



NEW YORK MEDICAL COLLEGE
School of Health Sciences and Practice
—and—
INSTITUTE OF PUBLIC HEALTH

REGISTRATION PROCEDURES AND INFORMATION

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REGISTRATION PROCEDURES

Please read the pertinent registration information before registration period. **New Students** register through the School of Health Sciences and Practice Admissions Office. **Continuing matriculated students** register through Registrar's Office. Registration and other relevant forms are available on the School of Health Sciences and Practice or Registrar's webpage at www.nymc.edu/shsp (Registration) or <http://www.nymc.edu/StudentServices/Registrar.html>.

INCLEMENT WEATHER INFORMATION

Students may call the special **SHSP hotline number at 914-594-4921 to access a voice recording as to whether classes are cancelled**. The NYMC Inclement Weather number is **914-594-3600**. (The main number for the University is 914-594-4000.)

TUITION AND FEES

MPH and graduate tuition is \$975 per credit; courses are 3 credits unless noted otherwise. The \$40 network access fee and the \$50 activity fee are due each semester. The Maintenance of Matriculation fee is \$975, plus the \$40 network access fee.

ENTRANCE FEE

All new students pay a one time only entrance fee of \$140.

STUDENT I.D. AND CLASS NUMBER

In order to complete the registration process each term, there are three items of information that **must** appear on or with the registration form:

1. An ID number – New students are issued a seven digit student ID number. This number must be entered on all student registration forms. New students are given their number in their letter of acceptance. Admissions' Office and Registrar's Office personnel are prepared to assist students, with proper identification, who are unsure of their student ID number.
2. A four-digit number is assigned to every course that is offered in a specific semester. This is in addition to the catalog number and changes every semester. This is used by Registrar personnel to enroll students in the appropriate course(s). It is the students' responsibility to match the correct class number(s) with the catalog number(s) of the course(s) in which they wish to be enrolled.
3. A completed *Address Information* form - this assures a timely receipt of important NYMC notices.

ADMISSIONS OFFICE – SCHOOL OF HEALTH SCIENCES AND PRACTICE

New York Medical College
School of Health Sciences and Practice
Room 316, Valhalla, NY 10595
914-594-4510 – 914-594-3961 FAX
shsp_admissions@nymc.edu

Newly accepted students may register during the registration period through the Admissions Office. Students who have not been enrolled for more than a year should contact the Admissions Office regarding reapplication. International students may register in advance of

but must visit the Admissions Office (see section on **International Students** below).

In compliance with New York State Law the *Student Immunization Record* or a copy of lab results for titers to show proof of immunization against measles, mumps and rubella, must be presented **before** registering for classes for those students born on or after January 1, 1957. The *Meningococcal Vaccination Response Form* must also be completed and accompany the registration form.

Further information on admissions and the application process is available in [the School of Health Sciences and Practice Catalog](#).

ADVISEMENT FOR REGISTRATION

Department Chairs/Program Advisors Offices, School of Health Sciences and Practice

All students must obtain the department chair/program advisor's signature on the registration form or indicate, on the form, the date of approval by phone or email. Registration will not be processed without approval.

All new students and all continuing conditional admissions and Certificate students require the approval of the Admissions Office on their registration forms

STUDENT FINANCIAL PLANNING OFFICE

New York Medical College, Administration Building¹, Room 125C – 914-594-4491, <http://www.nymc.edu/AdmissionsAndFinancialAid/StudentFinancialPlanning/index.html>

To be eligible for financial assistance, students must be in matriculated status, enrolled for at least 6 credits a term, and not on an international visa. Students, who are planning to apply for loan assistance, should go to Student Financial Planning [website](#) well in advance of registration to access the required documentation and forms. All paperwork must be completed before registration in order to be cleared by financial aid to register for classes.

Start the financial aid process early – at least one month prior to registration. Students run the risk of not receiving financial aid in time to register for classes if the financial aid process is not in process prior to the registration period. **Certificate only students are not eligible for financial aid** (see tuition payment plan information).

Students who have not received clearance from the Financial Aid Office will not be permitted to register. Students who are receiving Financial Aid must check off “Financial Aid” under the “Tuition Payment” section on the Registration form.

Students who are using the payment plan cannot apply for financial aid.

REGISTRAR'S OFFICE

New York Medical College, Administration Building, Room 127 – 914-594-4495, [Registrar - New York Medical College](#)

Completed registration forms must be submitted to the Registrar's Office for processing. Students who are receiving financial aid must indicate it on the registration form. **Students who have not received clearance from the Financial Aid Office, or students who have an outstanding balance from a previous semester, will not be permitted to register. Registrations submitted by students in either of the above categories, or lacking the *Address Information* form, will not be processed.**

Continuing students who register late (first day of class or later) will be charged a late fee of \$125. On-campus students, who register late, must bring a copy of their *Registration form* to class in the event that they are not yet on the class roster.

¹The Administration Building is also known as Sunshine Cottage.

OFFICE OF THE BURSAR

New York Medical College, Administration Building, Room 115C – 914-594-4454, [Bursar - New York Medical College](#)

Students who have an outstanding balance from a previous semester will not be permitted to register; any registrations will be returned. Any student who registers for courses and does not pay for them in full, will have their student account balance placed with a Collection Agency. A 30% collection fee will be assessed to the outstanding balance.

Payment for tuition and fees may be made by check, money order or credit card (MasterCard or Visa only). No cash payments are accepted. Proper documentation must be presented by NYMC employees; employees at a NYMC affiliated institution, and spouses or dependent children of NYMC employees. This documentation must be provided each semester. See descriptions of above under *Tuition Benefits Information*.

Students who wish to apply for the *New York Medical College Deferred Tuition Payment Plan* must complete the application/clearance form and provide it to the Registrar's Office and the Office of the Bursar at the time of registration. **Students must be taking at least 3 credits to participate in the plan.** The application/clearance form must accompany the *Registration Form*. **There is a \$40 service fee for participating in the payment plan.** The payment plan covers tuition only (**may not be used for maintenance of matriculation**). Payment for all other fees (along with the \$40 service fee for the *NYMC Deferred Tuition Payment Plan*), are also due at the time of registration. **Students, who are using the payment plan, cannot apply for financial aid. There is no payment plan for the summer semester.**

HEALTH INSURANCE

Full-time matriculated students are eligible for health insurance, available through New York Medical College. Students may enroll in this coverage during the on-site registration periods. Payment is made to the **Bursar's Office** at the time of registration. **Call the Bursar's Office for Health Insurance information and forms at 914-594-4319.** Enrollment forms are also available in the **Admissions Office** (call the office at 914-594-4510). See the website for more information at [Health and Disability Insurance](#).

STUDENT HEALTH SERVICES

The Health Services office located in the Basic Sciences Building (BSB) is available only to full-time matriculated students (not to family members). There is an annual fee of **\$200** for those who wish to use Health Services. See the website for more information at [Health Services](#).

SECURITY OFFICE (ID Badges)

New York Medical College, Basic Sciences Building, Room 223B – 914-594-4226

Day and evening registration for new students: ID pictures are taken at the Registrar's Office. Students need to bring a receipt of their registration payment to the Security Office to obtain a picture ID badge. This badge is needed for library usage and to access to buildings and parking lot.

Note: ID badges must be visible at all times while students are on campus.

Parking for classes is available in the rear of the BSB after 3pm. Vehicles need to be registered with the Security Department at the time of registration. Students must bring their vehicle registrations with them at that time.

NEW STUDENT ORIENTATION

New matriculating, conditional admissions and certificate on-campus students should attend the New Student Orientation to get important registration, course schedule, security/ID, and other school information. Please see the Registration Calendar for the date and time and New Student Orientation Reservation form on the [website](#).

All students are strongly recommended to access the **Learning Management Site** for all course information and online classes at <http://nymc.remote-learner.net>.

INTERNATIONAL STUDENTS

International Student and Scholar Advisor, New York Medical College, 914-594-4846

The International Student and Scholar Advisor (ISSA) is available to guide and assist international students with many of the concerns they may have while attending New York Medical College. The ISSA will provide assistance on such U.S. immigration matters as visa, F-1 and J-1 student regulations, school transfers, extensions of stay, travel outside the United States, work authorization, and practical training.

Before registering for courses, international students must contact their department chair/program directors for course advisement. International students must **be registered as full-time students (9 credits per fall and spring), be matriculated, and maintain good academic standing**. Any international student who seeks to register for less than 9 credits in the fall or spring semester must receive approval in writing from the **Vice Dean** of the SHS&P before registration. Failure to do so will result in the student being out of status.

All **New** international students **must** meet with the ISSA upon arrival and bring their passports, I-20 or DS-2019 forms, and I-94 arrival-departure cards to both the ISSA and the Admissions Office.

New York Medical College requires proof of health insurance coverage for all international students and any F-2 or J-2 dependents. Students may enroll in the Colleges' health insurance plan and also for on-campus health services, during on-site registration. (Enrollment forms for both are available in the Admissions Office.) It is mandatory for international students to have some kind of health insurance either, purchased through the College, already held in their own country, or purchased from another insurance carrier in the United States. Proof of this medical insurance coverage will be required at registration time. See the information on [Student Health Insurance and Student Health Services](#).

Proof against the required immunizations must be submitted **before** registering for classes.

TUITION BENEFITS INFORMATION

Reminder: For registration, documentation related to tuition benefits must accompany the registration form **each term**.

NYMC EMPLOYEES: All regular non-union employees are eligible to apply after being employed at the College for one year from their latest employment date. If in full-time employment status, the tuition discount is 25% for up to a maximum of 18 credits per academic year (maximum 6 credits a semester). NYMC employees pay all fees except for the Entrance Fee. Contact the NYMC Human Resources Office (594-4560) for information on your benefits. Employees who are 1199 union members are covered for educational benefits under the union plan.

PRIOR TO EACH SEMESTER'S REGISTRATION, obtain and complete the *Application for Graduate School Tuition Remission* form (HR-67). This form needs to be approved by the College's Human Resources Department in order to verify current employment status (Administration Building, Room 212). Submit the approved form to the Registrar's Office and the Bursar's Office at **every** registration. **Please remember to get your HR-67 form in advance of on-site registration** so as not to delay the registration process.

For **NYMC** employees who work at an affiliated institution, the same procedure applies. An official copy of grades received and a receipt verifying that tuition has been paid must be submitted to the union before reimbursement can be made.

SPOUSES AND DEPENDENT CHILDREN OF NYMC EMPLOYEES: Spouses and dependants of regular full-time employees are eligible for the same 25% tuition discount as employees. The definition of a dependent child follows IRS guidelines: the taxpayer's child is under age 19 or a student under age 24. Spouse and dependents pay **all fees**. Prior to **each** semester's registration, they must obtain and complete the *Application for Graduate School Tuition Remission* form (HR-67) available from the College's Human Resources Department (Administration Building, Room 212) or the office of the respective affiliate. This form must be submitted to the Registrar's Office and the Bursar's Office at **every** registration.

NON-NYMC EMPLOYEES AT AFFILIATED INSTITUTIONS: Students who are employed full time by an affiliated hospital and not paid through NYMC, are generally entitled to a 10% reduction in tuition for as many as three courses per semester as provided by the respective hospital's Affiliated Agreement. A letter from their supervisor on affiliated hospital letterhead confirming full time status must be submitted at **every** registration. This letter must be submitted to the Registrar's Office and the Bursar's Office at the time of registration. (See [affiliates](#).)

NYMC medical students pursuing an MD/ MPH dual degree receive a 30% discount on the MPH/graduate certificates.

Active Duty Military or U.S. Public Health Service Commissioned Corps or USPHS civilians receive a tuition discount of 50%.

OTHER TUITION DISCOUNT CATEGORIES

Full-time faculty, not employed by the College, and employed full-time in College-compliant **faculty practice**, receive a tuition discount of 25%.

Non-physician, full-time employees of College-compliant **faculty practice** who are not employed by the College receive a tuition discount of 10%.

Full-time employees of local, state, or **federal health departments** receive a tuition discount of 10%.

Primary Care Preceptors for the School of Medicine and Clinical Site Supervisors for the SHSP physical therapy and speech-language pathology programs receive a 10% tuition discount.

Residents and fellows while in College-directed or sponsored graduate medical education programs receive a tuition discount of 25%.

A memo from the appropriate office citing eligibility must be submitted at **every** registration. Alumni of the School of Health Sciences and Practice (formerly the School of Public Health) are also eligible for a 50% discount for course audits.

REGISTRATION

Students have the option to register on-site, by email or FAX during the posted registration period. The necessary forms must be signed and completed before registration.

Tuition is \$975 per credit for the MPH and certificates. **All MPH courses are 3 credits unless otherwise noted.** Affiliate fees are listed below. All students pay a **\$40 network access fee and a \$50 student activity fee** each term (latter fee is not charged if maintaining matriculation.)

Registration is available for continuing students and newly accepted students if no financial aid is pending. (**See appropriate mail-in addresses below.**)

**New York Medical College
School of Health Sciences and Practice
Admissions Office, Room 316
Valhalla, NY 10595
914-594-4510
914-594-3961 FAX**

Matriculated and Certificate students must obtain the department chair/program director's approval (email) and attach to the registration form or indicate the date of approval by phone on the form.

All new, certificate, and Doctoral students must register through the Admissions Office.

For registration, a check, made payable to *New York Medical College*, must be included, or a completed *Credit Card Payment Form* for the exact amount of the tuition and fees. **All fees are non-refundable. Reminder: NYMC employees and affiliates must present appropriate documentation each term.** Information on the *New York Medical College Deferred Payment Plan* is described under the Bursar's section. **Students using the payment plan may not apply for financial aid.** If appropriate, proper documentation for tuition benefits, must accompany the registration materials. New students should include the [*Meningococcal Meningitis Vaccination Form*](#).

When registering for courses, complete the registration form with all appropriate tuition and fees as below. If maintaining matriculation (for fall and spring semesters only), complete the registration form and enclose with payment for \$975 (plus \$40 network access fee.) (Maintenance of matriculation catalog number is COREHS 1000 – see current course schedule for class number.)

The *Address Information* form must be completed and accompany the registration form.

ADDITIONAL REGISTRATION INFORMATION

ADDRESS/ NAME / EMERGENCY CONTACT CHANGE

If there is any change in address, name, or emergency contact since the last time the student registered, the Registrar's Office must be notified in writing. A name change request must be accompanied by *original* documentation (not a copy). **The *Address Information* form must accompany the registration form each semester.**

THESIS RESEARCH AND THESIS

Thesis Research (7094) and **Thesis** (7095) comprise a course sequence. This sequence may span only one term or several terms. **Students register for Thesis Research only once**, using the catalog number and the class number assigned to each program (see course listing). Students register for this 3-credit course upon obtaining approval of their thesis topic and being assigned a mentor by the department chair/program director. This is a non-graded course, and is posted to the student's transcript as NG. Upon completion of the thesis, the department forwards the final grade for the thesis through the Office of the Dean of the School of Health Sciences and Practice to the University Registrar. The student has thereby completed the sequence and the final grade and three credits earned are posted to the student's academic record as **Thesis**.

A manual, *Thesis Guidelines*, is available from the Program Offices and the Office of the Dean, or online on the NYMC Library page. Click on <http://library.nymc.edu/informatics/ThesisGuidelines.pdf> for *Thesis Guidelines*. While work-

ing on the thesis in subsequent semesters, students not registering for other courses must do maintenance of matriculation (see below) to maintain active status. This entitles them to have access to the library and other college facilities and services and to consult with their thesis advisors. **Completed theses are due in the Dean's Office by April 1 for May graduation.**

MAINTENANCE OF MATRICULATION

(Fall and spring semesters only)

Matriculated students must be registered as attending courses or as maintaining matriculation in order to maintain academic standing. Students who do not plan to register for classes, must either pay the maintenance of matriculation fee (**\$975 – plus the \$40 network fee**), or request a leave of absence (LOA). School services are not available to those on an LOA. A maintenance of matriculation fee is not charged for the summer. Students may register for maintenance of matriculation for a maximum of two years (4 semesters). Please note the catalog and class number in the current course offerings schedule and use these two numbers to register. When registering for maintenance of matriculation, the \$40 network fee is required; the \$50 student activity fee is **not** required. The maintenance of matriculation fee and the network fee entitle students to access the campus network, and to use the library and other campus services that are available to active students.

LEAVE OF ABSENCE/ WITHDRAWAL

Matriculated students who, for personal or work-related reasons, do not plan to attend classes for any given term, should submit a leave of absence request form approved by their department chairs/program director, at least one week before classes begin (forms available at the [Registrar](#)). A leave of absence can be requested for up to one year following the semester of last attendance. (After that time, they must reapply.) Students who wish to withdraw from the institution must complete a *Withdrawal Form*, also available at the [Registrar](#).

GRADUATION APPLICATION

A completed graduation application, including the graduation fee (\$140), must be submitted to the Registrar's Office, no later than DECEMBER 1, (forms available at the [Registrar](#)). Completed theses are due in the Dean's Office by April 1 for May graduation.

NYMC BOOKSTORE

New York Medical College, Basic Sciences Building – 914-594-4229

Required and recommended texts for all courses are available, as are school and office supplies. The regular schedule of the Campus Bookstore is 8:30 am to 6 pm, Mondays through Thursdays, and 8:30 am to 3 pm on Fridays. The bookstore will be open until 7:00 pm Mondays-Thursdays for the first week of school. For additional information, call (914) 594-4229; fax 594-4930.

Refund Policy: Refunds will not be processed on returned books unless accompanied by a cash register receipt. Books that have been marked in any way will not be considered to be new, and will **not** be refunded as such. Review books are not returnable. Books are not returnable during the weeks of final exams. **Required texts** may be returned within **one week** from the first day of class for a 100% refund. **Recommended texts** will receive a 100% refund only if returned within **two days** of the date of purchase.

Texts may be ordered or reserved online. Go to <http://www.nymc.bkstr.com>.

DIRECTIONS AND PARKING FOR REGISTRATION

For registration, students may park behind the BSB. Please press the buzzer and inform the Security Officer that you are here for registration. Students may also park for a fee at the Westchester County Parking Garage behind the hospital on Peripheral Road (see # 20 on map at [Campus Map](#)). The Security Office is located in the Basic Sciences Building, Room 223B (594-4226), and can provide further information on parking.

Directions to New York Medical College are on our website at [Directions to NYMC](#).

HEALTH SCIENCES LIBRARY (HSL)

Basic Sciences Building – 914-594-4200 – fax – 914-594-3171

Visit the Health Sciences Library (HSL) homepage for general information, resources, and services at <http://library.nymc.edu/>. HSL online catalog is the master list of books, journals, media, and equipment owned by the Library, and is available on-site and electronically off-site by clicking on one of the links.

The HSL serves all identified students of NYMC with a full array of information resources and services, including individual **consultations** for assistance and small group **classes** on the effective use of resources and databases. **Group sessions** are also provided upon request.

A valid Bar Code is required for access to library services. To obtain a Bar Code, contact the Access Service Desk, or go to the HSL home page at <http://library.nymc.edu>, and fill out a *Application for Library Privileges*. Acceptance of a library card acknowledges willingness to follow library policies/procedures including returning materials on time and payment of fees.

Library privileges are **not** transferable. Overdue notices are sent as a courtesy.

No food or drinks are permitted inside the library.

Basic Services:

Photocopy services, Interlibrary Loans (ILL), Reference/Information Consultation, regularly scheduled classes including PubMed, RefWorks, Evidence-Based Health Care, CINAHL, etc., Electronic Databases, and Educational Media Services (a department of the HSL) provides audiovisual support for faculty, staff, and students.

Educational Media as well as other services such as literature searches, library class registration, photocopy and Interlibrary Loan (ILLIAD) can be requested electronically through the HSL homepage.

Messages and requests for service resources may be sent to their **e-mail address**:
HSL_NYMC@nymc.edu

STUDENT HOUSING OFFICE

Administration Building – Room 116 – 914-594-4832

The Student Housing Office can provide information regarding on-and off-campus housing. The number of on-campus spaces allocated to the School of Health Sciences and Practice students (full-time only) is limited. Contact Student Housing for additional information and to obtain a housing application at [Housing](#).

ACCESSING THE NYMC NETWORK

All registered students are automatically assigned a NYMC password and personal NYMC email address. However, the email has to be set up and password change for first time use.

LEARNING MANAGEMENT SITE - [HTTP:// NYMC.REMOTE-LEARNER.NET](http://nymc.remote-learner.net).

Online and on-campus students can access course, event and other important school infor-

mation on this dynamic online learning environment site (Moodle). This is the site that online students access online courses and other relevant information. Please see the website for [Computing Requirements for Distance Education Students](#).

ONLINE CATALOG AND FORMS

All the necessary information about admissions, relevant forms, policies, and our programs is in one easy-to-navigate area in our website and [online catalog](#).

TUITION REFUND POLICY

Written notification of withdrawal from class(es) must be received by the Registrar's Office. The percentage of refund will be processed according to the date of receipt of this notification in the Registrar's Office. Phone calls are not acceptable. Please note that fees are non-refundable. Please see the [online catalog](#) for refund policies.

NYMC Federal Title IV Refund Policy

Students who receive federal student aid are subject to both the general New York Medical College refund policy (see "Refunds" in the most recent School of Health Sciences and Practice Catalog) and a separate federal Title IV funds refund policy.

New York Medical College is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations if a student leaves the institution prior to completing 60% of a payment period or term. This recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds.

Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The College must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Other assistance under this Title for which a Return of funds is required

Students who owe a repayment of Title IV aid must repay those funds before becoming eligible again for federal aid. Both the general New York Medical College refund policy and the

separate federal Title IV refund policy are administered by the New York Medical College Office of the Bursar in conjunction with the Student Financial Planning Office.

SCHOOL OF HEALTH SCIENCES AND PRACTICE NEW YORK MEDICAL COLLEGE

TELEPHONE AND BUILDING DIRECTORY

Admissions Office	(914) 594-4510	Health Sciences & Practice
College Bookstore	(914) 594-4229	Basic Sciences Building
Deans' Office	(914) 594-4531	Health Sciences & Practice
Facilities Office	(914) 594-4588	Vosburgh Pavilion
Health Services	(914) 594-4234	Basic Sciences Building
Human Resources	(914) 594-4560	Administration Building
International Student and Scholar Advisor's Office	(914) 594-4846	Basic Sciences Building
Library	(914) 594-4200	Basic Sciences Building
Security Office	(914) 594-4226	Basic Sciences Building
Student Financial Planning	(914) 594-4491	Administration Building
Student Housing Office	(914) 594-4832	Administration Building
University Bursar's Office	(914) 594-4454	Administration Building
University Registrar's Office	(914) 594-4342	Administration Building