for this new School derives from its core values: access to education, diversity at every level, social justice, and equality for all.

ACADEMIC INFORMATION & RESOURCES

Carefully review the information found in this section as it explains important rules and procedures.

PROGRAM DESCRIPTIONS

Students participating in SLU Pre-College Programs are enrolled in one of the listed programs below:

College Now	Students participating in College Now are a part of a comprehensive collaborative initiative between the *City University of New York and the New York City Department of Education.* As an SLU College Now student, you have the unique opportunity to earn college credits toward an **Urban Experience undergraduate certificate** while completing high school. Through the active involvement of the colleges within the University system, the program promotes high standards of academic achievement and introduces participating students to the rigors and responsibilities of college life.
College Academy	SLU partners with various alternative high schools to provide an undergraduate certificate without committing to enroll as a degree-seeking college student. Students who successfully complete College Academy courses earn an **Undergraduate Certificate in Community Leadership**—total of 16 college credits. Students may complete the program at their own pace. All credits are transferrable to all CUNY institutions and some SUNY and private institutions.

CURRICULUM

URBAN EXPERIENCE CERTIFICATE

for College Now Students

The Urban Experience certificate allows students to complete a full-semester's worth of college credits while simultaneously satisfying the core requirements of CUNY's Pathways curriculum.	**College Credits Earned: 12** **Courses Required:** • **URB 101:** Statistics for Social Change (3 credits) • **URB 102:** Writing 1: Language, Literacy, and Culture (3 credits) • **URB 103:** Writing 2: The Nature of the City (3 credits) • **HCA 105:** Social Justice and Health Equity (3 credits)
Credits are transferrable to all CUNY institutions and some SUNY and private colleges. *	
A grade of C or higher in all courses/overall grade point average of 2.00 is required to earn the Urban Experience Certificate.	

CERTIFICATE IN COMMUNITY LEADERSHIP

College Academy

The undergraduate Certificate in Community Leadership provides students with the skills needed to effectively participate in the political process on behalf of their community.	**College Credits Earned: 16**
	
	Courses Required:
	
	• **URB 321:** Community Organizing and Community Organizations
	• **URB 324:** Introduction to Nonprofit Leadership
	• Complete (2) of the listed courses:
	   ○ **LPOL 301:** Work, Culture, and Politics in NYC
	   ○ **URB 323:** Community Development
	   ○ **URB 210:** Criminal Justice: Causes and Consequences of Mass Incarceration

Credits are transferrable to most CUNY, SUNY and private institutions. *	
A grade of C or higher in all courses/overall grade point average of 2.00 is required to earn the Certificate in Community Leadership.	

Credits completed at SLU are transferred and determined by your prospective college/university. You may speak with your prospective institution's admissions office regarding your applying credits completed at SLU.

ONLINE RESOURCES

CUNYFIRST

CUNYfirst is the City University of New York's online accounts system. CUNYfirst allows you to review your grades, search for courses, apply to CUNY institutions, request your transcripts, and more. It is important for you to activate your CUNYfirst account before the first day of orientation. Your CUNYfirst account is linked to your CUNY Academic Records via your EMPLID. To activate your CUNYfirst account, you must have your EMPLID.

What is an EMPLID?
An EMPLID is the unique CUNY identification number assigned to every student. This 8-digit ID is given to every student enrolled in a course at a CUNY institution. Your EMPLID never changes and will be used every time you are affiliated with a CUNY institution (including as a staff or faculty member).
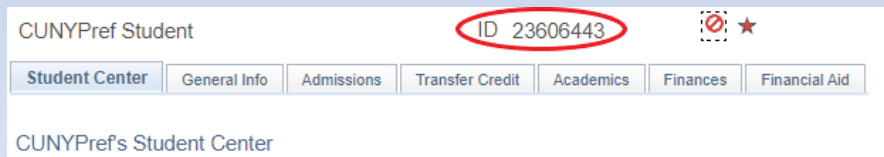
Students are required to activate their CUNYfirst account to view their grade(s) and unofficial transcript. Activating your CUNYfirst account is also required to receive library credentials (see *Library Services, page 16*). Grades will not be mailed or emailed and we cannot provide students or parents with grade results. ***Please Note: If you intend to attend the School of Labor and Urban Studies for undergraduate study, the grade you earn in the College Now program at School of Labor and Urban Studies will be calculated in your GPA.***

ACTIVATING YOUR CUNYFIRST ACCOUNT

In order to access CUNYfirst, students must activate or claim their account. Follow the steps listed below for account activation:

Step	Action
1.	Enter **https://home.cunyfirst.cuny.edu** in your browser's address bar.
2.	**First time users** On the **Login** page, click on **First time users** link.
3.	Account Activation Please provide the required information in the following fields to activate your CUNY account. First Name* Brooklyn Last Name* Student D.O.B. (mm/dd/yyyy)* •••••••••• SS# (last 4 digits)* •••• syrup ntypora Type the two words: syrup ntypora reCAPTCHA™ stop spam. read books OK On the **Account Activation** page, enter **First name, Last Name, Date of Birth, Last 4 digits of SS number**, and **CAPTCHA** text. *Note: Use your name of record with correct capitalization for the First Name and Last Name fields.* *Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.* *Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.*
4.	Click the **OK** button.

Once your CUNYfirst account is activated, you will receive a confirmation screen with your username and EMPLID number. To login to CUNYfirst, you must use your CUNYfirst login username. Your username is written in this format: first name and last name, with a dot in-between the two names and the last two digits of your EMPLID (**ex., john.doe01@login.cuny.edu**). **Make note of your username and password and keep them in a safe place.**

IMPORTANT: If you were assigned a **"External ID or Dummy" number*** you can change the assigned number to you correct Social Security Number (SS) by sending an email to registrar@slu.cuny.edu.

ACCESSING YOUR SLU EMAIL ADDRESS

Each student is provided with an email account both for university and personal use while associated with CUNY.

Access your CUNY SLU student email by visiting this webpage: **https://login.microsoftonline.com**.

What is my login name and email address?
The format for your login and email address is very specific: first name "dot" last name plus the last 2 digits of your EMPLID number. If your EMPLID is "12345678", your email format is:

John.Doe78@slu3.cuny.edu

What is my default password and how do I change it?
After entering your email address above, use the default password that was send to your preferred email address listed in CUNYfirst. To change your password, click on the "settings" icon in the upper right of your screen and then choose "Change Your Password".

Problems, Questions or Concerns?
Call or email the SLU IT Helpdesk at 646-313-8440, days (M-Sat) and evenings (M-Th) or email ITHelpdesk@slu.cuny.edu.

BRIGHTSPACE

If your instructor is using Brightspace, you may access Brightspace with the same username and password that was generated when you claimed your CUNYfirst account.

Steps to Access Brightspace:
1. Go to https://www.cuny.edu/cuny-login/
2. Click the Brightspace/Blackboard link
3. Click on "Log into Brightspace"
4. Login using your CUNY login credentials

CUNY Login

Log in with your CUNY Login credentials
If you do not have a CUNYfirst account, see the FAQs.

Username

|@login.cuny.edu

Password

Log in

New User | Forgot Username | Forgot Password | Manage your Account

NAVIGATE

SLU Navigate is an app used to help with student success at SLU. Stay connected to your academic advisor, make appointments, connect with campus resources, view your class schedule, and more using SLU navigate. Sign up to receive alerts, text or email messages so you never miss an important communication or event.

HOW TO LOGIN	
Mobile App: 1. Search for "Navigate Student" on the App Store or Google Play Store. 2. Once in the app, search CUNY School of Labor & Urban Studies. 3. Log in with your CUNYfirst username and password.	Web: 1. For the desktop version go to https://slu-cuny.navigate.eab.com/ 2. Login with your CUNYfirst username and password through any browser

SCHEDULING AN APPOINTMENT

1. Log in to SLU Navigate Student mobile app or by a web browser using your CUNYfirst username and password
2. Go to "Schedule an Appointment".
    - In the mobile app version, click "Appointments" and then "Schedule an Appointment".
    - In the web browser version, just click "Schedule an Appointment".
3. Select your appointment type and assigned advisor*. Then choose available day, time, and meeting type and schedule your appointment.
    - Select assigned advisor only if scheduling an academic advising appointment.

QUESTIONS ABOUT NAVIGATE?

The SLU Student Services team is ready to help with any questions you may have about SLU Navigate. Please email studentservices@slu.cuny.edu or call (646) 313-8321.

If you encounter difficulty logging into SLU Navigate, please log into CUNYfirst to ensure you do not need to reset your CUNYfirst password. If you cannot log in to CUNYfirst, you will not be able to log into SLU Navigate. Contact the SLU IT Service Desk at (646) 313-8440 or ITHelpdesk@slu.cuny.edu.

GRADES & TRANSCRIPTS

GRADES

Follow these steps to access and view your grades:

1. Go to https://www.cuny.edu/cuny-login/
2. Click CUNYfirst
3. Login using your CUNY login credentials
4. Click on the Student Center tile
5. Click the Academic Records tile

IMPORTANT: SLU cannot provide students or parents with the final grade results. Students must login to CUNYfirst to view their final grades.

NC – No Credit
An NC grade is given to students in place of a failing grade. If a student receives and NC grade, no credit is received for the course.

INC - Incomplete
An incomplete grade may be given only to those students who would pass the course if they were to satisfactorily complete course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of Incomplete.

A student's transcript is the official record. To view or print an unofficial copy your transcript, login to your CUNYfirst account and you will be able to print a copy.

TRANSFERRING CREDITS

To have your credits from SLU transferred to the college or university you plan to attend, you are required to submit a request by emailing the SLU Registrar office at registrar@slu.cuny.edu.

In **most cases**, pre-college program credits transfer directly within the CUNY system. And many colleges outside CUNY also accept credits from CUNY campuses. The determination of whether to award credit for courses taken outside of the college where students attend happens at the level of each academic department. Students should request a transcript from the CUNY campus that awarded them credit. They should also check with the colleges they are applying to regarding their credit transfer policies.

TRANSCRIPT REQUESTS

Requests for official School of Labor and Urban Studies transcripts are fulfilled online through Credentials Solutions. Students may request official transcripts at https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTROLU4765.   An unofficial, or student copy, of your transcript can be accessed on CUNYfirst. Be sure to enable pop-up windows in your browser settings.

Students who are currently enrolled in at a CUNY Institution are able to obtain an "Unofficial Transcript", free of charge, through their Student Center in CUNYfirst by following the steps below:

1. Select "Transcript and Verification" tile.
2. Once "Transcript and Verification" is selected, select the CUNY Institution from which you are requesting an unofficial transcript that you have attended/enrolled in.
3. Select "View Report", and in the "Report Type" dropdown, select "Student Unofficial Transcript" and click Submit.

***NOTE:** It is recommended that you **"turn off"** pop up blockers in your browser to view the student unofficial transcript selected. Once this is turned off, the student unofficial transcript will open on a separate window.

More information regarding transcripts can be found at
https://www.cuny.edu/about/administration/offices/registrar/transcripts/.

IMPORTANT: If you participated in more than one College Now program you must request an official transcript from the Registrar's Office of each college now program you participated in.

ACADEMIC POLICY & PROCEDURES

ACADEMIC INTEGRITY POLICY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty
    a. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

    Examples of cheating include:
    - 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 using commercial term paper services.
    - Giving assistance to acts of academic misconduct/ dishonesty.
    - Fabricating data (in whole or in part).
    - Falsifying data (in whole or in part).
    - Submitting someone else's work as your own.
    - Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

2. Plagiarism is the act of presenting another person's original ideas, research or writings as your own.

    Examples of plagiarism include:
    - Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
    - Presenting another person's ideas or theories in your own words without acknowledging the source.
    - Failing to acknowledge collaborators on homework and laboratory assignments.
    - Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student

through which a student attempts to gain an unfair advantage in his or her academic work over another student.

Examples of obtaining unfair advantage include:

- 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.

4. Falsification of Records and Official Documents

Examples of falsification include:
- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission,
- Drop/add form, ID card or other college document.

METHODS FOR PROMOTING ACADEMIC INTEGRITY

1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full and part-time). These Packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.

2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

REPORTING

1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer,

another student affairs official, an Academic Affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.2.1, 4.2.2, 4.3 and 4.4.

2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form (pdf) in substantially the same format as the sample annexed to this policy and shall submit the Form to the college's Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.

3. The Academic Integrity Officer shall update the Faculty Report Form (pdf) after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a Confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written Decisions on academic integrity matters after adjudication also shall be placed in the student's Academic integrity file. The Academic Integrity Officer shall be responsible for maintaining Students' academic integrity files.

PROCEDURES FOR IMPOSITION OF SANCTIONS

1. Determination on academic vs. Disciplinary sanction
    a. The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.
    b. The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an Examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for

the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

2. Procedures in Cases Involving Only Academic Sanctions
    1) Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction

    If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

    The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form (pdf) to reflect that resolution.

    2) Student Admits to the Academic Dishonesty but Contests the Academic Sanction

    In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a Written decision explaining the justification for the academic sanction imposed.

    3) Student Denies the Academic Dishonesty

    In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's Governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing Cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a Student with:
          (i)   written notice of the charges against him or her;
          (ii)   (ii) the right to appear before the Committee; and
          (iii)   (iii) the right to present witness statements and/or to call witnesses.
    Those procedures also shall provide the faculty member with the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of

their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

3. Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the Academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV Procedures and/or may appeal the grade imposed by the faculty member in accordance with Section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

IMPLEMENTATION

Each college, in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the policy. Colleges' procedures must be consistent with the policy and procedures described in the policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. It is also known as the Buckley Amendment.

- Students have the right to inspect, review and challenge the accuracy of his/her education records. Education records are those records which contain information directly related to the student and are maintained by the school or by a party acting for the school.

- Student records will not be released to the general public or to those outside the University without student consent. The only exception to this is "directory" information which the CUNY School of Labor and Urban Studies defines and communicates to the students via the catalog and website. Our directory information includes name, address and telephone number, e-mail address, class level, degree information (including associated majors, minors, and certificates), dates of attendance, and full or part-time status.

- Directory information can be released without the student's consent UNLESS the student has requested directory exclusion status. Students can request directory exclusion status through the Registrar's Office. This status means the student's name and other information is to be excluded from the printed directory and the online search through CUNYfirst. It also means the University will not release ANY information about the student without a signed release from the student. This status remains on the student's record indefinitely until the student requests in writing to the Registrar's Office that it be removed.

STUDENT RESOURCES & SERVICES

STUDENT SERVICES

The CUNY School of Labor and Urban Studies (CUNY SLU) offers a comprehensive array of services to assist students to achieve their academic goals. From writing assistance, career services, accessibility services, and counseling, the Student Services Division is here to work with students to meet their needs.

ACCESSIBILITY/DISABILITY SERVICES

The CUNY School of Labor and Urban Studies (SLU) is committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University.

Through assistance from the Graduate Center, we provide and coordinate reasonable accommodations and support services to students with disabilities, as mandated by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, and strive to increase the level of disability awareness among all members of the CUNY SLU community. Early planning is essential for many of the resources and accommodations provided. Please contact us at the earliest possible date in order for us to assist with your needs at: accessibility@slu.cuny.edu.

COUNSELING AND WELLNESS

The CUNY School of Labor and Urban Studies offers counseling services to provide a safe space for students to talk about personal issues or challenges that prevent personal and academic growth. Counseling Services provides individual counseling, crisis intervention, and referral to the CUNY School of Labor and Urban Studies student body.

To contact counseling services, please send an email to wellness@slu.cuny.edu

CAREER SERVICES

The CUNY School of Labor and Urban Studies offers career services to help career goal setting and assist students in obtaining necessary resources in support of their career plans. We work with students in creating and developing resumes, cover letters, portfolios, interviewing skills and other tools required to conduct a successful job search. Career services present workshops and seminars in resume writing, interviewing techniques, job search strategies, communication, employer expectations, networking and social media, and other career-related topics.

To contact Career Services, please email careerservices@slu.cuny.edu

LIBRARY SERVICES

MINA REES LIBRARY

Students and faculty at the CUNY School of Labor and Urban Studies are served by the Mina Rees Library at The Graduate Center, located at 365 Fifth Avenue at 34th St.

The Graduate Center Library provides students with an easy, quick way of accessing computer-based library materials through its internet-based resources. These include electronic research databases and an E-Reserve system where professors can post class related content.

One-to-one reference sessions are also available to allow students to connect with SLU's librarian, Mason Brown. Mason can help students access SLU's library databases and find quality sources for research projects. Students can sign up here: https://murphy.mywconline.com/. Mason is also available to meet with students by appointment. Email him at mbrown3@gc.cuny.edu.

In addition to the Graduate Center Library, students of the CUNY School of Labor and Urban Studies with a valid CUNY SLU ID have access to the 20 libraries of The City University of New York system. To enter any of the libraries, including the Graduate Center Library, students must present their SLU ID Card along with a valid picture ID.

ACCESSING THE LIBRARY

To access the GC library, go to https://library.gc.cuny.edu/. There are two sets of GC Network credentials, this will allow access to all databases, eBooks, and off-site resources. The other account is your CUNYfirst account, which will allow you to view your currently loaned books, inter-library loans, and general library information.

Accessing Library Account
To access your library account, click on "OneSearch Account" on the bottom-right of the Search bar in the middle of the page. Here you will be prompted to log in using your CUNYfirst credentials. If you ever need to reset your CUNYfirst password, you can do that by selecting "Forgot Password" under the login portal. • Once you are logged in you will have access to your library information, such as books taken out, inter-library loans, fines, and fees.

WRITING AND ACADEMIC SUPPORT

THE LEARNING HUB

The Learning Hub is SLU's hub for academic support. The Hub offers the following services for students:

WRITING APPOINTMENTS

Writing sessions provide students the chance to talk about their work with a professional writing consultant. Students are welcome to schedule appointments at any stage of the writing process, from brainstorming and outlining to fine-tuning a final draft. The Hub's writing consultants can also help with managing a heavy reading load. Writing sessions can be in-person or online. Students can sign up on our **online schedule**.

WORKSHOPS

The Learning Hub's **workshops** provide students the chance to access focused instruction on topics ranging from crafting clear sentences to writing a research paper. The Hub facilitates remote and in-person workshops both in SLU classes and in the Learning Hub's spaces.

REFERENCE

One-to-one reference sessions allow students to connect with SLU's librarian, who can help students access SLU's library databases and find quality sources for research projects. Students can sign up on the Learning Hub's **online schedule** and selecting the Reference calendar.

QUANTITATIVE REASONING

SLU's Quantitative Reasoning Fellow is available for one-to-one sessions focused on developing survey tools and using SPSS, among other areas. To sign up, students can select the QR schedule on the login page of page of the Hub's **scheduling platform**.

DIGITAL PORTFOLIOS

Developing a digital portfolio that includes selected academic work, a bio and a resume can have many benefits for students, including for job searches and applications to graduate and professional programs. The Learning Hub's Digital Portfolios Specialist is available to work with students in one-to-one sessions.

SUPPLEMENTAL INSTRUCTION

A dedicated Supplemental Instruction (SI) Leader who works with most SLU College Now pre-college courses. The SI Leader participates in class sessions throughout the semester. Additionally, the SI Leader is available outside of scheduled class time for one-on-one sessions to support students with writing and other assignments and to help students navigate college level expectations.

CONTACTS

SLU Information Technology (IT) Help Desk	E-mail: ITHelpDesk@slu.cuny.edu Phone: 646-313-8440 Location: 18th floor	CUNYfirst, Brightspace, and Library Services
The Learning Hub	Email: LearningHub@slu.cuny.edu Phone: 646-313-8322 Location: 14th floor	Tutorial services and Writing services
Mina Rees Library	https://library.gc.cuny.edu/ Location: 365 Fifth Avenue, New York, NY 10016	Finding resources for research paper
Career & Professional Services	E-mail: careerservices@slu.cuny.edu	Career and Professional Development Services

GLOSSARY

Academic Calendar - A schedule that lists important events within a school's academic semester. These events may include examination dates, spring break or reading week and the last day of the semester.

Academic Honesty - Ethical consideration for students, pertaining to the avoidance of plagiarism.

College Credit - Units measuring the number of hours of class one has during a semester (degrees require a certain number of accumulated credits).

CUNYfirst - Is a fully Integrated Resources and Services Tool which allows students to manage their academic careers and financial accounts in real time and more.

Curriculum - Includes goals for student learning (skills, knowledge and attitudes); content (the subject matter in which learning experiences are embedded); sequence (the order in which concepts are presented); learners; instructional methods and activities; instructional resources (materials and settings); evaluation (methods used to assess student learning as a result of these experiences); and adjustments to teaching and learning processes, based on experience and evaluation.

Degree Requirements - The actual courses and other academic stipulations needed to obtain a specific degree.

EMPLID - The unique CUNY identification number assigned to every student, faculty and staff member in CUNYfirst. This number remains with a student regardless of student status or college.

Faculty - Individuals who teach in a university, college, or U.S. high school, or in one of its departments.

FERPA - The Family Educational Rights and Privacy Act of 1974 is a United States federal law that governs the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments. *See Family Educational Rights and Privacy Act (FERPA).*

Grading Policy - A scale used to translate letter grades in to point values. See *Grades & Transcripts*

Policy – Methods in which a higher education institution is organized, funded, and operated.

Pre-College Initiatives – Programs created to allow high-school students the chance to take classes or earn college credits at a college or university.

Reference – Sources and authoritative works that help you locate information about people, facts, and ideas. *See Library and Research.*

Registrar - The university office responsible for student enrollment/registration.

School Official - A person employed by the City University of New York (CUNY) in an administrator, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

Semester - A 12 to18-week period of time constituting half of an academic year. supervisory, academic, research, or support staff position.

Transcript - An institution's documentation of a student's academic performance. *See Grades & Transcripts.*

Undergraduate Certificate - An undergraduate certificate is a focused, structured and interrelated set of courses that enhances the undergraduate experience in an emerging academic area, addresses a professional development need, or provides "step-up" preparation for a degree program.

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