

A new city...
A new life...

THE NEW SCHOOL

www.newschool.edu

**2011-
2012**

Student Handbook

Important Dates*

FALL 2011

Holidays

Labor Day weekend	September 3–5
Rosh Hashanah	September 28** and September 29
Yom Kippur	October 7** and October 8
Thanksgiving	November 23–27
Winter break (Mannes)	December 20–January 6
Winter break	December 20–January 20

SPRING 2012

Holidays

Martin Luther King, Jr. Day	January 16
Presidents' Day (except Mannes)	February 20
Spring break	March 12–18
Graduation	May 18

SUMMER 2012

Holidays

Memorial Day	May 28
Independence Day	July 4

*Please refer to the academic calendar and your school's section in this book for other important dates and deadlines.

**No classes beginning 4:00 p.m. or later.

IMPORTANT: New School Alerts is a notification system designed to provide quick and reliable mass communication for students, faculty, and staff regarding potential or actual emergencies. The New School Alerts system will send messages (text and voice) to cell phones, landlines, and email addresses during a crisis or emergency at The New School. The system may be used to alert the New School community about weather-related closings or a dangerous situation on campus. To update your contact information, please log on to my.newschooledu, click on the New School Alerts tab, and follow the instructions provided.

EEO Policy Statement: *The New School is committed to creating and maintaining an environment that promises diversity and tolerance in all areas of employment, education and access to its educational, artistic or cultural programs and activities. The New School does not discriminate on the basis of age, race, color, creed, gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.*

Disclaimer: *The university reserves the right to change without notice any matter contained in this handbook including but not limited to: tuition, fees, policies, degree programs, names of programs, course offerings, academic requirements, facilities, faculty and/or administrators.*

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ABOUT THE STUDENT HANDBOOK

This handbook is published annually by Student Services to help you make the most of your educational experience at The New School. We encourage you to read it and use it regularly. The handbook provides a general overview of university resources and services available to all students and some division-specific information. It includes statements of policies, procedures, and rights and responsibilities that every member of the university community is expected to uphold in order to maintain an environment of civility and respect as we work together to fulfill our academic mission.

While by no means a complete directory, the handbook includes lists of book and music stores, art and cultural institutions, and other New York City venues of interest to students. In these pages you can learn about student organizations and student leadership programs, recreation and sports activities, and wellness events, and how to partner with faculty and staff in co-curricular programs. The handbook also includes planner pages to help you keep a personal schedule of activities and academic assignments.

The New School is a dynamic university. New initiatives are developed and launched throughout the academic year. To stay informed, you should consult all of the university-wide and division-specific information resources available, especially your student email account and My.NewSchool.edu (the university's web portal), but also the New School

and division websites and social media linked to The New School.

Note: This year, for the first time, Student Services issued an open call for students to design cover art for the student handbook. I am pleased to announce that Maayan Sherris, a student at Parsons The New School for Design, is the cover artist for the 2011–2012 New School Student Handbook.

Have a wonderful and productive year.

Susan Heske

Senior Director of Communications and Special Projects for Student Services

212.229.5900 x3556

heskes@newschool.edu

2011–2012 ACADEMIC CALENDAR

FALL 2011

Registration	August 22–26
New students; late registration for continuing students	
Classes begin	Monday, August 29
Last day to add a class	Monday, September 12
Last day to drop a class	Monday, September 19
Last day to withdraw from a class with a grade of W	
Undergraduate students	Friday, October 14
Parsons/Mannes graduate students	Friday, October 14
All other graduate students	Monday, December 19
Registration for spring 2012, Continuing Students	October 31–November 28
Classes and exams end	Monday, December 19

Holidays

Labor Day	Saturday, September 3–Monday, September 5
Rosh Hashanah	Wednesday, September 28, evening,* Thursday, September 29
Yom Kippur	Friday, October 7, evening,* Saturday, October 8
Thanksgiving	Wednesday, November 23–Sunday, November 27
Winter break	Tuesday, December 20–Friday, January 20 (Mannes: Tuesday, December 20–Friday, January 6)

Make-ups and rescheduled days

On Tuesday, November 22, classes follow the Thursday schedule. Classes that regularly meet on Thursdays will meet on Tuesday, November 22 at the regular times and locations. On Monday, December 19, day classes do not meet and evening classes follow the Wednesday schedule.

* No classes after 4:00 p.m.

Online Classes

Online Session A	August 29–December 19
Online Session B	August 29–October 28
Online Session C	October 10–December 19

SPRING 2012

Registration

Continuing students
October 31–November 28

New students; late registration for continuing students (does not apply to Mannes) January 17–20 (arranged by program)

Classes begin

Monday, January 23
(Mannes: Monday, January 9)

Last day to add a class

Friday, February 3
(Mannes: Monday, January 23)

Last day to drop a class

Friday, February 10
(Mannes: Monday, January 30)

Last day to withdraw from a class with a grade of W

Mannes undergraduate and graduate Friday, February 24

All other undergraduate students Friday, March 9

Parson graduate students Friday, March 9

All other graduate students Monday, May 14

Mannes Auditions

March 4–11
(no classes Mannes College)

Registration for fall 2012

April 2–April 27
(arranged by program)

Juries

Arranged by program
(Mannes: April 9–13)

Classes and exams end

Monday, May 14

Graduation

Friday, May 18

Holidays

M.L. King Day January 16

Presidents' Day February 20
(Mannes classes will meet)

Spring Break March 4–11
(Mannes Extension only)

Spring Break March 12–18

Online Classes

Online Session A January 23–May 14

Online Session B January 23–March 30

Online Session C March 5–May 14

SUMMER 2012

		CLASSES BEGIN	HOLIDAYS	TERM ENDS
THE NEW SCHOOL FOR GENERAL STUDIES AND MILANO THE NEW SCHOOL FOR MANAGEMENT AND URBAN POLICY	7½ weeks	Monday June 4	Wednesday July 4	Wednesday July 25
Summer Writers Colony	3 weeks	Monday June 4		Friday June 22
Summer ESL	10 weeks	Monday June 4	Wednesday July 4	Thursday August 9
Summer MATESOL Intensive	8 weeks	Monday June 25	Wednesday July 4	Friday August 17
THE NEW SCHOOL FOR SOCIAL RESEARCH	7½ weeks	Monday June 4	Wednesday July 4	Wednesday July 25
THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC	7½ weeks	Monday June 4	Wednesday July 4	Wednesday July 25
PARSONS THE NEW SCHOOL FOR DESIGN				
Degree Session I	5 weeks	Monday May 21	Monday May 28	Monday June 25
Degree Session II	5 weeks	Tuesday June 26	Wednesday July 4	Tuesday July 31
MFA Photo	8 weeks	Monday June 11	Wednesday July 4	Friday August 3
ONLINE ALL	9 weeks	Monday June 4		Friday August 3

IMPORTANT DEADLINES

FALL 2011

Tuition Payment

Continuing students must pay or make arrangements to pay by August 10; after this date there is a late fee of \$150. Students admitted for the fall make full payment by August 26.

Late Registration

Continuing students must register by August 10 for the fall semester; after this date there is a late registration fee of \$150.

Student Health Insurance Waiver

For the 2011–2012 academic year, online waivers must be submitted by September 26.

Graduation Petitions

The deadline for January 2012 graduation is September 30. Petitions received after that date will incur a late fee: October 1–31, \$20; November 1–15, \$50. Petitions for January graduation will not be accepted after November 15.

Financial Aid Application

Priority deadline is November 1 for students to apply for financial aid for spring 2012 who have not yet applied for aid for the 2011–2012 academic year.

Student Health Insurance Waiver Appeal

Appeals for fall 2011 must be submitted in writing by November 7.

SPRING 2012

Tuition Payment

Continuing students must pay or make arrangements to pay by January 10; after this date there is a late fee of \$150. Students admitted for the spring semester must pay by January 20 (except new Mannes students, who must pay by January 6).

Late Registration

Continuing students must register by January 10 for the spring semester; after this date there is a late registration fee of \$150.

Student Health Insurance Waiver

Online waivers must be submitted by February 19 for students admitted in the spring.

Graduation Petitions

The deadline to petition for May 2012 graduation is February 14. Petitions received after February 14 will incur a late fee: February 15–March 14, \$20; March 15–30, \$50. Petitions will not be accepted after March 30.

Financial Aid Application

Priority deadline is March 1 for students applying for financial aid for the 2012–2013 academic year.

Student Health Insurance Waiver Appeal

Appeals for spring 2012 must be submitted in writing by April 1.

TELEPHONE DIRECTORY

This directory provides telephone numbers for offices and programs most frequently accessed by students. For a complete listing of telephone numbers, see the university website. Your school's section of this handbook may also have a more complete listing of departments and programs. *All telephone numbers are area code 212 unless otherwise noted.*

STUDENT SERVICES

Career Development [229.1324](tel:229.1324)

Food Service/Meal Plans
[229.5323](tel:229.5323) [x4472](tel:x4472)

HEOP [229.8996](tel:229.8996)

Intercultural Support [229.8996](tel:229.8996)

International Student Services
[229.5592](tel:229.5592)

International Student Services (Mannes)
[580.0210](tel:580.0210) [x4844](tel:x4844)

Mannes Office of Registration
and Records [580.0210](tel:580.0210) [x4834](tel:x4834)

Registration and Records [229.5620](tel:229.5620)

Student Development and Activities
[229.5687](tel:229.5687)

Student Disability Services [229.5626](tel:229.5626)

Student Financial Services [229.8930](tel:229.8930)

Student Health Services [229.1671](tel:229.1671)

Medical Services
Counseling Services
Wellness and Health Promotion
Student Health Insurance

Student Housing [229.5459](tel:229.5459)

Loeb Hall [229.5100](tel:229.5100) [x2821](tel:x2821)

Stuyvesant Park [646.414.6102](tel:646.414.6102)

William Street [646.414.0232](tel:646.414.0232)

13th Street [646.414.2671](tel:646.414.2671)

20th Street [646.414.6050](tel:646.414.6050)

Student Ombuds [229.8996](tel:229.8996) [x3619](tel:x3619)

Student Rights and
Responsibilities [229.5349](tel:229.5349)

Student Support and Crisis
Management [229.5600](tel:229.5600) [x3189](tel:x3189)

LIBRARIES

Fogelman [229.5307](tel:229.5307)

Gimbel [229.8914](tel:229.8914)

Kellen Design Archives [229.5942](tel:229.5942)

Scherman [580.0210](tel:580.0210) [x4803](tel:x4803)

SECURITY

8:00 a.m.–6:00 p.m. [229.5101](tel:229.5101)

6:00 p.m.–8:00 a.m. [229.5165](tel:229.5165)

THE NEW SCHOOL ONLINE [229.5880](tel:229.5880)

**THE NEW SCHOOL FOR
GENERAL STUDIES
AND MILANO THE
NEW SCHOOL FOR
MANAGEMENT AND
URBAN POLICY**

Academic Services [229.5615](tel:229.5615)
 Admission [229.5630](tel:229.5630)
 Executive Dean [229.5613](tel:229.5613)

School of Undergraduate Studies

New School Bachelor's Program
[229.5119](tel:229.5119)

**Thematic Interdisciplinary
Studies (TIPs)**

Global Studies [229.8590](tel:229.8590)
 Environmental Studies [229.5321](tel:229.5321)

School of Media Studies [229.8903](tel:229.8903)

School Of Writing [229.5611](tel:229.5611)

Milano Graduate School

Career Development & Placement
[229.5400](tel:229.5400)
 Dean [229.5400](tel:229.5400)
 Graduate Program in International
 Affairs [206.3524](tel:206.3524)
 Management Programs [229.5400](tel:229.5400)
 Policy Programs [229.5400](tel:229.5400)
 PhD Program in Public & Urban Policy
[229.5400](tel:229.5400)

School of Languages

English Language Studies [229.5372](tel:229.5372)
 Foreign Languages [229.5676](tel:229.5676)
 MA in Teaching English to Speakers of
 Other Languages [229.5372](tel:229.5372)

**THE NEW SCHOOL
FOR SOCIAL RESEARCH**

Academic Affairs
 and Scholarships [229.5712](tel:229.5712)
 Admission [229.5710](tel:229.5710)
 Anthropology [229.5757](tel:229.5757)
 Career Services [229.3790](tel:229.3790)
 Dean [229.5777](tel:229.5777)
 Economics [229.5717](tel:229.5717)
 Historical Studies [229.5376](tel:229.5376)
 Liberal Studies [229.2747](tel:229.2747)
 Philosophy [229.5707](tel:229.5707)
 Political Science [229.5747](tel:229.5747)
 Psychology [229.5727](tel:229.5727)
 Sociology [229.5737](tel:229.5737)

**EUGENE LANG COLLEGE
THE NEW SCHOOL
FOR LIBERAL ARTS**

Internship Program [229.5100](tel:229.5100) x2262
 Admission [229.5665](tel:229.5665)
 Advising [229.5100](tel:229.5100) x2264
 Dean [229.5617](tel:229.5617)

PARSONS THE NEW SCHOOL FOR DESIGN

Academic Advising [229.5855](tel:229.5855)

Admission [229.8989](tel:229.8989)

Career Services [229.8940](tel:229.8940)

Dean [229.8950](tel:229.8950)

School of Art and Design

History and Theory (ADHT) [229.8916](tel:229.8916)

Fashion Studies-MA

History of Decorative Arts

and Design [849.8346](tel:849.8346)

For ADHT Advising, see page 22.

School of Art, Media

& Technology (AMT) [229.8908](tel:229.8908)

Communication Design, Design

& Technology, Fine Arts, Graphic

Design, Illustration, Photography

For AMT Advising, see page 23.

School of Constructed

Environments (SCE) [229.8955](tel:229.8955)

Architecture, Architectural Design,

Interior Design, Lighting Design,

Product Design

For SCD Advising, see page 23.

School of Design Strategies

(SDS) [229.8970](tel:229.8970)

Design & Management,

Environmental Studies, Foundation,

Integrated Design, Transdisciplinary

Design, Urban Design

For SDS Advising, see page 23.

School of Fashion (FSH) [229.8960](tel:229.8960)

Fashion Design, Fashion Design and

Society MFA, Fashion Marketing AAS,

Fashion Studies AAS

For FSH Advising, see page 23.

MANNES COLLEGE THE NEW SCHOOL FOR MUSIC

General [580.0210](tel:580.0210)

Admission [580.0210](tel:580.0210) x4862

Concert Manager [580.0210](tel:580.0210) x4815

Dean [580.0210](tel:580.0210) x4848

Extension Division [580.0210](tel:580.0210) x4802

THE NEW SCHOOL FOR DRAMA

Admission [229.5859](tel:229.5859) x2614

Career Development [229.5859](tel:229.5859) x2630

Director [229.5859](tel:229.5859) x2636

Managing Director [229.5859](tel:229.5859) x2623

THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

Admission [229.5896](tel:229.5896) x4589

Advising [229.5896](tel:229.5896) x4755

Executive Director [229.5896](tel:229.5896) x4755

WHERE TO FIND IT AT THE NEW SCHOOL

Where to Find It at The New School lists resources and services available to all students. For more complete information about any resource or services, refer to the table of contents of this handbook.

In this section, the academic divisions provide information helpful to their respective students, including academic advising and school-specific policies and procedures, as well as school-specific resources and services. You can also refer to individual division websites.

Accounts and Billing

Student Financial Services
72 Fifth Avenue, lower level
my.newschool.edu

Address Change

Registration and Records
72 Fifth Avenue, lower level
Mannes: Registrar's Office,
150 West 85th Street
my.newschool.edu

Counseling Services

Student Health Services
80 Fifth Avenue, 3rd floor

Computer Labs

Arnhold Hall Labs, 55 West 13th Street, floors 3, 4, 8, and 9
Mannes: Computer Services,
150 West 85th Street

Disability Services and Disability Accommodations

Student Disability Services
80 Fifth Avenue, 3rd floor

Student Email and

Webmail Accounts

Arnhold Hall Labs
55 West 13th Street, 3rd floor
Mannes: Computer Services,
150 West 85th Street

Financial Aid

Student Financial Services
72 Fifth Avenue, lower level
my.newschool.edu

Grade Reports and Records

Registration and Records
72 Fifth Avenue, lower level
Mannes: Registrar's Office,
150 West 85th Street
my.newschool.edu

Graduation Petitions

Registration and Records
72 Fifth Avenue, lower level
Mannes: Registrar's Office,
150 West 85th Street
my.newschool.edu

Health Services and Health Insurance

Student Health Services
80 Fifth Avenue, 3rd floor

Housing

Student Housing,
79 Fifth Avenue, 5th floor

Immunization

Student Health Services
80 Fifth Avenue, 3rd floor

International Students

International Students Services
79 Fifth Avenue, 5th floor
Mannes: International Student Advisor,
150 West 85th Street

Libraries

Fogelman Library
55 West 13th Street, ground floor
Gimbel Design Library
2 West 13th Street
Kellen Design Archives
66 Fifth Avenue, lobby level
Mannes: Harry Sherman Library
150 West 85th Street

Meal Plans

Campus Card Services
66 West 12th Street, room 409

Medical Services

Student Health Services
80 Fifth Avenue, 3rd floor

MyNewSchool Accounts

Arnhold Hall Labs
55 West 13th Street, 3rd floor
Mannes: Computer Services,
150 West 85th Street

NewCard (University ID card)

Campus Card Services
66 West 12th Street, room 409

Payment Plan

Student Financial Services
72 Fifth Avenue, lower level

Recreation and Sports

Recreation and Intramural Sports
79 Fifth Avenue, room 532

Scholarship Appeals

Student Financial Services
72 Fifth Avenue, lower level

Student Clubs and Organizations

Student Development and Activities
90 Fifth Avenue, room 209

On-campus Student Employment

Student Employment Office
72 Fifth Avenue, lower level

Transcript Requests

Registration and Records
72 Fifth Avenue, lower level
Mannes: Registrar's Office
150 West 85th Street
my.newschool.edu

Writing and Math Assistance

University Writing Center
71 Fifth Avenue, 9th floor

THE NEW SCHOOL FOR GENERAL STUDIES AND MILANO THE NEW SCHOOL FOR MANAGEMENT AND URBAN POLICY

Important Dates

Friday, October 7, 2011:
Deadline for bachelor's/master's
application for spring 2012

Friday, February 24, 2012:
Deadline for bachelor's/master's
application for fall 2012

ADMINISTRATIVE OFFICES

Office of the Executive Dean
66 West 12th Street, room 310
[212.229.5613](tel:212.229.5613)
David Scobey, *Executive Dean*
Thelma Armstrong, *Executive Assistant
to the Executive Dean*

Academic Services

66 West 12th Street, room 301
[212.229.5615](tel:212.229.5615)
Celesti Colds Fechter, *Associate Dean
for Academic Services*
Chrissy Roden, *Assistant Director of
Academic Student Services*
Naima Mohamed, *Senior Assistant*

ACADEMIC PROGRAM OFFICES**School of Undergraduate Studies****New School Bachelor's Program**

66 West 12th Street, 9th floor
[212.229.5119](tel:212.229.5119)
Bea Banu, *Director*

Michelle Materre, *Associate Director*
Juana Kennedy, *Assistant Director*

Thematic Interdisciplinary Programs

Jonathan Bach, *Chair of Global Studies*
66 West 12th Street, room 401D
[212.206.3524](tel:212.206.3524) x2431

Nevin Cohen, *Chair of Environmental
Studies*

72 Fifth Avenue, room 518
[212.229.5321](tel:212.229.5321) x2271

Carrie Neal, *Senior Advisor*
66 West 12th Street, room 608
[212.229.5615](tel:212.229.5615) x4038

Rebecca Mielczarek, *Program Manager*
66 West 12th Street, room 401
[212.229.5615](tel:212.229.5615) x2784

School of Media Studies

2 West 13th Street, 12th floor
[212.229.8903](tel:212.229.8903)

Barry Salmon, *Chair*

Dawnja Burris, *Associate Chair*

Christiane Paul, *Director of Graduate Programs*

Vladan Nikolic, *Director of Undergraduate Programs*

Deirdre Boyle, *Director of Documentary Media Studies*

Paul Hardart, *Coordinator of Media Management*

Joseph Grob, *Assistant Director of Student Services*

School of Writing

66 West 12th Street, 5th floor
[212.229.5611](tel:212.229.5611)

Robert Polito, *Director*

Jackson Taylor, *Associate Director*

Laura Cronk, *Associate Director*

Luis Jaramillo, *Associate Chair*

Milano School for Management and Urban Policy and International Affairs

Office of the Dean

72 Fifth Avenue, 4th floor
[212.229.5400](tel:212.229.5400)

Neil Grabois, *Dean*

Minerva Muzquiz, *Executive Assistant to the Dean*

Susan Morris, *Associate Dean for Student Services*

Carol Anderson, *Director of Career Development & Placement*

PhD Program in Public and Urban Policy

72 Fifth Avenue, room 601
[212.229.5400](tel:212.229.5400) x1503

David Howell, *Director*

Jacqueline Hadley, *Program Support*

Graduate Program in International Affairs

66 West 12th Street, 6th floor
[212.206.3524](tel:212.206.3524)

Michael A. Cohen, *Director*

Phil Akre, *Assistant Director*

Mark Johnson, *Assistant Director for Practice-Based Learning*

Fabiola Berdiel-Mintz, *Coordinator of International Field Program*

Management Programs

72 Fifth Avenue, room 706
[212.229.5400x1216](tel:212.229.5400x1216)

Aida Rodriguez, *Chair*

Suzanne Bostwick, *Program Manager*

Policy Programs

72 Fifth Avenue, room 504
[212.229.5400x1415](tel:212.229.5400x1415)

Alex Schwartz, *Chair*

Lauretha Slaughter, *Program Manager/Director of Academic Support Services*

School of Languages

MA in Teaching English to Speakers of Other Languages

68 Fifth Avenue, mezzanine
[212.229.5372](tel:212.229.5372)

Gabriel Diaz Maggioli, *Director*

Lesley Painter-Farrell, *Associate Director*

Foreign Languages

64 W. 11th Street, ground floor
[212.229.5676](tel:212.229.5676)

Florence LeClerc-Dickler, *Chair*

English Language Studies

68 Fifth Avenue, mezzanine
 212.229.5372

Gabriel Diaz Maggioli, *Chair*

Caitlin Morgan, *Director*

Jackie Maffiore, *Coordinator*

**WHERE TO GO AT THE NEW SCHOOL
 FOR GENERAL STUDIES AND THE
 MILANO SCHOOL**

Adding or Dropping a Class

Your degree program office; then
 Registration at 72 Fifth Avenue

*NOTE: See policies regarding late fees,
 refunds, and grade of W*

Academic Advising

Your degree program office

Academic Standards Committee

Office of Academic Services

Appeal of Academic Dismissal

Your degree program office

Boren and Fulbright Programs**Advising**

Associate Dean for Academic Services

Grade Appeals

Your program chair; then Academic
 Standards Committee

Graduate Foreign Language Audit

Assistant Director of Academic
 Student Services

Graduation Check

Your degree program office

Honor Society

Office of Academic Services

Requesting Grade of Incomplete

Your degree program office for
 the Request for Incomplete form,
 which must be signed by the course
 instructor. Outstanding work must
 be submitted to the instructor by
 the date agreed to on the form. For
 graduate students, this date must be
 no later than one year after the end of
 the semester in which the class was
 taken. For undergraduate students,
 this date must be no later than seven

weeks into the semester immediately
 following the one in which the class
 was taken. NOTE: Incompletes are
 not automatic. They are solely at the
 discretion of the faculty member.

Independent Study Contract

Your academic advisor, then your
 program director (secure approvals
 before the registration period)

**International Field Program (Milano/
 GPIA)**

International Field Program
 Coordinator

Internship Contract

Graduate: Your academic advisor, then
 your program director.

Undergraduate: Assistant Director of
 Academic Student Services.

(Secure approvals before registration
 period)

Late Registration

Your academic advisor; then
 registration at 72 Fifth Avenue.

*NOTE: Late fees apply; see the
 Academic Calendar for dates.*

Leave of Absence and Return

Your program office, then Assistant
 Director of Academic Student Services

**Marshall and Truman Scholars
 Advising**

Assistant Director of Academic
 Student Services

Mobility (Undergraduate)

Assistant Director of Academic
 Student Services

Procedures and Forms

Start at your program office

Request to Repeat a Course

Your program office

Study Abroad (Undergraduate)

Assistant Director of Academic
 Student Services

Taking a Course at Another Institution

Graduate: Your academic advisor, then your program director.

Undergraduate: Assistant Director of Academic Student Services.

(Secure approvals before registration period)

Transfer Credit Evaluation

Undergraduate new students:

Admission

Graduate and all continuing students:
your degree program office

Withdrawing from School

Your program office, then Assistant Director of Academic Student Services

THE NEW SCHOOL FOR SOCIAL RESEARCH

www.socialresearch.newschool.edu

FALL 2011

Examinations

Note: The dates listed below are based on last year's examinations. Check with your department for the actual date.

File petitions with the department student advisor two months in advance of the examination date. *(For language examinations, file petition with your department secretary.)*

Anthropology PhD Oral Qualifying Examination	Individually arranged
Economics MS Written Examination	Mid-November
Economics PhD Qualifying Examination	Mid-November
Philosophy Written Qualifying Examination	Late October
Philosophy Oral Qualifying Examination	By petition in student advisor's office
Political Science PhD Qualifying Examination	Late August
Psychology Statistics Exemption Examination	TBD
Sociology MA Written Examination	Early October
Dissertation Defenses and Oral Examinations	

File petitions with the departmental student advisor six weeks in advance of the examination date. Dissertations must be submitted electronically to the NSSR Academic Affairs Office at least three weeks prior to defense.

Last day to defend dissertation for January graduation	November 18
Last day to take MA and PhD Oral Exams for January graduation	December 19
Last day revised dissertation incorporating the committee changes can be submitted for January graduation	January 16
Last day to submit survey of earned doctorate form, UMI permission form, final copy of dissertation, and optional copyright fee for January graduation	January 31

SPRING 2012

Examinations

Note: The dates listed below are based on last year's examinations. Check with your department for the actual date.

File petitions with the department student advisor two months in advance of the examination date. (For language examinations, file petition with your department secretary.)

Anthropology MA Written Examination	Mid-May
Anthropology PhD Oral Qualifying Examination	Individually arranged
Economics MS Written Examination	Early April
Economics PhD Qualifying Examination	Early April
Philosophy Oral Qualifying Examination	By petition in student advisor's office
Philosophy Written Qualifying Examination	Early March
Political Science PhD Qualifying Examination	Mid-January
Psychology PhD Language Examination	By request
Sociology MA Written Examination	Mid to late February

Dissertation Defenses and Oral Examinations

File petitions with the departmental student advisor six weeks in advance of the examination date. Dissertations must be submitted electronically to the NSSR Academic Affairs Office at least three weeks prior to defense.

Last day to defend dissertation for May graduation	April 18
Last day to take MA and PhD Oral Examinations for May graduation	May 14
Last day revised dissertation can be submitted for May graduation	May 21
Last day to submit survey of earned doctorate form, UMI permission form, final copy of dissertation, and optional copyright fee for May graduation	June 1

Examinations

Political Science PhD Qualifying Examination	TBD
Psychology PhD Qualifying Examination	TBD

GRADFACTs

GRADFACTs is a reliable and easy way for graduate students in The New School for Social Research to learn about important news, deadlines, special events, funding opportunities, and more. Read GRADFACTs online at www.newschool.edu/nssr/gradfacts.

Inter-University Doctoral Consortium

Nine universities—Columbia University (including Teacher's College), City University of New York, Fordham University, New York University, The New School, Princeton University, Rutgers University (New Brunswick), and Stony Brook University—participate in a graduate-level consortium in the arts and sciences. Students in doctoral programs at any participating institution may take selected courses at any other participating institution with appropriate approvals.

ADMINISTRATIVE OFFICES

Dean's Office

6 East 16th Street, 10th floor
[212.229.5777](tel:212.229.5777)

Michael Schober, *Dean*
[212.229.5777](tel:212.229.5777)

Robert Kostrzewa, *Associate Dean for Academic Planning and Administrations*
[212.229.5712](tel:212.229.5712)

John VanderLippe, *Associate Dean of Faculty and Curriculum*
[212.229.5700](tel:212.229.5700)

Ellen Freeberg, *Assistant Dean of Academic Affairs and Curriculum*
[212.229.5712](tel:212.229.5712)

David McNamara, *Director of Faculty Affairs and Research*
[212.229.5700](tel:212.229.5700)

Sonia Salas, *Associate Director of Administration*
[212.229.5700](tel:212.229.5700)

Lien Tran, *Academic Coordinator and Systems Manager*
[212.229.5700](tel:212.229.5700)

TBD, *Administrative Coordinator*
Shayne Trotman, *Executive Secretary*
[212.229.5700](tel:212.229.5700)

ACADEMIC AFFAIRS

6 East 16th Street, 10th floor
[212.229.5712](tel:212.229.5712)

The office coordinates academic affairs that span departments, assists in promoting an academic community for students through activities and interest groups, provides academic and professional development services, and coordinates all New School for Social Research scholarships, fellowships, assistantships, and other institutional awards.

Student petitions regarding transfer credits, change of status, change of departments, extension of time to complete degree requirements, leave of absence, withdrawal, and grievances are coordinated through Academic Affairs.

Tsuya Yee,
Director of Academic Support
[212.229.5712](tel:212.229.5712)

Beatrice Kraemer,
Director of Career Services
[212.229.3790](tel:212.229.3790)

Kevin Shea, *Senior Office Assistant*
Catherine Ruetschlin,
Student Advisor Coordinator

Office of Admission

72 Fifth Avenue, 3rd floor
[212.229.5710](tel:212.229.5710)
Robert MacDonald, *Director*
Henry Watkin, *Associate Director*

ACADEMIC DEPARTMENTS AND COMMITTEES

Anthropology

6 East 16th Street, 9th floor

Janet Roitmun, *Chair*

[212.229.5757](tel:212.229.5757)

Student Advisor

[212.229.5757](tel:212.229.5757) x3016

Economics

6 East 16th Street, 11th floor

William Milberg, *Chair*

[212.229.5717](tel:212.229.5717)

Student Advisor

[212.229.5717](tel:212.229.5717) x3049

Philosophy

6 East 16th Street 10th floor

James Dodd, *Chair*

[212.229.5707](tel:212.229.5707)

Student Advisor

[212.229.5707](tel:212.229.5707) x3080

Politics

6 East 16th Street, 7th floor

Nancy Fraser, *Chair*

[212.229.5747](tel:212.229.5747)

Student Advisor

[212.229.5747](tel:212.229.5747) x3086

Psychology

80 Fifth Avenue, 7th floor

McWelling Todman, *Chair*

[212.229.5727](tel:212.229.5727)

Student Advisors

[212.229.5727](tel:212.229.5727) x3107/8/9

Trisha Toelstedt,

Director of Clinical Student Affairs

[212.229.5727](tel:212.229.5727) x3115

Sociology

6 East 16th Street, 9th floor

TBA, *Chair*

[212.229.5737](tel:212.229.5737)

Student Advisor

[212.229.5737](tel:212.229.5737) x3129

Committee on Historical Studies

80 Fifth Avenue, 5th floor

Oz Frankel, *Chair*

[212.229.5376](tel:212.229.5376)

Student Advisor

[212.229.5376](tel:212.229.5376) x4926

Committee on Liberal Studies

6 East 16th Street, 7th floor

Jim Miller, *Chair*

[212.229.2747](tel:212.229.2747)

Student Advisor

[212.229.2747](tel:212.229.2747) x3029

RESEARCH COMMITTEES, CENTERS, AND OTHER OFFICES

Schwartz Center for

Economic Policy Analysis

6 East 16th Street, 11th floor

Teresa Ghilarducci, *Director*

[212.229.5901](tel:212.229.5901)

Committee on the Study of

Democracy

Andrew Arato, *Co-Chair*

David Plotke, *Co-Chair*

Transregional Center for Democratic Studies

80 Fifth Avenue, 5th floor

Elzbieta Matynia, *Director*

[212.229.5580](tel:212.229.5580)

International Center for Migration, Ethnicity, and Citizenship

6 East 16th Street, 9th floor

Aristide Zolberg, *Director*

[212.229.5747](tel:212.229.5747)

Janey Program for Latin American Studies

6 East 16th Street, 9th floor

Federico Finchelstein, *Director*

[212.229.5100](tel:212.229.5100)

New School for Social Research Student Senate and Fee Board

gfs@newschool.edu

Canon Magazine

canon@newschool.edu

<http://canononline.org>

Graduate Faculty Philosophy Journal and Little Room Press

[212.229.5735](tel:212.229.5735)

Constellations

[212.229.8920](tel:212.229.8920)

**Center for Public Scholarship and
Social Research Journal**

80 5th Avenue, 5th floor

212.229.5776

Arien Mack, *Editor*

Cara Schlesinger, *Managing Editor*

PARSONS THE NEW SCHOOL FOR DESIGN

DEAN'S OFFICE

66 Fifth Avenue, 6th floor

DEAN OF PARSONS

Joel Towers, *Dean*

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Academic Communications	Mark Hannah, <i>Director</i>
Academic Initiatives	Lisa Grocott, <i>Dean</i>
Academic Planning	Nadine Bourgeois, <i>Dean</i>
Academic Programs	Lydia Matthews, <i>Dean</i>
Administration	Marlene Campbell, <i>Director</i>
Advising	Juli Parker, <i>Assistant Dean</i>
Career Services	Angie Wojak, <i>Director</i>
Civic Engagement	Tony Whitfield, <i>Associate Dean</i>
Curricular Affairs	Kelly Grossi, <i>Assistant Dean</i> Sarah Farsad, <i>Director</i>
Curriculum and Instruction	Lisa DeBenedittis, <i>Associate Dean</i>
Distributed Learning and Technology	Ed Keller, <i>Associate Dean</i>
Full-Time Faculty	Soo Chon, <i>Senior Director</i>
International Programs	Matthew Caballero, <i>Assistant Dean</i>
Part-Time Faculty	Meredith Mullane, <i>Director</i>
Sheila C. Johnson Design Center	Radhika Subramaniam, <i>Director/Chief Curator</i>
Student Affairs	Pam Klein, <i>Associate Dean</i> Joe Hosking, <i>Senior Director</i>
Summer, Pre-College and Continuing Education	Anne Gaines, <i>Associate Dean</i>
Sustainability	Cameron Tonkinwise, <i>Associate Dean</i>
Office of Advising 2 West 13th Street, room 506	<u>212.229.5855</u> <u>AdvisingParsons@newschool.edu</u>

SCHOOL OF ART AND DESIGN HISTORY AND THEORY

ADHT Program information	<u>ADHT@newschool.edu</u>
Advising:	
History of Decorative Arts and Design	<u>212.849.8346</u>
Fashion Studies MA	<u>212.229.8916</u> x4190

SCHOOL OF ART, MEDIA AND TECHNOLOGYSven Travis, *Dean*

AMT Program information

AMT@newschool.edu

Advising

Communication Design

AdvisingCDT@newschool.edu

Design and Technology

AdvisingCDT@newschool.edu

Fine Arts

AdvisingFineArts@newschool.edu

Graphic Design

AdvisingGraphicDesign@newschool.edu

Illustration

AdvisingIllustration@newschool.edu

Photography

AdvisingPhoto@newschool.edu**SCHOOL OF CONSTRUCTED ENVIRONMENTS**William R. Morrish, *Dean*

SCE Program information

SCE@newschool.edu

Advising

AdvisingSCE@newschool.edu

Architecture, Architectural Design, Interior Design, Lighting Design, Product Design

SCHOOL OF DESIGN STRATEGIESMiodrag Mitrasinovic, *Dean*

SDS Program information:

DesignStrategies@newschool.edu

Advising

Design and Management

AdvisingDM@newschool.edu

Environmental Studies

AdvisingEnviroStudies@newschool.edu

Foundation

AdvisingFoundation@newschool.edu

Integrated Design

AdvisingIDC@newschool.edu

Transdisciplinary Design

AdvisingTransDesign@newschool.edu

Urban Design

AdvisingUrban@newschool.edu**SCHOOL OF FASHION**Simon Collins, *Dean*

Fashion Program information

SchoolofFashion@newschool.edu

Advising (All programs)

AdvisingFashion@newschool.edu**CAREER SERVICES**2 West 13th Street, 5th floor, room 511, [212.229.8940](tel:212.229.8940)parsonscareers@newschool.edu**OFFICE OF ADMISSION**72 Fifth Avenue, [212.229.8989](tel:212.229.8989)thinkparsons@newschool.eduCarolina Wheat, *Director*

CATALOG

The Parsons Catalog is designed to familiarize you with academic policies and procedures related to your program, Parsons, and The New School. The catalog is intended to help you become an informed member of the academic community.

Catalog: www.newschool.edu/parsons/advising-processes-policies

- Academic Integrity and Honesty
 - Penalties, Plagiarism, Guidelines for Written Assignments
- Academic Responsibility and Expectations of Students
- Academic Standing and Progress
 - Dean's List
 - Dismissal Notification & Dismissal Appeals
 - Readmission
 - Retaking a Course
- Advising
- Attendance
 - Religious Observance
- Change of Program
- Exits – Leave of Absence, Withdrawal from a Degree Program
- Faculty
- Grades and Grading
 - Grade Appeal Policy
 - Grades of Incomplete
- Mid-Semester Evaluations
- Off-Campus Study
- Program Requirements
- Registration
 - Add, Drop, or Withdrawal
- Study Abroad/Exchange Programs
- Transfer Credit

PARSONS NEWS

www.newschool.edu/parsons/news

Faculty, students, and alumni are winning awards, receiving high-level appointments, undertaking groundbreaking studies, and applying their knowledge and talents to make a difference all over the world. “Parsons News” keeps you abreast of their achievements and the place of Parsons at the forefront of art and design today. Each of the five Parsons schools has its own school magazine, where you can read more detailed news and information about its programs, faculty, and students.

PARSONS STUDENT SENATE

Parsons Student Senate (PSS) consists of student representatives from each of the five Parsons schools. It meets regularly with the Dean of Student Affairs or his representatives to consult about student issues and concerns. PSS has its own meetings weekly, to which all Parsons students are invited to share informal discussion and refreshments. For more information, email pss@newschool.edu, parsonssenate.ning.com or stop by the PSS office at 66 Fifth Avenue, room 723.

EUGENE LANG COLLEGE THE NEW SCHOOL FOR LIBERAL ARTS

65 West 11th Street
New York, NY 10011
www.newschool.edu/lang

HELPFUL INFORMATION FOR LANG STUDENTS

Office of the Dean

65 West 11th Street, 3rd floor
Tel: [212.229.5617](tel:212.229.5617)

Fax: [212.229.5625](tel:212.229.5625)

TBD, *Dean*

Eleni Beja, *Associate Director
of Academic Initiatives*
bejae@newschool.edu

Judy Mejia, *Director of Civic
Engagement and Social Justice*
mejiaj@newschool.edu

Alex Draifinger, *Director
of Budget and Administration*
draifia@newschool.edu

Verna de la Mothe, *Assistant Director
of Administration*
lamothev@newschool.edu

OFFICE OF THE ASSOCIATE DEAN

65 West 11th Street, 3rd floor
Tel: [212.229.5100](tel:212.229.5100)

Fax: [212.229.5625](tel:212.229.5625)

Kathleen Breidenbach, *Associate Dean*
breidenk@newschool.edu

Riva Kadar, *Assistant Dean
of Academic Planning*
kadarr@newschool.edu

Virginia Mayer, *Director
of Academic and Faculty Resources*
mayerv@newschool.edu

OFFICE OF ADMISSION

72 5th Avenue, 2nd floor
Tel: [212.229.5665](tel:212.229.5665)

Fax: [212.229.5355](tel:212.229.5355)

Karen Williams, *Director*
williaka@newschool.edu

Jazmyne Crunk, *Assistant Director*
crunkj@newschool.edu

Annie Matches, *Senior Admission
Counselor*

matchesa@newschool.edu

Katie Barton, *Manager of Special
Programs/Admission Counselor*

bartonk@newschool.edu

Michael Feldman, *Admission Counselor*
feldmami@newschool.edu

Ryan May, *Admission Counselor*
mayr@newschool.edu

Jamie Hanley, *PT Admission Counselor*
hanleyj@newschool.edu

Lark Morgenstern, *Admission
Counselor*

morgensl@newschool.edu

OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS

79 Fifth Avenue, 17th floor

Tel: [212.229.5662](tel:212.229.5662)

TBD, *Director*

alumni@newschool.edu

ACADEMIC PROGRAMS

For more information about majors and minors, visit www.newschool.edu/lang.

- The Arts (Arts in Context, Visual Arts, Music, Theater, Dance)
- Culture and Media
- Economics
- Education Studies
- Environmental Studies
- Global Studies
- History
- Interdisciplinary Science
- Liberal Arts
- Literary Studies (Literature, Writing)
- Philosophy
- Psychology
- Religious Studies
- Social Inquiry
- Urban Studies

**WHERE TO FIND IT AT EUGENE LANG
COLLEGE THE NEW SCHOOL FOR
LIBERAL ARTS**

Academic Advising

64 West 11th Street

Tel: [212.229.5100](tel:212.229.5100) x2264

Fax: [212.979.6561](tel:212.979.6561)

langadvising@newschool.edu

Freshmen and Civic Engagement
Shannon-A'lyce Jones, *Academic
Advisor*

jones1@newschool.edu

Sophomores

Leah Weich, *Associate Director*
weichl@newschool.edu

Juniors and Study Abroad

Kim Foote, *Academic Advisor*
footek@newschool.edu

Seniors and Internships

Jemima Gedeon, *Academic Advisor*
gedeonj@newschool.edu

Special and Visiting Students
and Cooper Union Exchange

Angela Sanko, *Assistant Director*
sankoa@newschool.edu

BA/BFA Students

Jonathon White, *Assistant Dean*
whitej@newschool.edu

Add/Drop/Withdrawal Assistance

Advising Office

64 West 11th Street

**Appeals (Grades, Probation,
Dismissal)**

64 West 11th Street

Jonathon White, *Assistant Dean*
Leah Weich, *Associate Director*

BA/BFA Program Advisement

64 West 11th Street

Jonathon White, *Assistant Dean*

BA/MA/MS Program Advisement

64 West 11th Street

Jemima Gedeon, *Senior Class Advisor*

Civic Engagement Programs

Advising Office

64 West 11th Street

Shannon-A'lyce Jones, *Freshman Class
Advisor*

Cooper Union Exchange

64 West 11th Street

Angela Sanko, *Assistant Director*

Dean's Holds (Academic)

Advising Office

64 West 11th Street

Faculty Advisor Assignments

64 West 11th Street

Jonathon White, *Assistant Dean*

**Fulbright, Marshall, Truman
and other scholarships**

64 West 11th Street

Jonathon White, *Assistant Dean*

Graduation Reviews and Audits

64 West 11th Street

Jemima Gedeon, *Senior
Class Advisor*

**Incomplete Grade Requests
(approved by instructor only)**

General information at

Academic Advising

64 West 11th Street

Independent Studies

65 West 11th Street, 3rd floor

Kathleen Breidenbach,
Associate Dean

Internships

64 West 11th Street, room 106

Jemima Gedeon, *Internship Advisor*
gedeonj@newschool.edu

64 West 11th Street, room 121

Jeff Feld, *Internship Coordinator*
elcinterns@newschool.edu

Leave of Absence/Return from Leave

Advising Office

64 West 11th Street

Major Declarations and Requirements

www.newschool.edu/lang

(Academics, then Forms and Requirements)

Online Courses

www.online.newschool.edu

Probation/At-Risk Students

64 West 11th Street

Leah Weich, *Associate Director*

Registration

Academic Advising Office

64 West 11th Street

Seminar Fellows/**Peer Advisors Program**

Prof. Mark Larrimore

larrimom@newschool.edu

Student Newspaper (*Free Press*)

65 West 11th Street, room 458

freepress@newschool.edu

Study Abroad and Exchanges

64 West 11th Street

Kim Foote, *Study Abroad Advisor*

Summer Registration and Approval

Academic Advising Office

64 West 11th Street

Transfer and AP Credit Evaluations

Academic Advising

64 West 11th Street

Withdrawals/Transfers from School

Academic Advising Office

64 West 11th Street

MANNES COLLEGE THE NEW SCHOOL FOR MUSIC

150 West 85th Street
New York, NY 10024
Tel: 212.580.0210
Fax: 212.580.1738
newschool.edu/mannes

DID YOU KNOW:

Mannes has 300 free concerts during the school year.

Concert Information:
[212.580.0210](tel:212.580.0210) x4817

HELPFUL INFORMATION FOR MANNES COLLEGE STUDENTS

All extensions begin with [212.580.0210](tel:212.580.0210) unless otherwise indicated.
All addresses are 150 West 85th Street unless otherwise indicated.

Dean's Office

TBD, *Dean* [x4848](tel:212.580.0210)
George Fisher, *Associate Dean* [x4837](tel:212.580.0210)
Audrey Axinn, *Assistant Dean* [x4836](tel:212.580.0210)
TBD, *Assistant to the Dean* [x4801](tel:212.580.0210)

Registrar's Office

Joan Morgan, *Director, Office of Registration and Records* [x4833](tel:212.580.0210)
TBD, *Assistant Director, Office of Registration and Records* [x4830](tel:212.580.0210)
Casey Fisher, *Senior Office Assistant* x4834
Greg Weissman, *Room Scheduling Manager* [x4890](tel:212.580.0210)

Registration Advisor

Marilyn Groves, *Registration Advisor* [x4832](tel:212.580.0210)

Concert Office

Erik Bestmann, *Director of Concert Operations* [x4815](tel:212.580.0210)
Concert Office Assistants [x4816/17](tel:212.580.0210)
Student Recital Scheduling [x4877](tel:212.580.0210)

Student Services/

International Student Advisor

International Student Advisor
[212.580.0210](tel:212.580.0210) x4844 (Mannes)
[212.229.5592](tel:212.229.5592) x3630 (Downtown)

Billing and Payments

Student Financial Services
[212.229.8930](tel:212.229.8930)
sfs@newschool.edu

Opera Department

Joseph Colaneri, *Director*
Susan Cadoff, *Administrator*
37 West 65th Street, 3rd floor
[212.712.1973](tel:212.712.1973)

Coordinator of Instrumental Studies

Chris Gulhaugen, *Director of Instrumental Studies*, room 202 [x4839](tel:212.580.0210)
Elizabeth Weisser, *Assistant Director of Instrument Studies* [x4835](tel:212.580.0210)

Coordinator of Vocal Studies

Frank Nemhauser, *Director of Vocal Studies* [x4849](tel:212.580.0210)

Computer Services

Joseph Ravo, *Director of Computer Services* [x4813](tel:212.580.0210)

Practice Center

Hong Tao Sun, *Manager*
37 West 65th Street, 3rd floor
[212.712.1998](tel:212.712.1998)

Harry Scherman Library

Ed Scarcelle,

Director 212.229.5307 x3150

Arsinoi Ioannidou,

Assistant Director x4827Andy Toulas, *Assistant Director**of Public Services* x4828Gregory Briggler, *Circulation**Supervisor* x4803**Extension Division Office**

Richard Russell,

Associate Director x4825Sofia Dimitrova, *Assistant*x4802**Community Services**

Elizabeth Aaron,

Community Outreach x4811

THE NEW SCHOOL FOR DRAMA

151 Bank Street
New York, NY 10014
Tel: [212.229.5859](tel:212.229.5859)
Fax: [212.242.5018](tel:212.242.5018)
newschool.edu/drama

Academic Responsibility

Graduate students of The New School for Drama are expected to take an active role in their own education.

All students are responsible for promoting, protecting, and upholding the highest standards of academic integrity and honesty and are required to learn the procedures specific to their disciplines for correctly and appropriately differentiating original work from quoted, incorporated, or emulated sources.

All students are responsible for keeping track of their progress in courses. Students should familiarize themselves with course requirements by reading syllabi and by following oral and written instructions for assignments throughout the semester. Students are responsible for knowing and complying with the attendance policy of each instructor. If students have questions about course requirements, assignments, examinations, attendance records, progress, or grades, they should ask instructors for clarification.

Stay Informed

Students receive official notices and other communications primarily through university email at the university's portal, my.newschool.edu. In addition, students may also receive information in departmental mailboxes, on departmental and common-area bulletin boards, on the divisional or university websites, or via their New School email accounts. Students should check these

locations regularly for information and announcements. Please be aware that dissemination of information by these means constitutes due notice for official purposes.

Every matriculated student is assigned a university email address and information on how to activate and access this address; students should contact the University Computing Center at 55 West 13th Street, 3rd floor with any questions regarding their university email accounts. The New School for Drama expects all students to use their New School email accounts and to check them regularly. Failure to check email regularly could delay the receipt of important, time-sensitive information.

Expectations of Students

Because students share responsibility for the outcomes of their educational experiences, they should be aware of the following expectations:

- Students are responsible for maintaining satisfactory educational progress.
- Students should understand FERPA (Federal Education Rights Protection Act) guidelines, and what is required of them as adult students.
- Students are responsible for reading all information that the school provides them regarding school and university policies and procedures.
- Students should be aware of their degree requirements.
- Students should be proactive about using the resources provided by Drama and the university.

WHO WE ARE**Director of the Division**

TBD

The director oversees all disciplines and departments of the MFA program and is responsible for curriculum design, faculty and staff appointments, program development, fundraising, and external affairs.

Director of Budget and AdministrationRobert A. McAlpin [x2623](mailto:rmcalpin@newschool.edu)

The director of budget and administration oversees the division finances, including budgeting and fiscal responsibility. In addition, the director is responsible for all business aspects of the division, as well as management issues and strategic planning.

Associate Director of the DivisionMatthew Kelty [x2622](mailto:mkelty@newschool.edu)

The associate director is responsible for all academic issues at Drama, including oversight of faculty and student affairs and curricular development. The associate director works closely with the director and department chairs to design, implement, and review the division's academic planning.

Director of Professional DevelopmentRobert Hoyt [x2630](mailto:rhoyt@newschool.edu)

The director of professional development helps student transition into the next phase of their careers through industry recruitment, career colloquia, workshops, and alumni outreach. The director also advises students throughout their three years, providing feedback on resumes and headshots, interviewing, and job search strategies.

Production OfficeTimothy Capalbo, *Production Supervisor* [x2626](mailto:tcapalbo@newschool.edu)Brian Olsen, *Assistant Production Supervisor* [x2627](mailto:bolsen@newschool.edu)

The production office focuses on the production and technical needs of all performances in the school's theater spaces, and oversees the management of studio and classroom use for rehearsals and coursework. The production supervisor serves as the liaison to The New School's facilities services office.

Program OfficeLinda Kleppinger, *Managing Associate to the Director* [x2625](mailto:lkleppin@newschool.edu)Emerson Brathwaite, *Senior Office Assistant* [x2621](mailto:embrathw@newschool.edu)General Information and Questions [x2620](mailto:info@newschool.edu)

The Program Office staff provides integral support to the senior administration of Drama. The managing associate coordinates the schedule of Drama's director and serves as the administrative liaison to the university regarding commencement and graduation.

The senior office assistant provides clerical and technical support for the associate director and director of budget and administration, and in some instances to faculty and students.

WHERE TO FIND IT AT THE NEW SCHOOL FOR DRAMA**Academic Advising**Associate Director of the Division
151 Bank Street, room 203-A**Add, Drop, or Withdrawal**Associate Director of the Division
151 Bank Street, room 203-A**Change of Major and/or Degree**Associate Director of the Division
151 Bank Street, room 203-A

Event Planning (Curricular and Extra-Curricular)

Managing Associate to the Dean
151 Bank Street, room 203-C

Director of Admission

151 Bank Street, room 102

Grade Appeals

First, your instructor. Then, if necessary, the Associate Director of the Division

151 Bank Street, room 203-A

Graduation/Commencement Events

Managing Associate to the Director

151 Bank Street, room 203-C

Leave of Absence

Associate Director of the Division

151 Bank Street, room 203-A

Mailboxes and Lockers

Senior Office Assistant

151 Bank Street, room 203

Personal Advising

Associate Director of the Division

151 Bank Street, room 203-A

Rehearsal Space

Production Assistant

151 Bank Street, room 204

Withdrawals

Associate Director of the Division

151 Bank Street, room 203-A

THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

newschool.edu/jazz

WHO'S WHO AT THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

General Information

55 West 13th Street, 5th floor
New York, NY 10011

Tel: [212.229.5896](tel:212.229.5896)

Fax: [212.229.8936](tel:212.229.8936)

All extensions begin with
[212.229.5896](tel:212.229.5896) unless otherwise
indicated.

Executive Director

Martin Mueller [x4581](tel:212.229.5896)

The executive director is responsible for the overall operation of Jazz including faculty appointments, curricular review and development, special projects, external affairs, and fundraising.

Director of Administration

Pam Sabrin [x4583](tel:212.229.5896)

The director of administration is responsible for the administrative functions of Jazz. The director also oversees budgets and payroll and the general operation of the facility.

Office of Academic Affairs

Dan Greenblatt, *Director* [x4577](tel:212.229.5896)

TBD, *Assistant Director* [x4590](tel:212.229.5896)

The Office of Academic Affairs is responsible for the development and implementation of course curriculum, course scheduling, registration advisement, organization of private lesson curriculum (including the coordination of lesson advisement), sophomore juries, and the overall implementation of academic policy. This office is also responsible for coordinating the tutoring and internship programs.

Admission Office

Peter Layton, *Director of Admission* [x4575](tel:212.229.5896)

Kevin Smith, *Senior Admission Counselor* [x4580](tel:212.229.5896)

The office of admission organizes all aspects of the admission process, including auditions, financial aid, and transfer credits. The office also serves as a liaison between the school and prospective students.

Office of Special Programs

Phil Ballman, *Coordinator* [x4591](tel:212.229.5896)

The coordinator of special programs manages all aspects of public programming and professional development for students at Jazz, including planning, marketing, and presenting high profile student performances, a faculty concert series, select school appearances, and master classes with prominent guest artists. In addition, the coordinator facilitates the Gig Office, coordinating paid performance opportunities for students.

Fulltime Studio Faculty Members

Reggie Workman, *Coordinator of Instruction* [x4586](tel:212.229.5896)

Jane Ira Bloom [x4576](tel:212.229.5896)

Two fulltime studio faculty members oversee entrance auditions, sophomore juries, and student placement in improvisation ensembles. They also advise the executive director on the hiring of part-time faculty and special events.

Fulltime Core Faculty

Chris Stover [x4507](tel:212.229.5896)

Fulltime core faculty work with the academic office to coordinate in the required areas of the curriculum.

Facility Coordinator

Ryan Anselmi [x4574](tel:212.229.5896)

The facility coordinator is responsible for the general physical operation of the facility, and scheduling pertaining to classroom, practice, and rehearsal use equipment and locker use.

Production and Engineering

Chris Hoffman, Coordinator x4578

Oversees scheduling of performance space, recording sessions, concerts, and recitals.

WHERE TO FIND IT AT THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

Building address is 55 West 13th Street, unless otherwise noted.

Academic Advising

Rooms 516 and 517

Liberal Studies Classes

Academic Advising
rooms 516 and 517

Studio Classes

Academic Advising
rooms 516 and 517

Improvisation Ensembles

Dan Greenblatt, room 517

Add, Drop, or Withdrawal

Academic Advising
rooms 516 and 517

Cafeteria

55 West 13th Street, 4th floor

Calendar

Academic Advising
rooms 516 and 517

Change of Major and/or Degree

Academic Advising
rooms 516 and 517

Grade Appeals

Dan Greenblatt, room 517

Gig Office

Phil Ballman, room 509

Graduation

Academic Advising
rooms 516 and 517

Internships

Academic Office, room 516

Leave of Absence

Academic Advising
rooms 516 and 517

Lockers

Equipment room, 6th floor

Mailboxes

Room 510

Mid-Semester Evaluations

Academic Advising
rooms 516 and 517

Personal Contact Information

Jazz Office, room 510

Practice Time

Equipment room, 6th floor

Private Lessons

Academic Advising
rooms 516 and 517

Registration

Academic Advising
rooms 516 and 517

Room Schedule

Equipment room, 6th floor

Scholarship Appeals

Student Financial Services
72 Fifth Avenue, lower level
jazzscholarships@newschool.edu

Senior Recital

Chris Hoffman, room 625

Sophomore Jury

Academic Advising
rooms 516 and 517

Student Payroll

Jazz Office, room 510

Summer School

Academic Advising
rooms 516 and 517

Transfer Credit Evaluation

Peter Layton, room 622

Tutoring

Academic Office, room 516

ACADEMIC RESOURCES

STUDENT FINANCIAL SERVICES

Student Financial Services is open year-round to assist students and their families in identifying scholarship and other financing options for educational costs. The office provides information and counseling on financial aid programs available through The New School and the federal and state governments, as well as on various financing options such as external student loans and scholarships, parent loan programs, and a monthly payment plan. The office serves as a resource center for other funding sources and provides employment opportunities on and off campus through the Federal Work-Study Program. The staff is available to assist in completing applications and to explain eligibility criteria for the various programs.

Student Financial Services is also responsible for invoicing and collecting of tuition, fees, housing, and other university charges. Invoices for the fall semester will be available online in early July, with a payment due date of August 10. Invoices for the spring will be available online in early December with a payment due date of January 10. Invoices include approved financial aid awards, which are deducted from the balance due. Students may view their e-bills and current account activity on My.NewSchool. Late payment will result in a \$150.00 late payment fee.

Accepted forms of payment: Payment may be made by Visa, MasterCard, American Express, check (U.S. funds only), money order, travelers check, cash (in person only), and wire transfer (wire information on MyNewSchool). We encourage students to make payment

online at MyNewSchool for timely, accurate, and secure posting. Online payment may be made using a checking or savings account, Visa, MasterCard, or American Express.

Please make checks payable to The New School and include the student's name and New School ID number on the face of the check to ensure accurate posting. By submitting a check, please be aware that you are authorizing The New School to use information on your check to make a one time electronic debit from your account at the financial institution indicated on your check. This electronic debit will be for the amount on the check.

Checks for tuition, fees, and housing and meal plans charged to your student account should be mailed to:

The New School
Attn. Cashiering
72 Fifth Avenue
New York, NY 10011

Registration is not complete until payment or payment arrangements have been made. Please refer to your school's bulletin for acceptable payment arrangements. Please note: Payment to the university is the responsibility of the student. Payment is not contingent on receiving grades, receiving passing grades, or completing courses.

Students who have questions regarding their student account are encouraged to contact Student Financial Services.

Tuition and fee schedules are available on the university website.

Student Financial Services is also responsible for the delivery of all student loan funds and student refunds.

Student Financial Services
72 Fifth Avenue, Lower Level
[212.229.8930](tel:212.229.8930)

Cashiering:

Mon.–Thurs., 10:00 a.m.–5:45 p.m.
Friday, 10:00 a.m.–4:45 p.m.

Financial Aid Counseling:

Mon.–Thurs., 10:00 a.m.–5:00 p.m.
Friday, 10:00 a.m.–4:45 p.m.

www.newschool.edu/student-services
sfs@newschool.edu

UNIVERSITY REGISTRAR

(Registration, Records)

The Registrar's Office registers students for classes; charges tuition and fees; processes course changes; collects, records, and disseminates grades; maintains transcripts and student biographical data; and confers degrees.

All students can access their grades, transcripts, address, schedules, and academic information on the Web through my.newschool.edu.

For assistance accessing your MyNewSchool account, write to helpdesk@newschool.edu.

Consult either the Registration Information and Procedures booklet published each semester or the registrar's Web page (www.newschool.edu/student-services/registrar) for

- Registration policies and procedures
- Registration holds
- Tuition and fees information
- Deadlines for adding and dropping courses
- University refund schedules and policies
- Graduation petition and fee information

- Requesting academic transcripts
- Change of address and phone
- Grade information

University Registrar's Office
72 Fifth Avenue, lower level
[212.229.5620](tel:212.229.5620)

Mon.–Thurs., 10:00 a.m.–5:45 p.m.
Friday, 10:00 a.m.–4:45 p.m.

Mannes Office of Records and Registration

150 West 85th Street
[212.580.0210](tel:212.580.0210) x4834

Mon.–Fri., 9:00 a.m.–12:45 p.m.
and 1:45–5:00 p.m.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, with which The New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The New School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; year level; degrees and awards received, including dean's list; the most recent previous educational institution attended, addresses, phone numbers, photographs, email addresses; and date and place of birth.

Students may request that The New School withhold release of their directory information by notifying the Registrar's Office in writing. This notification must be renewed annually at the start of each fall term.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why, in the student's opinion, it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff); a person or company with whom the university has contracted as its agent to provide a service instead of university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the New School Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ACADEMIC TECHNOLOGY

www.newschool.edu/at

Academic Technology, comprised of an array of online and on-site services, offers technology to the university community with a focus on curricular needs. To see all the labs and services to which you have access, and where to go for support, visit the Help and Access Directory on the Academic Technology website, www.newschool.edu/at.

NetID

Your NetID username is your key to technology services at The New School. Degree or credit students, use your NetID to log into the wireless network and open lab computer workstations, print in the labs, make reservations, and upload to your Web space. Look up your NetID or reset your password at my.newschool.edu.

Online Services

MyNewSchool is the university's single sign-on portal. Log in at my.newschool.edu with your NetID for customized online services, including:

- New School Apps for Education (new this fall)
- ALVIN self-service (personal records and academic information)
- My Courses (Blackboard and online learning)
- Computer and software deals
- Lab stations and equipment reservations (degree or credit students only)

On-Site Services

For frequently-asked questions and tips regarding on-site services such as lab stations and suites, presentation classrooms, printing, wireless and dormitory networks, speak with lab staff or visit www.newschool.edu/at.

THE NEW SCHOOL LIBRARIES

library.newschool.edu

There are three libraries in the university system: The Raymond Fogelman Social Sciences and Humanities Library, the Adam and Sophie Gimbel Art and Design Library, and the Harry Scherman Music Library. Each library offers access to collections that support teaching, learning, and research across the university.

In addition to books, journals, musical scores, and AV materials such as CDs and DVDs, the New School libraries contain a variety of primary research materials and maintain more than 200 electronic databases that provide access to full-text journal articles and other research resources, as well as bibliographies, catalogs, and indexes for many other print and electronic scholarly publications.

Anna-Maria and Stephen Kellen Archives houses the history of Parsons The New School for Design. All New School Students have access to the archives by appointment.

Library-Wide Policies

All New School students must have a valid university newcard to borrow books. Failure to return materials by the due date will result in late fines. Acts of theft and vandalism are regarded with the utmost seriousness and will also result in fines and/or suspension of library privileges and other penalties deemed appropriate by the Office of Student Rights and Responsibilities. To learn more about how to use the libraries and library policies, visit library.newschool.edu.

Library Events

The library sponsors classes and workshops designed to help you improve your library, research, and knowledge management skills.

Information about these, which are free to the New School community, is available on the website under library.newschool.edu/events.

Raymond Fogelman Social Science and Humanities Library

Subject strengths: social sciences, philosophy, gender studies, history, and literature

Arnhold Hall, 55 West 13th Street
Circulation/Reserves: [212.229.5307](tel:212.229.5307)
Reference: [212.229.5303](tel:212.229.5303)

For hours of operation, visit library.newschool.edu/fogelman

Adam and Sophie Gimbel Art and Design Library

Subject strengths: art, design, fashion, decorative arts, and architecture
2 West 13th Street, 2nd floor

Circulation: [212.229.8914](tel:212.229.8914)
Reference: [212.229.5587](tel:212.229.5587)

For hours of operation, visit library.newschool.edu/gimbel

Harry Scherman Music Library

Subject strengths: classical music, performance and reference scores, and music scholarship materials
150 West 85th Street

[212.580.0210](tel:212.580.0210) x4803

For hours of operation, visit library.newschool.edu/scherman

Anna-Maria and Stephen Kellen Archives

Subject strengths: primary research materials in 20th century American art and design, including design education, fashion design, and illustration, graphic and product design and decoration, and Parsons administrative and departmental records.

66 Fifth Avenue, room 102
[212.229.5942](tel:212.229.5942)

kac@newschool.edu

For more information, visit library.newschool.edu/speccoll/kellen.

Library Consortium

The New School libraries are members of the Research Library Association of South Manhattan. This consortium enlarges the scope of library resources available to students at The New School and other participating institutions.

Other Affiliated Libraries:

Elmer Bobst Library at New York University

A collection of 2.5 million volumes; with extensive electronic resources. The Avery Fisher Center also contains a large audiovisual collection.

70 Washington Square South
Reference—Humanities:
[212.998.2500](tel:212.998.2500)

Reference—Social Science:

[212.998.2600](tel:212.998.2600)

<http://library.nyu.edu>

Cooper Union Library

Subject strengths: science, engineering, and architecture.

30 Cooper Union Square

Reference: [212.353.4186](tel:212.353.4186)
www.cooper.edu/facilities/library

Chutick Law Library of the Cardozo School of Law, Yeshiva University (reading access only with valid ID)
Subject strength: law

55 Fifth Avenue
Reference: [212.790.0220](tel:212.790.0220)

www.cardozo.yu.edu/library

Beyond the Consortium

Across the boroughs of New York City, the public libraries range from research libraries with in-depth, non-circulating collections to local branch libraries. On-site use of the New York (Manhattan, Bronx, Staten Island), Brooklyn, or Queens Public Libraries is free and open to anyone. A borrower's card is required to borrow materials or to use electronic databases off-site. In addition to the public libraries, there

are academic and special (corporate, medical, museum, and law) libraries for which New School librarians can issue access-only passes; ask a New School librarian about a METRO pass.

THE UNIVERSITY WRITING CENTER

71 Fifth Avenue, suite 914
newschool.edu/writingcenter

The mission of the University Writing Center is to help students in all New School degree programs become better writers. Individual tutoring covers every phase of the writing process—approaching and organizing assignments, developing rough drafts, and revising papers.

Math Support Program: The writing center also offers mathematics tutoring to students in all degree programs. For more information, email mathsupport@newschool.edu.

Appointments for math tutoring should be scheduled online at www.newschool.edu/writingcenter.

Graduate Student Support Program: Specialized writing tutors are available for NSSR, Milano, and Media Studies graduate students. (All graduate students are free to consult with our generalist writing tutors, who serve all degree-seeking students.)

Office Hours and Scheduling Appointments

Note: THE UWC IS ONLY OPEN WHEN CLASSES ARE IN SESSION. Normal hours are Monday through Friday, opening at 10:00 a.m. and closing between 6:00 and 8:00 p.m. The UWC is open Saturdays during midterms and finals. (Consult the website for daily closing times if you wish to come in after 6:00 p.m.)

Normal sessions are 50-minutes long. You can walk in anytime during operating hours, but it is best to make an appointment through the e-scheduler at www.newschool.edu/

[writingcenter](#). Two-hour, evening, and recurring appointments are available by request; email writingcenter@newschool.edu or call [212.229.5121](tel:212.229.5121).

The UWC has an office at Parsons in midtown at 232 West 40th Street, room 1207.

BOOKSTORE

The Barnes & Noble at 18th Street and Fifth Avenue is the official campus bookstore for The New School. In addition to textbooks and general books, students will also find New School merchandise, including t-shirts, sweatshirts, shorts, and baseball caps. For more information, log on to my.newschool.edu and use the Student tab.

STUDENT LIFE

UNIVERSITY STUDENT SENATE

University Student Senate (USS) is the official university student government of The New School. Senators are elected by matriculated students from every academic division with the number of senators determined by size of the school. Elections are held each April for the following school year. USS represents students' concerns to administration, plans university-wide events, makes suggestions for improving the university, helps with student orientation, works with the provost and deans on academic planning, represents the students on university-wide committees, and works generally to ensure that the student experience at The New School is positive. USS meets two or three times a month; the schedule is posted on the USS website at www.newschoolsenate.org. All meetings are open to all students, and students are encouraged to bring their concerns or ideas to the USS.

STUDENT HOUSING AND RESIDENCE LIFE

79 Fifth Avenue, 5th floor
New York, NY 10003
[212.229.5459](tel:212.229.5459)
Monday–Friday, 9:00 a.m.–5:00 p.m.
www.newschool.edu/housing,
myhome@newschool.edu

The New School offers undergraduate and graduate students a variety of residence opportunities with different amenities to suit individual needs. All residences are furnished and air-conditioned. All undergraduate residences are staffed with professional residence hall directors and student resident assistants. Through the enthusiasm and creativity of the residential staff, students are encouraged to participate in

and help plan diverse activities that take advantage of the rich traditions of The New School and the cultural resources of New York City. In addition to providing 24-hour security coverage, the residence hall staff is available and trained to handle personal crises and other emergencies should the need arise.

The Office of Student Housing and Residence Life can also assist students in securing off-campus housing in the New York City metro area. Visit the Off-Campus Housing Resource Guide on the Student Housing Web page for information about neighborhoods, costs, landlord-tenant negotiations, and short-term accommodations. The office makes available listings of off-campus apartments, sublets, and room rentals.

STUDENT DEVELOPMENT AND ACTIVITIES

The Office of Student Development and Activities (OSDA) is dedicated to helping students enhance their leadership skills and explore the co-curricular opportunities available at The New School and in our community. We foster a sense of community by organizing events that encourage social interaction and participation in community life. Whether you are looking for help planning an event, starting a group or just want to brainstorm activities, OSDA is here to support you.

We coordinate a diverse array of student activities that enhance the intellectual and cultural life of the university community. Off-campus events include community service projects and trips, concerts, performances, speakers, and sporting events. On-campus programs include the Annual Welcome Block Party, student organization events, the monthly Game Night series, advocacy and theater productions, and a semi-annual program of study-break activities.

Student Leadership and Civic Engagement

OSDA supports student involvement in the community, education about social issues, and efforts that work toward social change. Students can participate in planned group service projects, gain assistance in planning their own service projects, and get referrals for individual volunteer opportunities and resources for civic engagement. The office offers the Emerging Leaders program for students who wish to develop their leadership skills by creating their own day of service or leadership event for the university community. This program provides material and planning support for student-led events, while also providing frequent workshops, seminars, leadership retreats and conferences to develop broader based leadership skills.

Recognized Student Organizations at The New School

OSDA supports the recognized student organizations at The New School. All recognized student organizations are open to all New School students. The New School has approximately 45 recognized student organizations with interests in pre-professional and academic areas, intercultural and international themes, political action and advocacy, student programming, social networking, music, art, performance, and religious and spiritual topics. For an up-to-date listing of current organizations, please visit www.newschool.edu/student-services/development and click on Student Organizations. If you are interested in starting a recognized student organization, please contact us at studentorgs@newschool.edu.

Students who would like to contact OSDA about our services can find us at:

90 Fifth Avenue, room 209

[212.229.5687](tel:212.229.5687)

studev@newschool.edu

Visit us online at www.newschool.edu/student-services/development.

Office Hours:

Open weekdays, Mon.–Thurs.,

9:00 a.m.–9:30 p.m.; Friday,

9:00 a.m.–7:00 p.m., throughout

the academic year except university

holidays. Summer hours are

Mon.–Fri., 9:00 a.m.–5:00 p.m.

Get involved! Stay involved!

STUDENT STUDY CENTER

90 Fifth Avenue

Monday through Thursday: 9:00 a.m.

to 11:00 p.m.

Friday: 9:00 a.m. to 9:00 p.m.

Saturday and Sunday: 11:00 a.m. to

9:00 p.m.

The Student Study Center at 90 Fifth Avenue adds nearly 9,000 square feet of new space. The two-level facility on the northwest corner of 14th Street provides several group study rooms, open lounge seating, a laptop bar, and email kiosks. It also offers full wireless access. The facility even includes a small pantry with microwaves and a refrigerator for dining “on the run.”

Group study rooms can be reserved in three hours blocks. To reserve a room, visit the Office of Student Development and Activities (OSDA) at 90 Fifth Avenue, room 209, Monday through Friday, 9:00 a.m. to 5:00 p.m. or see the floor supervisor in room 203 at other times. You can also send an email to studycenter@newschool.edu and include your name, date, and time of reservation, and number of people (up to eight). Rooms must be reserved at least 24 hours in advance and no more than 14 days in advance. Students must present valid New School ID when booking a room.

Questions about the study space can be directed to OSDA at [212.229.5687](tel:212.229.5687) or studycenter@newschool.edu.

RECREATION AND INTRAMURAL SPORTS

Michael McQuarrie, *Director of Recreation and Intramural Sports*
 P: [212.229.5900](tel:212.229.5900) x3801
 F: [212.229.5166](tel:212.229.5166)
mcquarm@newschool.edu
 79 Fifth Avenue, room 532

The Office of Recreation and Intramural Sports offers many different opportunities to get active and meet students from across the university. Throughout the academic year, we offer weekly recreation programs and intramural team sports as well as special events and outdoor education activities. To sign up for programs and teams, students need to be enrolled in a degree-seeking program and have a valid newcard (university ID).

Intramural Sports

Currently we offer basketball and indoor soccer leagues during the fall and spring semesters. We recently added field sports softball and flag football, and are always looking to add to these options depending on interest and available space.

Group Exercise Classes

Every semester we offer different kinds of group-oriented classes including yoga, pilates, salsa, capoeira, and other forms of dance and martial arts.

Outdoor Education

A few weekends each semester we sponsor outdoor recreation programs within the city limits and beyond. Students can enjoy hiking, rock climbing, whitewater rafting, and skiing.

Special Events

We offer a selection of one-time only events. You can spend a night bowling, rock climbing, or ice skating. There are parties for viewing sporting events such as the World Series and the Olympics. Occasionally, there are discounted tickets available to Knicks, Mets, and Yankee games.

Recreation Clubs

In conjunction with the Office of Student Development and Activities, we sponsor university-recognized student organizations and clubs. Students have proposed several clubs including an outdoor recreation club, a competitive dance club, a running club, a rock-climbing club, and a health and wellness/fitness club. We have a competitive basketball team and are looking to form other competitive sports teams, depending upon interest.

We encourage students to get involved with our programs and make suggestions for future programs and activities. To learn more, or to make suggestions, please email recreation@newschool.edu or visit our New School Recreation Facebook group page and our website www.newschool.edu/student-services/recreation.

THE NEWCARD (STUDENT ID)

All students must obtain a New School newcard, the official ID card issued to all degree or credit seeking students as well as faculty and staff members. The newcard can be obtained from the Campus Card Services office. For the most up-to-date information or the newcard office location and hours of operation at different times of the year, please go to www.newschool.edu/card. The newcard gives access to university buildings, libraries, computer labs, recreation programs, intramural sports, and other facilities and should be carried on campus at all times.

Students with meal plans can use the card at all New School cafeterias to access their meal accounts. The card also allows free entry to many special events and provides discounts at many stores, museums, and cultural institutions as listed in this handbook.

DINING SERVICES

DineOnCampus

DineOnCampus is your resource for healthy campus living: get nutritional info, check out upcoming events, see what's being served where, and much more. Visit www.dineoncampus.com/thenewschool for complete information and hours of operation.

New School dining facilities are located as follows:

Residence Hall

118 West 13th Street, lower level
Res Hall Cafe has the look and feel of a 50's diner, serving all your homemade comfort foods. Open for breakfast, lunch, and dinner, we offer a daily hot buffet, a full service grill and deli, daily vegan and vegetarian offerings as well as a variety of organic snacks, fresh brewed coffee, cold beverages, made-to-order tossed salad station, Outtakes grab-n-go salads, sandwiches, and desserts.

Lang Café

66 West 11th Street, lobby
Serving up hot breakfasts, a variety of ethnic and home-styled dishes for lunch, and fresh sushi made-to-order, Lang Cafe is always a great choice. We also offer fresh brewed coffee, a variety of cold beverages including organic, soy and all-natural energy drinks, Outtakes grab-n-go salads, sandwiches, desserts, and a large selection of snack items.

Café 55

55 West 13th Street, 4th floor
The newly renovated Cafe 55 is a place where you can "grab-n-go" from our Outtakes cooler or stay awhile and enjoy a fresh smoothie or hot tea. Everyday offerings include breakfast omelets, quiches and folds made to order, a hot buffet lunch, a selection of upscale salads and sandwiches, a gourmet tea menu, fresh smoothies, locally roasted coffee, a variety of cold beverages, grab-n-go salads, sandwiches, desserts, and snack items.

The Library Café

55 West 13th Street, lobby
The Library Café serves a wide variety of hot and cold Starbucks beverages, including cappuccino, espresso, and barista drinks; an array of fresh homemade pastries, muffins, and cookies; Grab-n-Go Outtakes salads and sandwiches; and a variety of bottled beverages. Join our coffee club and every 10th cup is free!

SPECIAL EVENTS

There are hundreds of special events offered each semester across the university. Most of these events—conferences, guest lectures, workshops, readings, screenings, concerts, and performances—are free to students with a valid university newcard. Special events offer the opportunity to expand one's intellectual, artistic, and cultural horizons, the opportunity to take a break from the routine of studying and working to enjoy life and to interact with students from other divisions.

There is so much going on at The New School that it is sometimes difficult to keep track, but there are ways to stay informed:

– Log on to MyNewSchool.

- Read the New School News, which is sent bi-weekly to your student email account.
- Go to the calendar of events on the university website at www.newschool.edu.
- Take a few minutes to look at the In the Loop display cases and other bulletin boards in university buildings.

SAFETY AND SECURITY

Students are required to show a valid university newcard upon entering all buildings, residence halls, and library and computing facilities. Unauthorized use of the facilities and damage or defacement to the facilities may result in serious disciplinary action. Students should report any incident that causes concern to a security officer in the building and request that the officer prepare an incident report.

Security conducts emergency evacuation drills (also known as fire drills) in all New School buildings on a regular basis. When the building alarm sounds or you are requested to evacuate by security personnel, please leave the building as quickly as possible. Students are not permitted on fire escapes at any time except in cases of emergency.

Remember: Protect your valuables! Do not leave them unattended, not even for a moment.

The university does not assume responsibility or liability for loss of or damage to personal property. Students are encouraged to protect valuable items by purchasing appropriate insurance.

You can contact Security daily at [212.229.5101](tel:212.229.5101) between 8:00 a.m. and 5:00 p.m. and at [212.229.7001](tel:212.229.7001) between 5:00 p.m. and 8:00 a.m.

Students are encouraged to review the Safety and Preparedness website (www.newschool.edu/safety) for more information about personal and campus emergencies, emergency phone numbers, and useful links.

BUILDING A SUSTAINABLE UNIVERSITY

Sus·tain·a·bil·ity: Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

The New School is committed to sustainability as an institution and to supporting eco-literacy on our campus. With these objectives in mind, The New School's Office for Sustainability, a branch of University Facilities Management, is supporting the following public initiatives:

PlaNYC University Challenge—In 2007, New York City Mayor Michael Bloomberg challenged local colleges and universities to commit to reducing greenhouse gas emissions by 30 percent in 10 years—a more aggressive goal than the citywide goals proposed in the PlaNYC sustainability master plan. The New School was one of the original nine signatories of the PlaNYC University Challenge.

American College and University Presidents' Climate Commitment (ACUPCC)—Nearly 700 universities and colleges have pledged to become carbon-neutral institutions as a part of this initiative. On June 17, 2008, New School President Bob Kerrey signed the ACUPCC, binding The New School to becoming a carbon neutral university by 2040.

Sustainability Tracking, Assessment, and Rating System (STARS®)—The New School signed on to this new AASHE initiative in August 2010 as a Charter Participant, one of approximately 200 schools to sign on

as early adopters. STARS® is a rating system by universities for universities, a framework for assessing a university's performance as a sustainable institution in the categories of Education and Research, Operations and Planning, Administration, and Engagement. The New School expects to receive its first rating in August 2011.

For more details about past and present sustainability initiatives, visit: www.newschool.edu/sustainability.

The Office for Sustainability needs everyone in our community to help reduce the university's environmental impacts and achieve the aforementioned goals by making more sustainable choices every day. Here are a few things you can do:

Energy

Bike, take public transportation, or walk to reduce fossil fuel consumption and carbon dioxide emissions. The New School is situated in the middle of a public transportation hub. Bicycle racks are available curbside in front of most university buildings (and more are being installed), and New York City is increasing the number of demarcated street bike lanes in all neighborhoods.

Use energy wisely to reduce the university's carbon footprint. Shutting off lights and electronics and unplugging device chargers when not in use can result in significant cumulative energy savings in residence halls and offices. Set your computer to go to sleep after 10 minutes and hibernate after an hour (or less), and turn it off when not in use. Use revolving doors in lobbies to keep heating or cooling from escaping the building. When available, take the stairs rather than elevators to burn some calories and save some energy.

Waste

Drink tap water from reusable bottles rather than commercial bottled water to help reduce the number of disposable bottles the university discards, and save yourself money. Only about 27 percent of disposable bottles are actually recycled, and the rest end up in landfills or oceans. Filtered and chilled water bottle filling stations are available on campus at the following locations:

2 West 13th Street, 4th floor

25 East 13th Street, 2nd–5th floors

55 West 13th Street, 9th floor

65 West 11th Street, basement and 2nd floor

66 West 12th Street, 5th floor

80 Fifth Avenue, 8th floor

560 7th Avenue, 4th floor

BYOMug: Bring your own reusable mug to campus for your coffee or tea. Disposable cups make up a large part of the university's waste stream. Fill up at any campus dining location for \$1.50 (and save yourself as much as \$80 in a semester).

Recycling

Recycle right: Pay attention to color-coded recycling signs and properly sort paper, glass, metal, and plastic. It's the law—and it helps The New School divert waste from landfills.

Compost food scraps, paper products, and biodegradable utensils at New School dining facilities.

Recycle batteries and small, portable electronics (like MP3 players and cellular phones) in the blue tubes found in the lobbies of most university buildings.

Water

Limit your time in the shower. Taking a 10-minute rather than a 15-minute shower reduces your water use by 12-35 gallons or 12,775 gallons a year.

Get Involved

Take the Pledge. Join hundreds of New School students, staff, and faculty committed to helping the university to reduce its carbon footprint and achieve its sustainability goals. Take The New School Sustainability Pledge online at www.newschool.edu/sustainability/pledge.

Do you have an idea about making The New School more sustainable? The New School Green Fund distributes up to \$50,000 annually to support student, staff, and faculty projects and research related to sustainability on campus. Visit www.newschool.edu/greenfund to learn more about the next round of applications.

Students can make a positive impact on campus by joining Renew School, a student organization that works closely with university administration to support campus “greening” initiatives. Recent projects include energy-efficiency workshops, educational events on waste and water, and a residence hall move-out recycling initiative. For more information about Renew School, contact renewschool@newschool.edu. Graduate students may also consider joining a new sustainability club. Contact sustainability@newschool.edu to find out more.

Students living in residence halls can get involved in green housing initiatives. Contact sustainability@newschool.edu to learn more about current projects and the Green Community residence option.

The student gardens at Loeb Hall and the 20th Street Residence are an opportunity to get involved in

urban agriculture by growing your own veggies in the middle of Manhattan. If interested, email sustainability@newschool.edu.

For more information about how you can lead a greener life wherever you are, visit the Natural Resource Defense Council's “Green Living” resource page: www.nrdc.org/greenliving.

STUDENT RESOURCES

STUDENT RIGHTS AND RESPONSIBILITIES

The New School community comprises multiple constituencies, including students, faculty, administrators, and staff. As in any community, there are certain privileges, rights, and responsibilities associated with membership.

The Office of Student Rights and Responsibilities is committed to fostering and promoting an environment in which good citizenship can flourish among and between students and other members of the New School community. The office seeks to achieve this objective through developing and sustaining educational programs and through fair and dutiful administration of the Student Code of Conduct and the Non-Academic Disciplinary Procedures.

The Student Code of Conduct is the official New School document that governs behavior at the university. It describes student rights and responsibilities, as well as the rights reserved by the university. It specifies what types of behaviors are inappropriate. The Non-Academic Disciplinary Procedures are designed to facilitate fact-finding and to review incidents involving alleged violations of the Student Code of Conduct.

The Student Code of Conduct and the Non-Academic Disciplinary Procedures apply to every student engaged in a program of study or taking classes at The New School. The code and procedures also apply to student organizations and to student guests on campus. Incoming students are required to complete an on-line tutorial on the Student Code of Conduct and related policies.

Detailed information, including how to file an incident report, can be found at www.newschool.edu/student-services/rights.

The Office of Student Rights and Responsibilities is responsible for administering the Student Code of Conduct and the Non-Academic Disciplinary Procedures. For information, contact the office at [212.229.5349](tel:212.229.5349) or srr@newschool.edu.

Academic Dishonesty

- Academic dishonesty is any act that allows a student to gain an unfair advantage over other students. This includes, but is not limited to, copying, plagiarism, collaboration, alteration of records, use of restricted aids, unauthorized use of proprietary material, bribery, and lying.
- The academic division in which a student is enrolled has primary responsibility for adjudicating alleged infractions of the Academic Honesty and Integrity Policy.
- It is the student's responsibility to know and understand the Academic Honesty and Integrity Policy. Students should consult their school's catalog and website for additional information.

Sexual Harassment

- Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature. The two main forms of sexual harassment are "quid pro quo" and "hostile environment." Quid pro quo sexual harassment occurs when an individual makes an explicit proposition for sexual favors in return for some expressed or implied benefit. Hostile environment harassment occurs when conduct, either through its severity and/or its repetitive or consistent nature, creates an intimidating,

hostile, or offensive working or learning environment. Examples of sexual harassment include: sexual comments about a person's clothing, anatomy, or looks; unwanted sexual teasing, jokes, remarks, or questions; stalking or following someone around; telling lies or spreading rumors about someone's personal life; actual or attempted rape or sexual assault; unwanted pressure for dates or sexual favors; unwanted deliberate touching, leaning over, cornering, massaging, or pinching; and unwanted letters, telephone calls, emails, or other material of a sexual nature.

- Sexual harassment may occur among students or co-workers, between students and faculty, students and staff, or employees and supervisors, etc. While the university is concerned with all types of offensive conduct, not all such conduct is sexual harassment. Sexual harassment is limited to a specific set of behaviors that are typically sexual in nature. You should contact the assistant vice president for student and campus life as designee of the senior vice president for Student Services for guidance in filing a sexual harassment complaint and to get further information about the sexual harassment policy.

Policy on Sexual Harassment (excerpt)

Adopted July 14, 1988

Revised March 17, 1994

Revised March 30, 1999

Revised February 2003

Revised October 2004

Revised May 2008

The New School is committed to creating and sustaining a university environment in which students, faculty and staff can study and work in an open atmosphere, unhampered by discrimination. This commitment is

explicitly stated in all descriptions of university programs and in all the official catalogs of the academic divisions of the university. The university's statement on non-discrimination is:

"The New School, as well as its individual divisions, is committed to a policy of equal opportunity in all its educational activities, admissions, scholarship and loan programs and employment. It does not discriminate on the basis of race, color, creed, gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.

As a necessary part of its commitment to create and sustain an environment free of any kind of discrimination, The New School commits itself to prohibit sexual harassment and to confront and deal with it when it occurs. Sexual harassment is defined in this policy and procedures have been established for responding to concerns, allegations, and questions about sexual harassment brought by any member of the university community. In order to achieve the goal of a community free of sexual harassment, standards of behavior and procedures for dealing with breaches of those standards must be established and implemented within the context of academic freedom. Education of the community on this issue will also be necessary. The university seeks to sustain a high standard of behavior and to correct breaches of that standard, regardless of whether the offending behavior would meet external legal standards of the term sexual harassment.

Our goal is to deal directly and clearly with this complex issue. As in the case of any disciplinary issue, formal procedures may be invoked when complaints cannot be resolved informally.

Definition of Sexual Harassment

Generally, sexual harassment is conduct that exploits power or authority in order to elicit sexual submission, or inappropriate sexual conduct that creates an intimidating, hostile or abusive environment for working, learning or enjoying other opportunities and activities. Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations to inappropriate sexualization of the working or learning environment with words, materials or behavior. It may involve women being harassed by men, men being harassed by women, or harassment between persons of the same sex.

Sexual harassment is generally found to be in two distinct forms. *Quid pro quo* sexual harassment occurs when an individual makes an explicit proposition for sexual favors in return for express or implied job benefits or academic decisions, or where rejection of such a proposition is to be used for, or negatively affects, job benefits or academic decisions. Hostile environment sexual harassment occurs when conduct (either through its severity and/or its repetitive or consistent nature) has the purpose or effect of substantially interfering with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or learning environment. Unwanted flirtations, advances or propositions or unwelcomed comments of a sexual nature about an individual's body or clothing, whether conveyed orally, in writing or by electronic

transmission; or unwelcomed touching, such as patting, pinching, hugging, or brushing against an individual's body; these are illustrations of the kinds of conduct, if engaged in by an individual repeatedly and consistently, which could constitute hostile environment sexual harassment.

Faculty members (and administrative staff) should be aware that any romantic involvement with students (or staff members who report to them) is considered inappropriate, and it might make them liable to formal action.

Romantic involvements between faculty and students outside the instructional context also have the potential to lead to difficulties. Beyond these difficulties, and the risk of formal action, these involvements can have a negative effect on the community. Suspicions of favoritism may arise that affect the academic and/or work environment; there may be the appearance of exploitation even if the relationship is consensual. In addition, there is always the possibility that relationships that begin consensually will be subject to misinterpretation and that after they end the faculty (or administrative staff member) will be vulnerable to accusations and recriminations.

Bringing a complaint of sexual or discriminatory harassment:

- Initial discussion of a situation by complainant with a designated official in an effort to resolve the problem. When the investigation is concluded, the designated official should submit a confidential report of the outcome to the Provost within thirty (30) calendar days.
- If Step 1 is not successful in resolving the matter, either party may submit a written complaint to the provost for his/her reconsideration. The provost may further investigate the matter or make a decision based on the submitted materials.

- The provost may also, at his/her sole discretion, refer the matter to a panel of the University-wide Committee on Harassment and Discrimination for its consideration and recommendation.
- If the matter is referred to a panel for its review, the panel shall meet and determine whether or not the complaint warrants a formal investigative hearing or can be resolved without further investigation. The panel's recommendation will then be sent to the provost for his or her consideration.
 - The provost will review the recommendation of the panel and decide on a penalty, if appropriate. When the provost announces the decision, the alleged harasser or the complainant may request that the provost reconsider the decision and/or the penalty. The provost's decision after this recommendation, if any, is final.

Initial discussion with designated official:

Because sexual or discriminatory harassment is often difficult to discuss, a complainant may want to speak first with a designated official.

A complaining party should speak with one of the following designated officials:

Students: Assistant vice president for student and campus life as designee of the senior vice president for Student Services.

Faculty and Staff: Vice president for Human Resources/Office of the Vice President and General Counsel.

In the event a complainant believes that his or her designated official may have a conflict of interest, or for other compelling reasons, he or she may speak with any other designated

official. Upon being notified of a complaint, the designated official shall immediately inform the provost.

Please visit the Office of Student Rights and Responsibilities or the Student Services Web page for the full text of this policy.

Discriminatory Harassment

Discriminatory harassment is speech or other expression that deliberately insults, stigmatizes, threatens, or intimidates an individual or group of individuals on the basis of race, color, religion, sex, sexual orientation, ethnic origin, physical or mental disability, age, marital status, or other personal attributes; is addressed directly to a specific individual or group of individuals; and makes use of "fighting words" or non-verbal symbols. In the context of discriminatory harassment, fighting words or non-verbal symbols are words, pictures, or symbols that are, as a matter of common knowledge, understood to convey direct hatred or contempt for human beings and that by their very use inflict injury or tend to incite immediate breach of the peace.

To file a complaint of discriminatory harassment, you should contact the assistant vice president for Student and Campus Life in the Office of the Senior Vice President for Student Services for guidance in filing a discriminatory harassment complaint and to get further information about the discriminatory harassment policy.

Policy on Sexual Assault

The University has a policy that addresses sexual violence, including sexual assault. That policy may be found at www.newschool.edu/studentservices/rights/.

**Policy on Alcohol and Drugs at
The New School** (excerpt)

Adopted January 7, 1988

Revised May 14, 2008

At The New School, we seek to foster the intellectual, artistic, and social development of our diverse student body, and to create and maintain a community in which principles of fairness, civility and diversity are upheld. We recognize that some members of the community will choose to use alcohol, thus these guidelines serve as a way to help ensure that when alcohol is consumed it is done so responsibly, with respect to others in the community, and in adherence to university policies and rules, as well as federal, state and local law. Additionally, the university seeks to promote a drug-free campus that respects the community at large.

We expect members of the university community to adhere to university policies and rules, as well as federal, state, and local law concerning drugs.

The university has established a policy on the use of alcoholic beverages at university-sponsored and sanctioned events. The policy has been formulated out of concern for the well-being of faculty, students, and staff and is designed to promote and maintain an environment conducive to the educational values, principles and objectives of the university, as well as to cultivate awareness among all members of the university community in regard to alcohol abuse problems. It is also intended to encourage individuals to be sensitive to and considerate of the needs and feelings of other persons, including those who lead a substance- (or an alcohol-) free lifestyle.

The university strictly adheres to federal, state, and local laws that restrict and regulate the sale,

and consumption of alcoholic beverages. All members of the university community are encouraged to familiarize themselves with these and other laws related to alcohol use. The university's policy is meant to ensure legal use of alcoholic beverages and responsible conduct by individuals at on-campus events sponsored or sanctioned by the university, and at off-campus events hosted by members of the university community when such events are held as an extension of university programs or activities. Members of the university community who violate the policy on alcoholic beverages will be subject to university disciplinary procedures.

Events where students are present and where alcoholic beverages will be served are subject to approval by the assistant vice president for Student and Campus Life in the Office of the Assistant Vice President for Student Affairs, regardless of the age of the students. The Office of the Assistant Vice President for Student and Campus Life can be contacted at [212.229.5900](tel:212.229.5900) x3656. In conformance with the university's policy, alcoholic beverages may be sold, distributed, served or consumed only by individuals who have attained the minimum legal New York State purchase age of 21. Groups sponsoring events intended primarily for persons under the age of 21 are strongly encouraged to hold alcohol-free events. The only exception to this approval requirement is for events sponsored and supervised by officers in the central administration of the university or the deans of the schools. Any officer or dean wanting to serve alcohol at a university event must seek approval from the vice president of Human Resources and the Office of the General Counsel.

Please visit the Office of Student Rights and Responsibilities or the Student Services Web page for the full text of this policy.

Finding University Student Policies

Students are responsible for being familiar with the university's policies.

All policies relating to student rights and responsibilities can be found on the Student Services page of the university website. The following is a list of the policies found on that page:

- Free Exchange of Ideas
- Statement on Freedom of Artistic Expression
- Policy on Sexual Harassment
- Policy on Discrimination
- Guidelines for Dealing with Issues of Sexual Harassment and Discrimination
- Principles and Procedures Governing University Financial Aid
- Policy on Alcohol and Drugs at The New School
- Statement on the Responsibilities of Computer Users
- Policies and Guidelines for Galleries
- Policy on Recognized Student Organizations
- Family Educational Rights and Privacy Act
- Policy on the Use of University Facilities
- University Smoking Policy
- University Student Code of Conduct
- Guidelines on Demonstrations in University Facilities
- The New School Policy for Requesting Reasonable Accommodations

Contacting the Office of Student Rights and Responsibilities

Gene Puno-De Leon, *Director*, Office of Student Rights and Responsibilities
79 Fifth Avenue, 5th floor
New York, NY 10003
[212.229.5349](tel:212.229.5349)
punog@newschool.edu

Tom McDonald, *Assistant Vice President for Student and Campus Life*
79 Fifth Avenue, 5th floor
New York, NY 10003
[212.229.5900](tel:212.229.5900) x3656
mcdonaldt@newschool.edu

STUDENT HEALTH AND SUPPORT SERVICES

www.newschool.edu/student-services/health

Student Health and Support Services promotes individual and community health and well-being by providing accessible high quality inclusive health care and collaborative support services. Services are provided in a confidential and culturally sensitive setting. This office also serves as a primary source of information to the university community regarding physical and emotional health, disease, and prevention.

Student Health Services hours are Monday–Thursday 9:00 a.m.–5:00 p.m., and Friday 10:00 a.m.–5:00 p.m. throughout the academic year except published university holidays and recesses. Limited evening and weekend counseling services are available by appointment during the academic year. Summer hours are posted on the website.

Services are offered at the locations described below.

Medical Services

Counseling Services

Wellness and Health Promotion Student Health Insurance

80 Fifth Avenue, 3rd Floor
(Between 13th and 14th Streets)
New York, NY 10011
Phone: [212.229.1671](tel:212.229.1671)

Student Support and Crisis Management

79 Fifth Avenue, 5th Floor
(Between 15th and 16th Streets)
New York, NY 10011
Phone: [212.229.5900](tel:212.229.5900) x3189 or x3710

Medical Services

Licensed nurses, physicians, physician assistants, and certified nurse midwives provide primary medical care to students. Services include medical consultation and treatment, gynecological care, prescriptions, medication, immunizations, and referrals to medical or surgical specialists. Testing cholesterol, blood pressure, and STI, HIV, and TB exposure are among wellness services offered. With the exception of immunizations, treatment provided at SHS is free. Students are responsible for laboratory testing fees and any other outside services unless covered by the student's personal health insurance. All services are strictly confidential.

Medical Services offers same day and next day appointments for students with urgent medical concerns. Call [212.229.1671](tel:212.229.1671), option 2, to make an appointment. For a genuine emergency, call 911 or go to the nearest hospital emergency room.

Contact:
Jayne Jordan, *RPA-C, JD, Director of Medical Services*
Email: jordanj@newschool.edu

HIV Testing

Drop-in, free, and confidential HIV testing is offered in collaboration with the Hispanic AIDS Forum on Mondays, 4:00–6:30 p.m., at 80 Fifth Avenue, 3rd floor. (It is wise to call ahead to confirm drop-in times.) HIV testing is also available in Medical Services by appointment.

Counseling Services

The counseling staff consists of licensed psychologists, social workers, and a psychiatrist. Services include crisis intervention, limited individual therapy, psychiatric consultation, group therapy, art therapy, information, and referrals. Any student experiencing emotional crisis is encouraged to walk in during office hours. Psychiatric evaluations are provided when indicated, if a student is already working with one of our counselors. Students are entitled to 12 individual counseling sessions during an academic year.

Counseling Walk-In Hours

Monday–Friday, 1:45–2:45 p.m.

Contact:
Jerry Finkelstein, *PhD, Director of Counseling Services*
Email: finkelsj@newschool.edu

Wellness and Health Promotion

The New School offers wellness counseling and group workshops to encourage and assist students to make and maintain healthy living choices in all aspects of their lives. Topics include time and stress management, social development, meditation, auricular acupressure and acupuncture, nutrition, sex and sexuality, sexually transmitted infections including HIV/AIDS, substance use and harm reduction, body image and eating disorders, and emotional well-being.

Students are encouraged to become Peer Health Advocates via The New You program. Volunteers are trained in student leadership and health promotion. They participate as empowered partners in programs on positive sexuality, mental health awareness, holistic health, stress reduction techniques, harm reduction, and sexual violence prevention. Peer

health advocates assist the health promotion staff in creating and implementing programs and initiatives to encourage healthy living choices. To get involved in The New You, email wellness@newschool.edu.

Contacts:

Rachel Knopf, MPH, RD Health Educator

Email: knopf@newschool.edu

Tamara Oyola Santiago, MA, MPH Health Educator

Email: oyolat@newschool.edu

Student Health Insurance

The university provides a health insurance plan to ensure that all our students have quality medical insurance and easy access to medical care. For more information about The New School's student health insurance plan, visit www.aetnastudenthealth.com and go to "Find Your School."

Contact:

Jeanette Krupinski, Student Health Insurance Manager

Email: SHS@newschool.edu

Confidentiality

Your health and medical privacy is protected by law and the ethical standards of The New School. All consultations and medical records are strictly confidential. Only with your written permission will information be released to you or a health-care provider of your choice.

INTERNATIONAL STUDENT SERVICES (ISS)

Welcome to our international students and to all students, faculty, and staff interested in exploring the world. International students, please check in at ISS with your I-20 or DS-2019 as soon as possible after your arrival in New York City. Special check-in locations will be posted at the start of each semester. Our offices are open weekdays, 9:00 a.m.–4:45 p.m.

Drop-in hours are Mondays and Wednesdays, 2:00–4:45 p.m.

International Student Services is committed to fostering international educational exchange and enhancing the intellectual, artistic, cultural, and social development of students, scholars, and exchange visitors in a welcoming environment. Well-trained international education specialists provide support throughout the U.S. visa application process and offer U.S. legal status advisement. The ISS team promotes intercultural and international programming within the university and connects students with vibrant New York City and global resources.

We also advise incoming students and scholars on U.S. higher education systems and cultural adjustment issues and support U.S. students seeking new lands to explore through Fulbright study abroad programs.

Our aim is to bridge the world one person at a time.

Responsibilities of All International Students

- Enroll fulltime every semester
- Complete the official "check-in" with ISS every semester
- Make sure ISS has current contact information and photocopies of your current passport, visa, I-94 card, and health insurance.
- Make sure your I-20 is current and has not expired
- Notify ISS within 10 days of moving or changing address
- Obtain a valid travel signature from ISS before travelling outside of the U.S.
- File a U.S. tax return each spring during your stay in the U.S.

You must have official permission from an ISS advisor to

- Drop below fulltime

- Change or withdraw from your program
- Take a leave of absence
- Work

Your rights and responsibilities as an international student are fully explained at the international student orientation, which you are required to attend.

ISS Advising and Support Services

Advises international students on securing visas, maintaining immigration status, and gaining the benefits of that status, such as Curricular Practical Training (CPT), Optional Practical Training (OPT), and Academic Training (AT).

Processes new I-20s or DS-2019s

Provides education and resources about federal immigration regulations that may affect international students

Provides Fulbright program advising and support and information about study abroad opportunities for U.S. citizens and permanent residents (see deadlines in calendar)

Provides help with getting a Social Security number, opening a bank account, cell phone providers, and getting familiar with the New School neighborhood and travel within and outside the United States

Works with other departments to enhance services for international students

ISS ambassadors, international students who work with ISS to offer support with any student issues and help organize student-friendly events

The International Student Advisory Board (ISAB), which meets monthly with the ISS director to provide feedback from student representatives on ISS Services.

Programs

- Pre-departure information and live Web-based chats

- Orientation programs each semester for new international students
- Workshops on employment, taxes, and Optional Practical Training (OPT)
- International Education Week, Peace Day, International Women's Day, Earth Day celebrations
- Coffee and tea hour
- ISS News
- The ISS website
- International Student Club
- The ISS Student Mentor Program
- The Conversation Partners program

For more information about programs and events, email issevents@newschool.edu.

International Student Services (ISS)
79 Fifth Avenue, 5th floor
New York, NY 10003-3034

Tel: [212.229.5592](tel:212.229.5592)

Skype: [ISS.thenewschool](https://www.skype.com/people/ISS.thenewschool)

Facebook: <http://www.facebook.com/people/iss-circel/682115236>

Twitter: <http://twitter.com/iss-newschool>

Tel: (Mannes) [580.0210 x4484](tel:580.0210.x4484)

Fax: [212.229.8992](tel:212.229.8992)

In case of emergency, call New School Security at [212.229.5165](tel:212.229.5165).

Email: iss@newschool.edu

www.newschool.edu/student-services/international

ISS Contact Information:

Monique Ngozi Nri, *Director*,
International Student Services
[212.229.5592 x3625](tel:212.229.5592.x3625)
nrim@newschool.edu

Tom Sirinides, *Assistant Director*,
International Student Services
[212.229.5592 x3629](tel:212.229.5592.x3629)
sirinidt@newschool.edu

Heather Hemmer, *Assistant Director*,
International Student Services
[212.229.5592 x3623](tel:212.229.5592.x3623)
hemmerh@newschool.edu

STUDENT DISABILITY SERVICES

80 Fifth Avenue, 3rd floor

[212.229.5626](tel:212.229.5626)

www.newschool.edu/student-services/disability

Jason Luchs, *Director*

luchsj@newschool.edu

The New School is committed to helping students with disabilities obtain equal access to academic and programmatic services while allowing students to maintain their independence. The Office of Student Disability Services (SDS) is designed to assist students with disabilities in need of academic and programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973.

Any student with a physical, psychological, or learning disability is encouraged to meet with SDS to discuss any disability-related needs and services. These services may include note takers, readers, and sign language interpreters; the use of a calculator, spell checker, and tape recorder; testing accommodations, such as extended time and enlarged text; books in alternate format; and adaptive equipment such as computer screen readers. The office can also provide students with information on a variety of disabilities, disability-related issues, and internal and external resources. Students interested in receiving services, knowing more about services, or who believe they have been discriminated against based on disability status should contact Student Disability Services.

For information about Student Disability Services, email: studentdisability@newschool.edu.

CAREER DEVELOPMENT

NSGS, Mannes, Jazz, Lang (for Parsons, Milano/GPIA, NSSR, Drama: see appropriate section of this handbook)

79 Fifth Avenue, 5th floor

New York, NY 10003

Tel: [212.229.1324](tel:212.229.1324)

Fax: [212.229.5352](tel:212.229.5352)

careers@newschool.edu

www.newschool.edu/student-services/careers

Monday–Friday, 10:00 a.m.–5:00 p.m.
Services include:

- Career counseling and assessment
- Job search guidance
- Résumé and cover letter reviews
- Mock interviewing
- Workshops, panels, and networking events throughout the year

Career Blog: www.newschoolcareers.blogspot.com

Search jobs and internships at www.collegecentral.com/newschool.

On Facebook: www.facebook.com/newschoolcareerdevelopment

Receive our monthly event calendar at careers@newschool.edu.

INTERCULTURAL SUPPORT

[212.229.8996](tel:212.229.8996)/[212.229.5687](tel:212.229.5687)

ois@newschool.edu

www.newschool.edu/student-services

Intercultural Support (OIS) works with students of diverse backgrounds to establish community at The New School. The OIS sponsors events and workshops to promote intercultural awareness. The OIS also oversees the functions of the Arthur O. Eve Higher Education Opportunity Program and the Student Ombuds Office.

The Arthur O. Eve Higher Education Opportunity Program (HEOP)

90 Fifth Avenue, room 209

[212.229.8996](tel:212.229.8996)/[212.229.5687](tel:212.229.5687)

heop@newschool.edu

www.newschool.edu/student-services

“Dedication is the key; dedication to yourself and your dreams. HEOP is committed to helping you realize those dreams. Dedication and HEOP have proven to be a winning combination.”

—*Javier Villanueva, HEOP student*

THE ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM

The Arthur O. Eve Higher Education Opportunity Program (HEOP) reaches out to encourage applicants and support continuing students in two unique undergraduate programs of study: Parsons The New School for Design and Eugene Lang College The New School for Liberal Arts. HEOP provides academic support (tutoring and counseling) and financial assistance to students enrolled at Parsons or Eugene Lang College.

Tutoring

Individual or group sessions are available from your school or department or directly through the HEOP office. Freshmen and students experiencing academic difficulty are required to attend regular sessions.

Counseling

All students receive one-on-one academic and career counseling. Counseling sessions help students explore avenues for growth within the university, identify individual strengths, and ensure a healthy adjustment to college-level work.

Financial Aid

Students are provided with full-need financial aid packages designed to meet the costs of education through a combination of grants, loans, and work. In addition, students receive a stipend for books, supplies, commuting costs, and other school-related expenses.

STUDENT OMBUDS

Keisha Davenport-Ramirez

[212.229.8996](tel:212.229.8996)

davenpok@newschool.edu

www.newschool.edu/studentsservices

Student Ombuds is a place where students of The New School community can go for assistance in resolving conflicts, disputes, or complaints on an informal basis. In order to afford students the greatest freedom in using the services that the Ombuds office provides, this office is independent, neutral, and confidential.

The Ombuds office provides guidance for all types of problems in a safe, supportive, and confidential manner. The activities of the office supplement but do not replace the existing resources for conflict resolution and fair practice at The New School.

Student Ombuds has dealt with conflicts with faculty and other students, trouble negotiating a school policy or procedure, and complaints about a school office or procedure. There is no problem the Ombuds will not meet with a student about. The office is the place to go when you are feeling that you have nowhere else to turn and are unsure of the options that might be available to you. The Ombud listens and helps you to evaluate the situation, answers questions, explains university policies and procedures, lets you know the best person to talk to, and helps you develop options.

The tenets of confidentiality, neutrality, informality, and independence are absolute and non-negotiable. Therefore, a visitor cannot request that the Ombuds staff breach any of these tenets.

NEW YORK CITY RESOURCES

One of the exciting aspects of being a student at The New School is the opportunity to experience New York City, a city unequalled in its cultural diversity of people, places, and events. New York City offers many unique experiences and students are encouraged to take advantage of all that it has to offer. This section includes partial listings of local merchants such as grocery, book, music, and art supply stores, as well as New York City cultural institutions such as museums and performance spaces. It also includes a listing of some useful New York City websites, along with some hotlines and service organizations that provide assistance to people living in the city.

Student discounts are offered by many stores and cultural institutions, so carry your newcard with you at all times. Many museums, for example, offer discount admission to students. Be sure to visit the venue's website or call the box office for more information. There are lots of discounts for students so be sure to look out for them.

Special student discounts to campus-area restaurants and retailers as well as last-minute tickets to special events are posted at MyNewSchool. Students should log in regularly to keep up to date on the latest student offers.

Local Food Stores

Food Emporium
10 Union Square East (between East 14th Street and Park Avenue)
[212.353.3840](tel:212.353.3840)

Food Emporium
475 Sixth Avenue at West 12th Street
[212.242.9763](tel:212.242.9763)

Trader Joe's
142 East 14th Street (between Irving Place and Third Avenue)
[212.529.4612](tel:212.529.4612)

Whole Foods
4 Union Square South (between University Place and Broadway)
[212.673.5388](tel:212.673.5388)

Pharmacies

Duane Reade
24 East 14th Street (between Fifth Avenue and University Place)
[212.989.3632](tel:212.989.3632)

Metro Drugs
7 West 14th Street at Fifth Avenue
[212.627.2300](tel:212.627.2300)

Rite Aid
501 Sixth Avenue at West 13th Street
[212.727.3720](tel:212.727.3720)

Household Needs

Bed, Bath & Beyond
620 Sixth Avenue (between West 18th and 19th Streets)
[212.255.3550](tel:212.255.3550)

K-Mart
770 Broadway (corner West 8th and Lafayette Streets)
[212.673.1540](tel:212.673.1540)

Surprise! Surprise!
91 Third Ave at East 12th Street
[212.777.0990](tel:212.777.0990)

Office Supplies and Electronics

Staples
5–9 Union Square West
at East 14th Street
[212.929.6363](tel:212.929.6363)
www.staples.com

Best Buy
52 East 14th Street at Fourth Avenue
[212.466.4789](tel:212.466.4789)
www.bestbuy.com

PC Richard & Son
120 East 14th Street at Third Avenue
[212.979.2600](tel:212.979.2600)
www.pcrichard.com

Neighborhood Post Office

Cooper Station
93 Fourth Avenue at East 11th Street
[212.254.1390](tel:212.254.1390)

Movie Theaters

Angelika Film Center
18 West Houston Street at
Mercer Street
www.angelikafilmcenter.com

Cinema Village
22 East 12th Street at
University Place
www.cinemavillage.com

Film Forum
209 West Houston Street (between
Sixth Avenue and Varick Street)
www.filmforum.org

IFC Center
323 Sixth Avenue at West 3rd Street
www.ifccenter.com

Loews Village 7
66 Third Avenue at East 11th Street
www.amctheatres.com

Quad Cinema
34 West 13th Street (between Fifth
and Sixth Avenues)
www.quadcinemas.com

Regal Cinemas-Union Square
Stadium 14
850 Broadway at East 13th Street
www.regmovies.com

Some New York City Parks

Bryant Park
Between East 42nd and East 44th
Streets, and Fifth and Sixth Avenues

Central Park
Between 59th and 110th Streets, and
Central Park West and Fifth Avenue

Hudson River Park
Across West Street from Canal Street
to 14th Street

Madison Square
Intersection of East 23rd Street,
Broadway, and Fifth Avenue

Union Square
Intersection of 14th Street, Broadway,
and Park Avenue

Washington Square
Intersection of Fifth Avenue and
West 4th Street

Book and Music Stores

Barnes and Noble
105 Fifth Avenue at East 18th Street
newschool.bncollege.com
No tax with valid newcard.

Frank Music Company
244 West 54th Street, 10th floor
(between Broadway and Eighth Avenue)
www.frankmusiccompany.com

Classical music only.
Rayburn Musical Instruments
44 West 62nd Street at
Columbus Avenue
www.rayburnmusic.com

Shakespeare and Company
716 Broadway at Washington Place
www.shakeandco.com

St. Mark's Bookshop
31 Third Avenue (between East 8th
and East 9th Streets)
www.stmarksbookshop.com

The Strand
828 Broadway at East 12th Street
www.strandbooks.com

Art Supply Stores

A.I. Friedman
44 West 18th Street
(between Fifth and Sixth Avenues)
www.aifriedman.com

10% discount with valid newcard.

New York Art Central Supply
62 Third Avenue at East 11th Street
www.nycentralart.com

Pearl Paint
308 Canal Street (between Broadway
and Church Street)
www.pearlpaint.com

10% discount with valid newcard.

Utrecht
111 Fourth Avenue (between East
11th and East 12th Streets)
www.utrechtart.com

New York City Museums and Cultural Institutions

Please note that museums are sometimes closed one or two days during the week. Museums sometimes offer “pay what you wish” admission during certain hours. You are strongly encouraged to call ahead and confirm museum hours and admission fees.

American Museum of Natural History
www.amnh.org

Asia Society
www.asiasociety.org

Brooklyn Botanic Garden
www.bbg.org

Brooklyn Museum of Art
www.brooklynmuseum.org

Cooper-Hewitt National Design Museum
www.cooperhewitt.org

Ellis Island Immigration Museum and Statue of Liberty
www.ellisland.org
www.nps.gov/stli

El Museo del Barrio
www.elmuseo.org

The Frick Collection
www.frick.org

Guggenheim Museum
www.guggenheim.org

Hispanic Society of America
www.hispanicsociety.org

International Center of Photography
www.icp.org

Jewish Museum
www.thejewishmuseum.org

Lower East Side Tenement Museum
www.tenement.org

Museum for African Art
www.africanart.org

Metropolitan Museum of Art
www.metmuseum.org

Museum of Arts and Design
www.madmuseum.org

Museum of Chinese in the Americas
www.mocanyc.org

Museum of the City of New York
www.mcny.org

Museum of Modern Art (MoMA)
www.moma.org

National Museum of the American Indian
www.nmai.si.edu

New Museum
www.newmuseum.org

New-York Historical Society
www.nyhistory.org

Paley Center for Media (formerly Museum of Television and Radio)
www.paleycenter.org

P.S. 1 Contemporary Art Center (Queens)
www.ps1.org

Rubin Museum of Art
www.rmanyc.org

Society of Illustrators
www.societyillustrators.org

Studio Museum in Harlem
www.studiomuseum.org

The Drawing Center
www.drawingcenter.org

Whitney Museum of American Art
www.whitney.org

Performance Spaces

There are many performance spaces that offer student rush tickets (usually an hour or two prior to performance) to allow students to attend performances for a greatly reduced price. Be sure to visit the venue's website or call the box office for more information.

Brooklyn Academy of Music (BAM)
www.bam.org

Student Rush tickets are available to students under the age of 25 with valid newcard and proof of age. Two tickets can be purchased with each newcard. Call BAM Ticket Services at [718.636.4100](tel:718.636.4100) for more information.

Carnegie Hall
www.carnegiehall.org

Click on "Box Office" then "Students" for more information.

P.S. 122

www.ps122.org

\$15 student tickets with valid newcard for select performances.

Lincoln Center for Performing Arts
www.lincolncenter.org

Student Rush tickets are available only for select performances (click on "Purchase," then "Student Discounts" for more information).

Here is a sampling of the resident organizations that perform and offer screenings at Lincoln Center throughout the year:

The Chamber Music Society
of Lincoln Center
www.chambermusicsociety.org

Film Society of Lincoln Center
www.filmlinc.com

Jazz at Lincoln Center
www.jalc.org

Lincoln Center Theater
www.lct.org

Metropolitan Opera
www.metopera.org

New York City Ballet
www.nycballet.com

New York City Opera
www.nycopera.com

New York Philharmonic
www.nyphil.org

Recreation and Athletics

McBurney YMCA
125 West 14th Street (between Sixth
and Seventh Avenues)
[212.912.2300](tel:212.912.2300)
www.ymcanyc.org/mcburney

Discount membership rates for New School students (18 years or older) with valid newcard.

Transportation

New Jersey Transit
Full-time students receive a 25% discount on monthly passes. Go to my.newschooledu, click on the "Student" tab, and find the NJ Transit link.

Helpful Websites About New York City and Its Organizations and Agencies

Alliance for the Arts
www.nyc-arts.org

Foundation Center
www.fdncenter.org

Lesbian, Gay, Bisexual, and
Transgender Community Center
www.gaycenter.org

Metropolitan Transit Authority
www.mta.info

Museums and Exhibitions in
New York City: Curator's Choice
www.nymuseums.com

NY.com: The Paperless Guide to
New York City
www.ny.com

New York City Guide (restaurants,
hotels, etc.)
www.nycgo.com

New York City governmental agencies and resources
www.nyc.gov

New York City Parks and Recreation
www.nycgovparks.org

New York Foundation for the Arts
www.nyfa.org

New York Magazine
www.nymag.com

The New York Times
www.nytimes.com

TimeOut New York
www.timeoutny.com

Union Square Partnership
www.unionsquarenyc.org

Village Voice
www.villagevoice.com

Hotlines and Important Telephone Numbers

AIDS Hotline of New York City
Department of Health and
Mental Hygiene
[800.TALK.HIV \(800.825.5448\)](tel:800.TALK.HIV)

Alcoholics Anonymous Intergroup
[212.647.1680](tel:212.647.1680)

Covenant House “9 Line”
Crisis Counseling
[800.999.9999](tel:800.999.9999)

Tenants’ Rights Council on Housing
[212.979.0611](tel:212.979.0611)

HIV Hotline of the Gay Men’s Health
Crisis (GMHC)
[212.807.6655](tel:212.807.6655)

Immigration Hotline
[800.566.7636](tel:800.566.7636)

Legal Services of New York
[212.431.7200](tel:212.431.7200)

Narcotics Anonymous
[212.929.6262](tel:212.929.6262)

New York City Gay and Lesbian
Anti-Violence Project
[212.714.1184](tel:212.714.1184)

New York City Mayor’s Line for all non-emergency NYC services
[311](tel:311)

[212.NEW.YORK \(212.639.9675\)](tel:212.NEW.YORK)

Overeaters Anonymous
[212.946.4599](tel:212.946.4599)

Poison Control
[800.222.1222](tel:800.222.1222)

Police/Fire/Ambulance
[911](tel:911)

West Village Office of Crime Victims
Treatment Center of St. Luke’s-
Roosevelt Hospital
[212.523.8200](tel:212.523.8200)

Safe Horizons (crime victims, domestic violence, etc.)

[212.577.7777](tel:212.577.7777)
[800.621.4673](tel:800.621.4673)

2011

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THE NEW SCHOOL CAMPUS

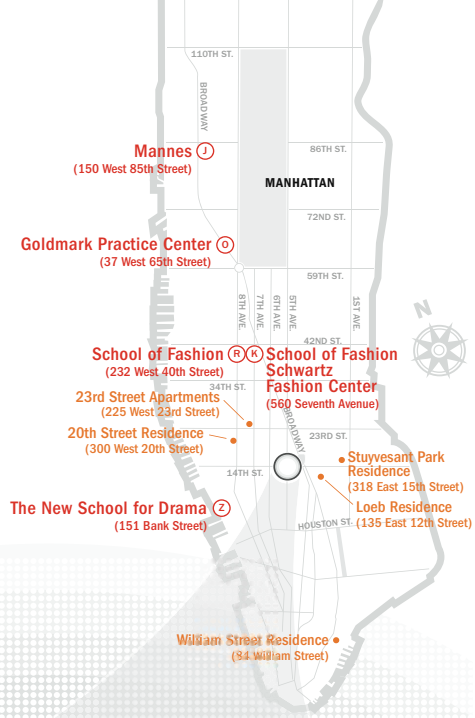
SCHOOLS & LOCATIONS

- The New School for General Studies (A) (B) (C) (I) (L) (N)
- The New School for Social Research (D) (G)
- Milano The New School for Management and Urban Policy (H)
- Parsons The New School for Design (D) (E) (K) (L) (M) (N) (R)
- Eugene Lang College The New School for Liberal Arts (B) (C)
- Mannes College The New School for Music (J) (O)
- The New School for Jazz and Contemporary Music (I)
- The New School for Drama (Z)

SERVICES

- Affiliations**
- Beth Israel Hospital 317 East 17th Street
 - Cardozo Law Library 55 Fifth Avenue
 - Cooper-Hewitt Museum 2 East 91st Street
 - Cooper Union Library Cooper Square
 - Elmer Holmes Bobst Library Washington Square South
- Auditoria** (A) (B) (I) (N)
- Cafeterias** 118 West 13th Street (B) (I)
- Computing Centers** (O) (N) (L)
- Human Resources** 79 Fifth Avenue
- Libraries** (I) (L)
- Student Services** 79 Fifth Avenue (G) (X)
- University Administration** 79 Fifth Avenue (A)
- University Center*** (expected to be completed 2013) (F)
- University Writing Center** (W)

The New School is undergoing expansion and renovation. Please go to www.newschool.edu to view updates of the map. Published April 2011.



UNION SQUARE and GREENWICH VILLAGE AREA