

## How Can We Help You?

General inquiries  
Independent study requests  
Medical withdrawals  
Office 365 form processing

Evelyn Anicito  
[evelyn.anicito@csi.cuny.edu](mailto:evelyn.anicito@csi.cuny.edu)

For general office inquiries:  
[registraroffice@csi.cuny.edu](mailto:registraroffice@csi.cuny.edu)

Degree Audit

Hernan Green  
[hernan.green@csi.cuny.edu](mailto:hernan.green@csi.cuny.edu)  
Terry DeMeo  
[terry.demeo@csi.cuny.edu](mailto:terry.demeo@csi.cuny.edu)

For questions about graduation applications, eligibility, and diplomas:  
[degreeaudit@csi.cuny.edu](mailto:degreeaudit@csi.cuny.edu)

Registrar Information Counter  
Enrollment verifications  
E-Permit processing and registration  
Readmission applications  
Visiting and non-degree applications

Annell McSween  
[annell.mcsween@csi.cuny.edu](mailto:annell.mcsween@csi.cuny.edu)  
Peggy Buttermark  
[peggyanne.buttermark@csi.cuny.edu](mailto:peggyanne.buttermark@csi.cuny.edu)  
Tracey Wright  
[tracey.wright@csi.cuny.edu](mailto:tracey.wright@csi.cuny.edu)  
Stacy Yurich  
[stacy.yurich@csi.cuny.edu](mailto:stacy.yurich@csi.cuny.edu)

For questions about e-Permits:  
[epermit@csi.cuny.edu](mailto:epermit@csi.cuny.edu)  
For readmit student questions:  
[readmit@csi.cuny.edu](mailto:readmit@csi.cuny.edu)  
For visiting student questions:  
[visitingstudents@csi.cuny.edu](mailto:visitingstudents@csi.cuny.edu)

Grades  
Records compliance  
Student records  
Transcript requests

Brenda Valentin  
[brenda.valentin@csi.cuny.edu](mailto:brenda.valentin@csi.cuny.edu)  
Elizabeth Baez  
[elizabeth.baez@csi.cuny.edu](mailto:elizabeth.baez@csi.cuny.edu)  
Shelley Giannina  
[shelley.giannina@csi.cuny.edu](mailto:shelley.giannina@csi.cuny.edu)  
MaryJane Leykam  
[maryjane.leykam@csi.cuny.edu](mailto:maryjane.leykam@csi.cuny.edu)  
Crystal Perillo  
[crystal.perillo@csi.cuny.edu](mailto:crystal.perillo@csi.cuny.edu)

For record updates/questions:  
[requestupdate@csi.cuny.edu](mailto:requestupdate@csi.cuny.edu)  
For questions about outgoing transcripts:  
[transcriptrequest@csi.cuny.edu](mailto:transcriptrequest@csi.cuny.edu)

For use by CSI faculty and staff ONLY:  
[GradeRosterSupport@csi.cuny.edu](mailto:GradeRosterSupport@csi.cuny.edu)

Program compliance  
Registration operations  
Course and Standing appeal submission  
Course and Standing appeal status

Suzy Shepardson  
[suzy.shepardson@csi.cuny.edu](mailto:suzy.shepardson@csi.cuny.edu)

For electronic appeal submission, status questions, or other assistance:  
[appealinquiry@csi.cuny.edu](mailto:appealinquiry@csi.cuny.edu)

Class scheduling

Susan Massara  
[susan.massara@csi.cuny.edu](mailto:susan.massara@csi.cuny.edu)  
Dina Davis  
[dina.davis@csi.cuny.edu](mailto:dina.davis@csi.cuny.edu)  
Marla Vento  
[marla.vento@csi.cuny.edu](mailto:marla.vento@csi.cuny.edu)

For use by CSI faculty and staff ONLY:  
[scheduling@csi.cuny.edu](mailto:scheduling@csi.cuny.edu)  
[IndependentStudy@csi.cuny.edu](mailto:IndependentStudy@csi.cuny.edu)

Prerequisite sweep (PERC)  
Registration activity configuration & communications

Christine Cohen  
[christine.cohen@csi.cuny.edu](mailto:christine.cohen@csi.cuny.edu)

Registrar

Susan Massara  
[susan.massara@csi.cuny.edu](mailto:susan.massara@csi.cuny.edu)

(Updated 12.14.22)