# Fall 2015

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College Policies

Notice of Possible Changes

The City University of New York reserves the right to make modifications in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are subject to change by the Board of Trustees of the City University of New York. The University regrets any inconvenience this may cause.

Get Immunized!

You must fulfill Immunization requirements before you will be allowed to register.

Baruch College requires that all students comply with NYS Public Health Law 2165 and NYS Public Health Law 2167. State Law 2165 requires that all students born after December 31, 1956, provide proof of immunity against measles, mumps and rubella. Any student who will be studying six or more credits at Baruch College must comply with the state law.

State Law 2167 requires colleges and universities, to distribute information about Meningococcal disease (meningitis) and vaccination to all students meeting enrollment criteria, whether they live on or off campus. This law became effective on August 15, 2003.

Exemption:

- You do not need vaccinations if you were born prior to January 1, 1957.
- Documentation of medical conditions by a physician
- Documentation of religious belief that prohibits immunization

Note: No exemption for the Meningitis response form. Everyone must respond.

The Medical Records Office is located at 151 East 25th Street, Room 720. For more information, call (646) 312-1163 or Fax (646) 312-1362. [www.baruch.cuny.edu/admissions/immunization.htm](http://www.baruch.cuny.edu/admissions/immunization.htm)
Using CUNYfirst (formerly eSIMS)

CUNYfirst has replaced eSIMS to give students access to all the services below with one single sign on from any computer. Students may claim their CUNYfirst account now and login to CUNYfirst.

Learn More About CUNYfirst, Claim Your Account and Login

CUNYfirst is CUNY’s Online Student Management System allowing students to:

- **Register:**
  All the information you need to register will be right there on CUNYfirst - just select and click.

- **Search for Classes:**
  You don't have to go back and forth to find classes - it's all in CUNYfirst.

- **Validate Courses:**
  Course pre-requisites are displayed, and CUNYfirst will tell you if you qualify.

- **Swap Courses:**
  No need to wait in line. CUNYfirst swaps courses for you.

- **See Financial Information:**
  Get answers in CUNYfirst so you don't need to wait in line at the Bursar or Financial Aid offices.

- **View Your Course History:**
  See your entire course history when you are registering on CUNYfirst.

- **Pay Tuition and Fees:**
  You will be able to make payments online.

Baruch Student Email Account

All official university communication will be directed to your Baruch email account. This could include information about billing, payment and/or course status. It is your responsibility to read this mail regularly.

To activate your Baruch email account, go to baruchmail.cuny.edu and click on Login. At the Windows Live Page, enter your full student e-mail address – e.g. firstname.lastname@baruchmail.cuny.edu and your password. Your default password is your date of birth, in this format: YYMMDD. For more information, go to Getting Started with Live @ Baruch at http://www.baruch.cuny.edu/bctc/baruchmail/getting_started.html.
Fall 2015 Academic Calendar*

August

- **Wednesday 26**: Last day to drop for 100% tuition refund
- **Thursday 27**: Classes begin
- **Late registration begins.**

**September**

- **Wednesday 2**: Last day to add a course.
- **Thursday 27**: Classes begin
- **Late registration begins.**
- **Saturday 5**: No classes scheduled
- **Monday 7**: Labor Day – College is closed
- **Wednesday 9**: Last day to drop for 50% tuition refund
- **Thursday 10**: Classes follow a Monday schedule
- **Sunday – Tuesday 13 - 15**: No classes scheduled
- **Wednesday 16**: Last day to drop without the grade of “W”
- **Last day to drop for 25% tuition refund**
- **Last day to file Pass/Fail (WSAS-Undergrad)**
- **Last day to file P/NC (Graduate)**
- **Thursday 17**: Course Withdrawal period begins. A grade of “W” is assigned to students who officially drop a class.
- **Tuesday - Wednesday 22 – 23**: No classes scheduled
- **Monday 28**: Last day to register for Undergraduate Internship and Independent study courses. (Excluding COM 5010/5011)

**October**

- **Monday 12**: College closed – no classes
- **Friday 30**: Last day to register for Graduate Internship and Independent study courses

**November**

- **Monday 9**: Course Withdrawal period ends.
- **Thursday - Sunday 26 -29**: Thanksgiving: College is closed - no classes

December

- **Tuesday 15**: Last days of classes for Fall 2015.
- **Wednesday 16**: Reading Day
- **Thursday-Wednesday 17 – 23**: Final Examinations – day/evening
- **Saturday – Sunday 19 – 20**: Final Examinations – weekend classes
- **Wednesday 23**: End of Fall Term
- **Thursday – Friday 24 -25**: College is closed
- **Thursday 31**: College is closed

**January**

- **Friday January 1, 2016**: College is closed

*Any changes to the Academic calendar will be published at [www.baruch.cuny.edu/registrar/due_dates.htm](http://www.baruch.cuny.edu/registrar/due_dates.htm)

**This is the last day before the term starts.**
Registration Appointment and Payment Calendar

Web (CUNYfirst) registration for Fall 2015 begins April 13, 2015.

<table>
<thead>
<tr>
<th>Groups Registering</th>
<th>Dates Scheduled</th>
<th>Tuition Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors, Students with disabilities</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Seniors</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Juniors</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Sophomores</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Continuing Freshman</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Graduate students</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Reentry</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Permit and Non-Degree Registration</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Seniors Citizen</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Late Registration (Fee liable) for Fall 2015</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

*If this is your first registration transaction for the Fall 2015 you will incur a **$25.00 Late Registration fee.**
*If you are altering an existing program during the late registration period, you will incur an **$18.00 Change of Program fee.**

**Academic Policies and Procedures**

The following information is available on the College Bulletin site at: [http://www.baruch.cuny.edu/bulletin/](http://www.baruch.cuny.edu/bulletin/)

- Appeals
- Application for Credit Overload Fall/Spring
- Course Withdrawals
- Grade Index and Retention
- Make-up of INC Grades
- Rate-of-Progress Probation & Dismissal Policies
- Readmission Policy
- Repeating Courses
- Repeating Failing Grades
- Three Repeat Policy

**Baruch students wishing to attend another CUNY school in permit:** If you intend to take a course at another CUNY school, you must submit the request through [http://epermit.cuny.edu](http://epermit.cuny.edu). You will be informed of the progress of your permit request throughout the approval process via email. If a request is rejected, you will be notified of the reason for the rejection. Tuition for approved CUNY permit courses is paid to your home college. Grades for courses taken on permit at another CUNY college are posted on your home transcript and are counted in the computation of your GPA.

**Please note:**
- Permits are not issued for Community College coursework.
- Permits are not issued for first semester freshman or transfer students with no Baruch GPA.
- Permits are issued only to students matriculated for a degree at Baruch College who are not on academic probation.
- Permits are not issued for courses in accounting.
How to use ePermit?

To access e-Permit, you must have a CUNY Portal ID. To obtain a CUNY Portal ID, go to the CUNY homepage (http://www.cuny.edu) and click the “Log In” button at the left. Once on the University Home Page, you will have to register for a Portal ID and Password by clicking on “Register” and following the directions. Once registered, go to http://epermit.cuny.edu and login with your CUNY Portal ID and password, and follow the instructions to file the permit application.

Non-CUNY permit: Non-CUNY permit students must submit a letter from the Dean or Registrar of their home college indicating the courses for which they have been approved to take at Baruch. A $65.00 application fee must accompany the permit application. Applications and more information about registration are available at www.baruch.cuny.edu/registrar

Information for Non-degree Students: Non-degree students are offered courses on a space available basis only. Not all courses offered by the college are available to Non-degree students. In general, business courses are not available to undergraduate non-degree students. Non-degree students are required to meet the same scholastic standards and attendance requirements as degree seeking students, including prerequisites and co-requisites as described in the Bulletin and Schedule of Classes. Non-degree students who do not wish to take final examinations may request auditor status. Please note that non-degree auditors will be charged undergraduate non-degree tuition rates. For more information please visit: http://www.baruch.cuny.edu/registrar/faqs.htm#FAQND

Non-degree students may register for a maximum of 2 courses (6 - 8 credits.) Applications and more information about registration are available at www.baruch.cuny.edu/registrar

Undergraduate Non-degree: are those who have not earned a baccalaureate degree and wish to take liberal arts and sciences or public affairs courses at Baruch. Non-degree students must meet all course prerequisites as stated in the Schedule of Classes.

Post-baccalaureate: are those who have earned a baccalaureate degree and wish to take undergraduate courses. Post-baccalaureate students may take 1000-3000 business courses, with the exception of 3000 level courses offered by the departments of Accountancy and Finance.

Teachers on Sabbatical: Teachers on Sabbatical must file a copy of their leave contract with the Registrar’s Office at the time of application to attend Baruch.

Senior Citizens: may register for undergraduate introductory level liberal arts and sciences or public affairs courses on an audit basis only. Senior citizens who wish to take courses for degree credit will be charged undergraduate non-degree tuition rates.

Registration for Visiting Students

Submit the appropriate application along with the $65.00 nonrefundable application-processing fee to the Registrar’s Office. Senior Citizens are exempt from this fee. The application deadlines and all other necessary information are available at www.baruch.cuny.edu/registrar. Faxed applications will not be accepted. Include all necessary documents with your application. Once your application has been reviewed, you will receive a confirmation email from the Office of the Registrar.

Important Information for Continuing Students:

- Make sure your financial aid is in order (if you are eligible for it.) If you have any question about your financial aid contact at (646) 312-1360 or visit http://www.baruch.cuny.edu/financialaid/
- Make sure there are no stops (holds) on your record that would delay your registration. If you have been notified that you have stops, please clear them with the appropriate offices before proceeding.
- Refer to the college bulletin (Undergraduate or Graduate) at http://www.baruch.cuny.edu/bulletin as needed throughout the registration process.
• Make sure you are in compliance with NYS Immunization Regulations. Fill out the Meningitis response form and return it to Medical Records Office at 151 East 25th Street, room 720. No registration is permitted until immunization records have been filed. For more information visit: http://www.baruch.cuny.edu/undergrad/immunization.htm
• For Academic Advising, visit http://www.baruch.cuny.edu/advisement/ for general academic requirements.
• All matriculated students should file a Declaration of Major Form at http://advisement.baruch.cuny.edu by the time you have 45-60 earned credits.
• Know the prerequisites for your chosen courses (see http://www.baruch.cuny.edu/bulletin/).
• Register on or after your appointment time. Your appointment time can be found at http://CUNYfirst/cuny.edu You are not permitted to skip classes to register.

Reading the Schedule of Classes

1. Student Status:

• Graduate: permitted to enroll for 8000 and 9000 level courses.
• Undergraduate: see the following table:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits Earned</th>
<th>Class</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Freshman</td>
<td>0 to 14.9</td>
<td>Lower Junior</td>
<td>60 to 74.9</td>
</tr>
<tr>
<td>Upper Freshman</td>
<td>15 to 29.9</td>
<td>Upper Junior</td>
<td>75 to 89.9</td>
</tr>
<tr>
<td>Lower Sophomore</td>
<td>30 to 44.9</td>
<td>Lower Senior</td>
<td>90 to 104.9</td>
</tr>
<tr>
<td>Upper Sophomore</td>
<td>45 to 59.9</td>
<td>Upper Senior</td>
<td>105 to 120+</td>
</tr>
</tbody>
</table>

2. Course Listings: Undergraduate courses are listed first, followed by graduate courses. Where day and evening sections of an undergraduate course are offered, day sections precede evening sections.

Course numbers indicate the level of the course as described below:

Courses Numbered Level:

0000-0999 Carry No Credit.
1000-1999 Introductory Courses; they may have some prerequisites.
2000-2999 Introductory Courses; they require some past preparation either in high school or college.
3000-3999 Intermediate Courses; they have prerequisites.
4000-4999 Advanced Courses; they have prerequisites.
5000-5999 Senior Courses; they are seminars, training programs, and independent study.
6000-6999 Honors level only.
8000-9999 Graduate courses.
99001-9999 Graduate courses, specifically, courses in research methodology, thesis, or thesis alternative.

3. Abbreviations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>LEC</td>
<td>Lecture</td>
</tr>
<tr>
<td>REC</td>
<td>Recitation</td>
</tr>
<tr>
<td>HTBA</td>
<td>Hours to be arranged with department</td>
</tr>
<tr>
<td>TBA</td>
<td>To be arranged</td>
</tr>
<tr>
<td>LAB</td>
<td>Laboratory</td>
</tr>
<tr>
<td>MASON</td>
<td>Mason Hall on the first floor of 17 Lexington</td>
</tr>
<tr>
<td>22</td>
<td>School of Public Affairs, 137 E 22 St (Between 3rd Av. &amp; Lex)</td>
</tr>
<tr>
<td>23</td>
<td>Lawrence &amp; Eris Field Building (17 Lexington23 &amp; Lexington)</td>
</tr>
<tr>
<td>25</td>
<td>151 E 25 (Library Building) (Between 3 Av. &amp; Lexington)</td>
</tr>
<tr>
<td>AD</td>
<td>Administrative Center 135 E 22 (Between 3 Av. &amp; Lexington)</td>
</tr>
<tr>
<td>VC</td>
<td>Vertical Campus, 1 Bernard Baruch Way (25th and Lexington)</td>
</tr>
</tbody>
</table>