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

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 CUNYs 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.
	Last day to drop for 75% tuition refund
	Late Registration ends.
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.
	Last day to withdraw from a class with the grade of "W"
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
**This is the last day before the term starts.

Registration Appointment and Payment Calendar

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

Groups Registering	Dates Scheduled	Tuition Due Dates
Honors, Students with disabilities	TBA	TBA
Seniors	TBA	TBA
Juniors	TBA	TBA
Sophomores	TBA	TBA
Continuing Freshman	TBA	TBA
Graduate students	TBA	TBA
Reentry	TBA	TBA
Permit and Non-Degree Registration	TBA	TBA
Seniors Citizen	TBA	TBA
Late Registration (Fee liable) for Fall 2015	TBA	TBA

*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/

- 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. 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:			
Class	Credits Earned	Class	Credits Earned
Lower Freshman	0 to 14.9	Lower Junior	60 to 74.9
Upper Freshman	15 to 29.9	Upper Junior	75 to 89.9
Lower Sophomore	30 to 44.9	Lower Senior	90 to 104.9
Upper Sophomore	45 to 59.9	Upper Senior	105 to 120+

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.
99001-99999	Graduate courses, specifically, courses in research methodology, thesis, or thesis alternative.

3. Abbreviations:

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