

# Types, Locations, and Custodians of Educational Records

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
<b>Admission Records Enrolled Students (past/present)</b>	<b>2A-110</b>	<b>Registrar</b>
<b>Health Records</b>	<b>1C-112</b>	<b>Director of Health Center</b>
<b>Financial Records</b>	<b>2A-105</b>	<b>Bursar</b>
<b>Testing Records</b>	<b>1A-104</b>	<b>Director of Testing</b>
<b>CLUE Requirements</b>	<b>2A-208</b>	<b>CLUE Director</b>
<b>Judicial Records</b>	<b>1A-301</b>	<b>VP for Student Affairs</b>

## **What is FERPA?**

FERPA stands for Family Education Rights and Privacy Act (sometimes called the Buckley Amendment.) Passed by Congress in 1974, the Act grants five specific rights to the adult student (18 years or older):

- The right to see the information that the institution is keeping on the student.
- The right to seek amendment to these records and in certain cases append a statement to the record.
- The right to file a complaint with the FERPA Office in Washington, DC

For more information on FERPA, please contact the Office of the Registrar: (718)-982-2125

# Important Departments and Location

If you are calling from off-campus dial 718-982-EXT

Department	Vice Presidents/Department Chairpersons	Extension	Location
Academic Affairs	William J. Fritz, Vice President and Provost	x2440	1A-305
Office of Finance and Administration	Milton Santiago, Vice President	x2440	1A-309
Division of Student Affairs	Mike Daniels, Vice President (Acting)	x2335	1A-301
Office of Institutional Advancement	Robert E. Huber, Vice President (Acting)	x2365	1A-401
Division of Humanities and Social Sciences	Francisco Soto, Dean	x2315	1A-312
Division of Science and Technology	Gail Simmons, Dean	x2430	1A-313
Division of Student Affairs	Michael Daniels, Associate Dean	x2335	1A-301
African American Studies	Calvin Holder, Chairperson	x2880	2N-110
Biology	Richard Veit, Chairperson	x3854	6S-143
Business	Laura Nowak, Chairperson	x2945	3N-219
Chemistry	John Olsen, Chairperson	x3900	6S-235
Computer Science	Bernard Domanski, Chairperson	x2856	1N-201
Education	Ken Gold, Chairperson	x3725	3S-208
Engineering/Science/Physics	Syed Rizvi, Chairperson	x2824	1N-226
English	Mary Reda, Chairperson	x3641	2S-218
History	Howard Weiner, Chairperson	x2870	2N-215
Library	Wilma Jones, Chief Librarian	x4001	1L-109
Math	John Verzani, Chairperson	x3631	1S-215
Media Culture	Cindy Wong, Chairperson	x2541	1P-226
Modern Languages	Jane Marcus-Delgado, Chairperson	x3712	2S-109
Nursing	Mary O'Donnell, Chairperson	x3815	5S-213
Performing and Creative Arts	George Sanchez, Chairperson	x2540	1P-203
Physical Therapy	Jeffrey Rothman, Chairperson	x3156	5N-203
Political Science/Economics/Philosophy	Vasilios Petratos, Chairperson	x2900	2N-224
Psychology	Nan Sussman, Chairperson	x3753	4S-108
Sociology/Anthropology & Social Work	Jacqui LeBlanc Chairperson	x3794	4S-223
Science, Letters, & Society	Deborah Franzblau, Chairperson	x2909	2N-218

# Important Offices and Location

If you are calling from off-campus dial 718-982-EXT

Office	Director	Extension	Location
Athletics Programs	Jason Fein	x3160	1R-204
Career and Scholarship Center	Caryl Watkins	x2300	1A-105
Center for International Services	Ann Helm	x2100	2A-207
Children's Center	Cynthia Murphy	x3190	2R-104
Clubs and Organizations	Debi Kee	x3268	1C-201
Counseling Center	Ann Booth	x2395	1A-109
CSI Pride Committee	Debi Kee	x3268	1C-201
Disability Services	Margaret Venditti	x2512	1P-101
Instructional Support Services	Linda Sharib	x3962	1L-117
Multifaith Center	Elaine Schenk	x2652	3A-104
Hillel	Amy Posner	x2650	3A-104
New Student Orientation/CLUE/Pluralism and Diversity	Brian DeLong	x2529	2A-208
NYPIRG	Benjamin DeAngelis	x3109	1C-219
Office of Student Life	Carol Brower	x3088	1C-201
Pluralism and Diversity	Brian DeLong	x2597	2A-208
Public Safety	Paul Murtha	x2113	2A-108
SEEK Program	Gloria Garcia	x2410	1A-112
Student Government	Ellen Krieger	x3083	1C-207
Student Publications	Phil Masciantonio	x3056	1C-106
Wellness and Health Promotion	Linda Conte	x3129	1C-112
WSIA - FM, 88.9FM	Phil Masciantonio	x3056	1C-106
Music/Performing and Creative Arts	David Keberle	x2520	1P-203
Emerging Leaders Program	Robert King Kee	x3119	1C-201
Campus Activities Board	Debi Kee	x3268	1C-201

# EMERGENCY NUMBERS

(Off Campus)

<b>EXTREME EMERGENCIES ONLY</b>	<b>911</b>
Fire Department	718-727-1100
Police Department - General Information	212-374-5000
120 Pct. - 78 Richmond Terrace	718-876-8500
122 Pct. - 2320 Hylan Boulevard	718-667-2211
123 Pct. - 116 Main Street	718-948-9311

## Agencies

AIDS Hotline	800-825-5448
AIDS Task Force	718-981-3366
Alcoholics Anonymous	212-647-1680 or 718-515-8481
Center for Women's Health	718-226-6500
Child Care/Day Care Referral	718-367-5437

# EMERGENCY NUMBERS

(Off Campus)

## Clinics

Mariners Harbor Child Health Center	718-761-2060
St. George Child Health Clinic	718-390-6401
St. George Dental Health Clinic	718-983-4518
Hylan Communicare Center	718-351-6413
Immunization Hotline	212-349-2664
Legal Aid	718-273-6677
Mental Health Services	718-643-4620
Poison Control	212-764-7667
Richmond County Psychological Association	718-727-2901
Safe Horizon (Safe Horizon provides support for victims of crime and abuse)	718-727-7555
Staten Island Mental Health Society	718-442-2225
Suicide and Crisis Counseling	718-876-4020
Tuberculosis and Skin Testing	718-983-4530

# Important Telephone Numbers

(Off Campus)

## Government Offices

Staten Island Borough President's Office	718-816-2232
American Public Health Association	202-777-2742
Birth Certificates	212-788-4520
Food Stamps	718-390-8411
Medicaid	718-720-2850
Passports	718-816-2738
Post Office	718-816-2700
Social Security Administration	800-772-1213
Zip Code Information	718-816-2790

# Important Telephone Numbers

## Cultural Places of Interest

Center for the Arts at the College of Staten Island	718-982-ARTS
Conference House	718-984-2086
Fort Wadsworth	718-354-4500
Historic Richmond Town	718-351-1611
State Island Botanical Gardens	718-273-8200
Snug Harbor Cultural Center	718-448-2500
Staten Island Institute of Arts & Sciences	718-727-1135
Staten Island Children's Museum	718-273-2060
Staten Island Zoo	718-442-3101

# CSI Lingo: Getting Started

**Advisement** - Advisement is the process during which, individually or in a group, students are assisted in choosing their classes and planning their academic programs.

**Associate's Degree** - A two-year degree. CSI offers Associate of Arts (AA), Associate of Sciences (AS), and Associate in Applied Science (AAS) degrees, usually requiring 60 accumulated credits.

**Bachelor's Degree** - A four year degree. CSI offers Bachelor of Arts (BA) and Bachelor of Science (BS) degrees, usually requiring 120 accumulated credits.

**Bursar** - The Bursar is the college business office and cashier. It handles tuition payments.

**Corequisite** - A course that must be taken in the same semester as another course is called a corequisite. For example, Chemistry 100 and Chemistry 101 are corequisites.

**Course Numbering and Section** - Each course at CSI is identified by an abbreviated name and number. For example, Introduction to College Writing (the beginning English course) is written as ENG 111. In general, entry-level courses are numbered at the 100 level, more advanced courses are 200 and 300 level, etc. The section of a course identifies the particular class for which a student registers in a semester. Each course (e.g., English 111) may have many sections from which to choose, all meeting at different times and days.

# CSI Talk: Getting Started

**Credit** - Units acquired when students successfully complete a college-level course. Credits usually (although not always) correspond to the number of hours spent in class in a week. Most entry-level (freshman) courses are three credits, some four.

**Curriculum** - The course of study for a degree, such as Liberal Arts and Science, Medical Laboratory Technology, and Computer Technology.

**Equated Credit**— Equated credits are those that are paid for, but do not count toward the credits needed for a degree. Equated Credits are assigned to remedial courses, and may be used to round out a student's program for full-time status.

**Full Time** - Any student who is registered for at least 12 credits is considered a full-time student. Full-time tuition allows a student to take anywhere from 12 to 18 credits for the same tuition charge.

**General Education** - Students who are admitted to the College of Staten Island are expected to become well-rounded individuals. The General Education requirement guarantees that every student selects courses that provide some foundation in all areas. Students must enroll in courses ranging from the sciences, the social sciences, the arts, and the humanities in order to receive a degree.

**Grade Point Average (GPA)** - The average grade of all your accumulated credits. Students are expected to maintain a minimum GPA of 2.0 throughout their academic careers at the College.

# CSI Talk: Getting Started

**Major** - A field of specialization in college for a bachelor's degree (such as History, Psychology, Mathematics, etc).

**Matriculation** - If you are enrolled in a program leading to a degree, you are a “matriculated” student. Non-matriculated (or non-degree) students may change their status to matriculated once they meet all the entrance requirements and have provided all the necessary documentation to complete their CSI/CUNY applications.

● **Part-Time** - Any student who is registered for less than 12 credits is considered a part-time student.

● **Prerequisite** - A prerequisite is a requirement that a student must fulfill before taking a specific class. It is usually a course that provides the background knowledge needed to move on to a more advanced level. For example, English 111 is a prerequisite for English 151.

**Registration** - Registration is the process of selecting the following semester’s classes and reserving your seat in them prior to the next semester. Registration is not complete until students have paid their bills.

**Schedule of Classes** - The *Schedule of Classes* contains a list of the courses offered every semester. It is published about late March and late October each year.

**Undergraduate Catalog** - This catalog describes all of the policies and procedures at the College of Staten Island. It has information on all programs, classes, and support services offered at the College, and is recognized as the student's contract with the College. The catalog may be found online at [www.csi.cuny.edu](http://www.csi.cuny.edu).

**College of Staten Island**  
**2800 Victory Blvd**  
**Staten Island, NY, 10304**

**Main Directory Number:**  
**718-982-2000**

**New Student Orientation:**  
**718-982-2529**

**[www.csi.cuny.edu](http://www.csi.cuny.edu)**