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Welcome to Macaulay Honors College!

Consider this Student Handbook one roadmap to Macaulay Honors College, a great place to start when you have questions about your responsibilities and benefits as a University Scholar. From orientation to graduation, from tapping the Opportunities Fund to completing your community service, check here for an introduction to Macaulay’s policies and procedures. The online Macaulay Student Handbook will also link you directly to relevant forms and more information.

Even online, however, your Handbook is only one source of information: your campus Advisor and Director, and the staff of Macaulay Honors College, are also available to answer questions and make recommendations. And please be sure to check your Macaulay Monday emails for late-breaking news.

We will do our best to ensure that your life as a University Scholar is filled with opportunities and excitement. Keep in mind that we expect to learn just as much from you, as you contribute to the life of Macaulay Honors College and create a program that reflects your own individuality and aspirations!

Wishing you all success,

Ann Kirschner
University Dean

Macaulay Honors College combines the small, supportive environment of a liberal arts college with the programs and intellectual resources of the leading urban public research university and the enormous cultural, scientific, business and not-for-profit opportunities of New York City. Upon admission to the Honors College, each student is designated a "University Scholar" and enrolled in the participating CUNY college selected during the application process.

University Scholars receive substantial financial and academic support during their undergraduate years. Additionally, all University Scholars are eligible to access an Opportunities Fund of $7500, to expand their learning through experiences with research, travel, or professional development.

Beginning in their first semester, students will participate in our interdisciplinary Macaulay Seminars. These Seminars combine traditional scholarly activity with hands-on experiences designed to deepen understanding of the people and institutions of New York.

A unique Cultural Passport gives Macaulay students free or reduced admission to many of New York's cultural landmarks and institutions. In addition, technology innovations are integrated throughout the curriculum, giving students opportunities to work with the latest tools of the digital age. Students are provided with a state-of-the-art laptop computer to facilitate research and communication and to support integrated learning.

We supplement outstanding educational opportunities with dedicated advising and financial support – the tools our talented students need to excel in New York City and the world, in college and in life. The Macaulay program offers University Scholars the latest tools of the digital age in support of collaborative learning, community building, and student-centered pedagogies.

“One of the most important things we, as parents, and as a society, can do is to give our youth the best possible education.” - William E. Macaulay
MENTORING & ADVISEMENT PROGRAM

At Macaulay Honors College, honors does not refer only to academic challenges. Being a University Scholar also means being part of an ethical community. To act with honor, to be an honorable person: these are the core values of Macaulay Honors College.

- I pledge to engage, think, and learn to the very best of my abilities, both in and out of the classroom.
- I will strive to establish an academic environment that allows members of the Honors College community to grow academically and personally in a spirit of cooperation and fellowship.
- I pledge to work to better our neighborhoods, communities, and the world around us.
- I will treat all members of the University community with civility and respect, regardless of national or ethnic origin, religious or social affiliation, heritage, disabilities, sexual orientation, race, gender, or political affiliation.
- I understand that fairness and honest competition are more than just words; they are core values that provide a foundation for our education. Plagiarism, cheating, and other methods of gaining an unfair advantage devalue my own work and the work of my peers.
- In the pursuit of academic excellence, I will steadfastly adhere to the policies – provided by our campus of enrollment – regarding academic honesty. Any work that I submit under my own name for academic evaluation will be original and will properly credit the work of others.
- I pledge to uphold the values of honesty and integrity beyond the classroom, laboratory, or studio, during activities such as study abroad, internships, service, Common Events, and in all events sponsored by Macaulay Honors College, the University Scholars Council and the University.

I, _________________ have read and understand the policies in this handbook. I will uphold the standards of Macaulay Honors College and adhere to all rules, codes, and policies thereof. I understand that my failure to do so may result in my dismissal from Macaulay Honors College.

Signature ___________________________ Date ___________________________

A copy of this page is inserted into this Handbook. Sign, date, and give it to your Macaulay Honors Advisor.

“Macaulay Honors College is more than a collection of individuals; it is a community.”
- Dr. Sylvia Tomasz, Associate University Dean of Academic Affairs

HONORS INTEGRITY

At Macaulay Honors College, you are required to meet with your Advisor at least once a semester to have your course schedule approved. A supportive and integrated advising system is one of many unique features of Macaulay Honors College.

Whether you are interested in preparing for graduate or professional school, exploring a specific field of work or community service, or starting something new, Macaulay Advisors want to connect you with the resources to succeed in college and in life.

Honors Directors and Advisors

Your Honors College Director and Advisor are your strongest advocates. They exist to help you not merely to succeed but to excel. Together with your faculty, this team will work with you to customize your choices in curriculum, internships, study abroad, and other opportunities for enriching your college experience.

You are required to meet with your Advisor at least once a semester to have your course schedule approved.

Instructional Technology Fellows

One of Macaulay's most innovative enhancements to teaching and learning is the Instructional Technology Fellows Program. The ITFs will help you understand and take advantage of the appropriate use of technology to enhance your academic achievements.

Tech Fellows are CUNY doctoral students in fields such as history, sociology, computer science, and art history, who have teaching experience as well as expertise in instructional technology. They hold regular office hours, offer workshops at local honors program offices, and participate in Seminar activities.

As part of Macaulay's virtual cross-campus honors community, Tech Fellows are also available via email to answer questions and provide technology tips to University Scholars. They may also act as informal mentors for University Scholars interested in pursuing graduate work in their academic fields.

“What's great about going to school here is all the personalized support and attention we get. Having so many people we can turn to for advice and help makes all the difference.”
- Meredith Meagher '08, Hunter College
Macaulay Honors College faculty are drawn from the seven partner colleges and the larger CUNY community. Macaulay faculty consist of distinguished professors, accomplished researchers, and experienced academic instructors. University Scholars develop close relationships with Macaulay faculty, working with them in laboratories, in fieldwork, and in the creative arts. Your professors are often luminaries in their field, and we are proud that Macaulay faculty include the following:

- **Edwin G. Burrows** - Distinguished Professor at Brooklyn College with a thirty-year career of research and teaching in the Department of History. Professor Burrows is the co-author of the 1999 Pulitzer Prize-winning *Gotham: A History of New York City to 1898*. He has served as a consultant on projects sponsored by a variety of public and private organizations and has been a commentator for documentaries aired by the BBC and the History Channel.

- **Charles Liu** - Assistant Professor of Astrophysics at the College of Staten Island and Associate in Astrophysics with the Department of Astrophysics at the Hayden Planetarium of the American Museum of Natural History. Together with co-authors Neil deGrasse Tyson and Robert Irion, he received the 2001 American Institute of Physics Science Writing Award for *One Universe: At Home in the Cosmos*.

- **Robin Rogers-Dillon** - Associate Professor of Sociology at Queens College. A Robert Wood Johnson Health Policy Scholar at Yale University and Congressional Fellow on Women and Public Policy, Dr. Rogers-Dillon’s research interests include politics, policy, and religion. She is the author of *The Welfare Experiments: Politics and Policy Evaluation* and the recipient of the 2003 President’s Award for Excellence in Teaching.

- **Ned Regan** - Distinguished Professor in the Political Science Department, President of Baruch College 2000-2004, New York State Comptroller for fifteen years, and former Erie County Executive and Chairman of the Municipal Assistance Corporation for New York City. He has also extensively researched the impact of the three million immigrants on the New York City economy.

- **Michael Lubell** - Professor of Physics at City College. Dr. Lubell’s publications include more than 300 articles, abstracts and columns in scientific journals, books, conference proceedings, and newspapers in the fields of high-energy, nuclear, atomic, molecular, and optical physics, and science policy. As Director of Public Affairs of the American Physical Society, he has worked on many political campaigns and is one of the pioneers of science lobbying in Washington.

- **Nancy Foner** - Distinguished Professor of Sociology at Hunter College with thirteen books to her credit, including *Ellis Island to JFK: New York’s Two Great Waves of Immigration*, winner of the 2000 Theodore Saloutos Award of the Immigration and Ethnic History Society, as well as more than 75 articles and book chapters. She is currently chair of the International Migration Section of the American Sociological Association and is past president of the Society for the Anthropology of Work as well as the Society for Urban, National, and Transnational/Global Anthropology.

- **Sondra Perl** - Professor of English at Lehman College and cofounder of the New York City Writing Project. Professor Perl is the author of *Felt Sense: Writing with the Body*, co-author of *Through Teachers’ Eyes: Portraits of Writing Teachers at Work*, and author of *On Austrian Soil: Teaching Those I Was Taught to Hate*, which is part of her ongoing participation in post-Holocaust dialogue in the United States and Europe.


**University** Scholars are selected for their potential as future leaders in New York and held to a high standard. The following are the minimum academic requirements. Some of the seven partner colleges have additional requirements. It is every student’s responsibility to be familiar with all requirements and be aware of policy changes.

**Good Standing and Graduation Requirements**

- All University Scholars must achieve an overall GPA of 3.3 by the end of your freshman year and maintain a 3.5 GPA by the end of your sophomore year and thereafter.
- If your GPA falls below the required level, but it seems likely that you can meet that standard, you may be placed on academic probation for one semester.
- If you fail one of the four Honors College Seminars, you will be dismissed from Macaulay Honors College.
- You must successfully complete a minimum of four additional honors courses.
- You must complete honors in your major whenever available, or a senior thesis, or a capstone project.
- Failure to meet the requirements and standards of the Honors College will result in dismissal and the termination of the University Scholarship and all associated privileges. Dismissal from Macaulay Honors College does not necessarily mean dismissal from the home college.

In addition to your academic requirements, you must fulfill the following requirements to graduate as a University Scholar:

**FAFSA and TAP**

- Each year you must complete a FAFSA (Free Application for Federal Student Aid) and a New York State TAP (Tuition Assistance Program - for New York State residents only) application.

**Community Service**

- You are required to complete a minimum of ten hours of community service during each of your first three years in Macaulay Honors College for a minimum of thirty hours total.

**Internships / Undergraduate Research / Study Abroad**

- You must complete an internship or undergraduate research project or an accredited study abroad program.

**Cross-Campus Common Events**

- You will be required to attend Honors College Common Events over the course of your time at Macaulay Honors College.
Additional Policies and Regulations

Tuition
- As a Macaulay Honors College student you will receive the University Scholarship, which funds full tuition for up to four years of an undergraduate degree.

Work Policy
- Your primary responsibilities as a Macaulay University Scholar are academic; therefore, we strongly discourage you from working during the semester.

Transferring
- You are generally discouraged from transferring from one CUNY campus to another unless your choice of major is not available on your home campus. If you wish to transfer, your Macaulay Director will have to give you written permission. You must also obtain the written permission of the Macaulay Director at the campus to which you would like to transfer.

Leave of Absence
- In exceptional circumstances, such as an acute medical condition, you may be granted a leave of absence from Macaulay Honors College. Your participation in an approved study abroad program does not constitute such a leave.

Withdrawal
- If you decide to withdraw from Macaulay Honors College, you should write a letter announcing your intention and submit it to your Director. You must participate in an exit interview with your campus Advisor or Director, return the laptop we have given you, and submit any outstanding documentation. If you withdraw during the semester you will be responsible for all financial consequences, such as tuition.

Fee Policy
- You are responsible for all fees associated with CUNY and Macaulay Honors College, including, but not limited to, Student Activity, USS, Accelerated Study, Consolidated Service, Material, Technology, Change-of-Program, and Late fees.

For further information see the Macaulay website at: [http://www.macaulay.cuny.edu/academics](http://www.macaulay.cuny.edu/academics)

You will be liable for all incurred tuition charges due to late program changes or dropping or withdrawing from a course.

Summer Session Tuition Policy

In general, the Honors College encourages University Scholars to pursue internship opportunities, study abroad, or career-related jobs during the summer. However, there are some instances in which summer course work may be appropriate and will be funded:
- If you accumulate fewer than 30 credits at the end of your freshman year (including AP credits).
- If your major requires more than 120 credits and you need to take summer courses in order to graduate within the four-year limit of the University Scholarship.
- If you would like to use the summer to devote more time to difficult or unusual courses.

Macaulay Honors College supports two courses totaling a maximum of eight credits during each summer, starting after completion of the first year. If the two classes equal more than eight credits, you are responsible for paying the balance of tuition owed.

Winter Session Tuition Policy

- For University Scholars studying at one of the senior CUNY colleges, one class of up to 4 credits will be covered by the tuition waiver.
- For University Scholars studying abroad, one class of up to 4 credits will be covered by the tuition waiver. University Scholars taking more than one class, or more than 4 credits, must obtain prior approval to have their tuition covered.
- University Scholars will be liable for all incurred tuition charges due to late program changes or dropping or withdrawing from a course.

Dropped Winter and Summer Courses

As a rule, students who drop one or more summer or winter classes after the deadline for receiving a full tuition refund will be liable for all tuition charges. If you have any questions about this policy, you should contact your Honors Advisor.

If you wish to enroll for courses during the winter or summer sessions at your home college, other CUNY campuses, or non-CUNY campuses, you must first get prior approval from your Honors College Director or Advisor.
When you enter Macaulay Honors College, you become a member of a diverse community of University Scholars. Your identity is multi-faceted. Although you are primarily taking classes at one of the seven partner colleges, you will have access to courses at Macaulay Honors College and opportunities to come together with your fellow students at the other campuses through a series of Common Events.

Such events include trips to museums and the theater, gatherings at which you present your Seminar projects, and social events such as picnics and boat rides. We host events such as theater workshops and technology fairs that allow you to work with other students in small, cross-campus groups.

Through the Macaulay website and discussion boards organized by the Instructional Technology Fellows, you will be able to form virtual communities across the University.

YOUR DUAL IDENTITY

Two of the fundamental tenets of Macaulay Honors College are community and identity, specifically, cross-campus community and dual identity. This is true on every level and for every constituency of the Honors College. It is both a singular strength and a challenge.

As a University Scholar, you will develop a dual identity from the very start of your college career, both as an undergraduate at your home college and as a University Scholar. You will avail yourself of the many resources provided by your home college, while utilizing additional resources provided by Macaulay. You will develop strong ties to your peers on your home campus and to your fellow Macaulay students across the university.

You will have access to the vast resources of the CUNY community while taking classes at other CUNY campuses, attending Macaulay Common Events, participating in Macaulay Honors College activities, and engaging in high-level internships and community service field trips. Sometimes, it can be difficult to juggle these commitments. We encourage you to speak with your Advisor or Director about any conflicts you may have or any questions you need answered.

With permission from your Advisor, you may register for courses or pursue research opportunities with faculty on any CUNY campus, including CUNY’s graduate and professional schools. Your Honors Advisor will help you connect with the appropriate faculty and programs and facilitate cross-campus registration.

If you choose to take advantage of this opportunity, you are responsible for completing all paperwork associated with cross-campus registration. You must receive permission from your Honors Advisor prior to registration, and you must register on your home campus before registering at another CUNY campus.

“Honestly, what attracted me at first to Macaulay was the money.... When I applied I knew nothing about the seminars, the cross-campus events, or all the individualized attention I would receive. But these things have kept me here.”

- Ahuva Jacobowitz '08, Queens College
ACADEMIC PROGRAMS

In your first four semesters at Macaulay, you will take four Honors Seminars. Taught in small discussion format, the Macaulay Seminars combine traditional scholarly activity with hands-on experiences designed to stimulate interest in and deepen understanding of the people and institutions of New York City.

The Arts in New York City

The first Seminar introduces you to the arts in New York City. During the semester, you will attend theatrical, operatic, visual art, and other highlights of the current cultural season. You will investigate the social, historical, and aesthetic context of the works being performed and exhibited. You will also develop your analytic and communication skills as you examine performances and exhibitions from the perspectives of scholarship, creativity, and production.

The Peopling of New York

During Seminar 2, you will investigate the role of immigration and migration in shaping New York City’s identity – past, present, and future. Some Seminar topics include: the factors that have driven and drawn people to New York since the 17th century; the impact of successive waves of newcomers on urban culture and politics; and the continuing debate over assimilation and Americanization. Extensive reading and writing assignments will be enriched by visits to archives and other important sites.

Science and Technology in New York City

In your third Seminar, you will analyze scientific and technological topics that have had an impact on contemporary New York. These may include technology and the computer, urban health issues, the environment, and energy. This Seminar addresses the intellectual and historical roots of topics in science and technology, as well as ethical, legal, social, and economic ramifications. You will read scientific literature, learn the technical concepts necessary to understand the readings, and incorporate hands-on laboratory or fieldwork components into the class.

Shaping the Future of New York City

The purpose of Seminar 4 is to analyze the ongoing interplay of social, economic, and political forces that shape the physical form and social dynamics of New York City. The Seminar addresses major events in the creation of public space, such as the implementation of the Grid Plan, the redevelopment of Times Square, the creation of Central Park, and the construction of the World Trade Center and Battery Park City. By studying the institutional agents of change in the city, you will come to understand the roles people take or are given in the process of government and the ways in which these roles are affected by patterns of inequality and power.

Upper-Level Seminars

To provide a context for continued interdisciplinary research and shared learning, Macaulay Honors College offers several upper-level cross-campus seminars each semester. These courses encourage you to engage in interdisciplinary research in a collaborative and supportive setting.

The Macaulay upper-level seminars are open to all juniors and seniors (and some sophomores, with permission). Classes are held at our building on West 67th Street, with access to lounges, computers, wireless internet, snack bar, screening room, and performance space as well as the stimulating cultural atmosphere of the Lincoln Center area.

A few examples of recent Upper-Level Seminars:

Religion and Public Policy
- This course examines the place of religion in both civil society and government. It is interdisciplinary in scope, drawing on history, constitutional law, and the social sciences.

Becoming Equal: Women and Global Public Policy Since the 1960s
- This course examines the recent history of the global movement for women’s rights and its long, tangled relationship with opponents at home and abroad who have made women and the family an arena of intense political conflict.

Imagining the End of the World
- This course explores the apocalyptic and millennial features of such concepts as terrorism and Homeland Security today and investigates the ways in which apocalyptic narratives reinforce gender and sexual oppositions.

Capstone: Senior Thesis and Research

All Macaulay students complete a senior project. Undertaking a capstone project gives you the opportunity to make the transition from being a student to becoming a member of an academic or professional community. Projects will vary according to discipline and may result in a thesis, a research report, a creative project, a publication, or other major work.

Upon completion, your senior project may be nominated for the Macaulay Honors College Thesis Award or the National Collegiate Honors Society Portz Prize.

For more detailed descriptions of current course offerings, visit our website: [http://www.macaulay.cuny.edu/academics](http://www.macaulay.cuny.edu/academics)
HONORS IN NEW YORK CITY

You are studying in one of the greatest cities in the United States. We hope you will use the entire city as your campus and explore its artistic and cultural riches with your Cultural Passport.

This special identification card may be presented at any of the participating cultural institutions for free admission or discounted tickets. Throughout your four years, you will continue to find the Cultural Passport useful in expanding your awareness of the diverse cultural life of the city with institutions that focus on history, science, culture, and the arts.

The Cultural Passport

You can use the card as often as you like to explore the culture of New York during your Seminars or on your own throughout your four years in Macaulay.

Participating institutions include:
- American Folk Art Museum
- The Americas Society
- Brooklyn Botanic Gardens
- The Brooklyn Museum
- Bronx Museum of the Arts
- Cooper-Hewitt: National Design Museum
- The Frick Collection
- The Jacques Marchais Museum of Tibetan Art
- Museum of Arts and Design
- Museum of Chinese in the Americas
- Jewish Heritage Museum A Living Memorial to the Holocaust
- Museum of the City of New York
- Museum of Modern Art
- New York Hall of Science
- Solomon R. Guggenheim Museum
- The Whitney Museum of American Art

You can find a complete list of participating organizations at: http://macaulay.cuny.edu/academics

“New York is our students’ classroom, their lab, their playground; it is the context for everything that they do.” - Dr. Ann Kirschner, University Dean

HONORS ABROAD

All University Scholars will need to meet the challenges of learning and leadership in an increasingly global environment. As part of our mission to foster intellectual breadth and global awareness, we strongly encourage you to seize the opportunity to study in an honors-level program abroad. After completing your sophomore year, going abroad for study gives you the opportunity to live with students from your host country, learn a foreign language, and immerse yourself in a cross-cultural experience.

Study Abroad Opportunities

In order to keep you well informed, we hold study abroad information sessions for all students towards the end of each spring term. These sessions will provide you with an overview of study abroad procedures, information on approved programs, and opportunities to hear from other Macaulay students who have traveled abroad.

Macaulay Honors College also sponsors a number of Honors opportunities where you can participate in innovative service-learning and primary research projects as part of your individualized Macaulay program of study. In the past, University Scholars have analyzed marine life in the Galapagos, studied drama at Trinity College in Dublin, learned Arabic at Bosphorus University in Istanbul, and studied mathematics at the City University of Hong Kong.

Financing Study Abroad

To help finance your tuition, transportation, and living expenses, you are encouraged to utilize the Opportunities Fund to help support your studies abroad. To pursue a wide range of semester and year-long study abroad programs at universities around the world, students are also encouraged to seek outside fellowships and additional resources in CUNY. These sources include the Gilman International Scholarship Program, the National Security Education Program, and the Freeman Award for Study in Asia.

You can find a complete list of participating organizations at: http://macaulay.cuny.edu/academics

“New York is our students’ classroom, their lab, their playground; it is the context for everything that they do.” - Dr. Ann Kirschner, University Dean

“Study abroad through any program requires thoughtful advance planning, academic and financial. Be sure to research opportunities by consulting your major department, your Honors Advisor, and your campus Study Abroad Coordinator before making any long-term study abroad plans.”

“I had never been out of the country before so it was definitely an eye-opening experience and one that I value.” - Manu H Kumasi ’09, Baruch College
The goal of Macaulay Honors College is to prepare you for leadership in your chosen field. We encourage you to find honors-level internship opportunities that enrich your study and provide you with valuable practical experience. Such opportunities can be found through Macaulay as well as through the Jeannette K. Watson Foundation, Inroads, Inc., the Career Services offices on each campus, departmental listings, and individual faculty members.

We strongly urge you to pursue honors-level internships that will provide you with a substantial preview of a professional field or discipline. This allows you to integrate your internship experiences with the rest of your academic life – in the classroom, during study abroad, as part of a senior project, and as a step towards graduate and professional school or future employment.

When appropriate for your individualized academic programs, research assistantships in a scientific laboratory or apprenticeships in performing or creative arts may also be considered internships.

**Internship Opportunities**

During the academic year, the Honors College will post internship opportunities available exclusively to University Scholars on the Macaulay website. Currently, credit-bearing internships that are taken during the academic year are available through local campuses. Internship information sessions for all students are held towards the end of the spring term. In addition, University Scholars are required to evaluate their internship experiences during the summer and participate in a post-internship debriefing session in the early fall.

**Financing an Internship**

Some internships may not provide financial compensation but nonetheless offer excellent experiences. The Opportunities Fund may be used to cover the cost of an internship that is unpaid and for which you do not receive academic credit. Additionally, the Opportunities Fund can be used to finance travel expenses associated with internships outside New York City.

“One of the things that attracted me to Macaulay was the opportunity to perform ongoing laboratory research. I am now working on a project developing novel COX inhibitors and exploring their anti-cancer effects.”  
- David Bauer '09, City College
Requirements

In order to fulfill Honors College internship requirements, you must take the following steps:

- Complete and sign an online Announcement and Commitment Form (available on the Macaulay Website) and submit it to your Honors Advisor before your internship begins. This form must also be signed by your Internship Supervisor.
- Submit an online Internship Evaluation Form after your internship.

Guidelines

- Review and develop your internship application and resume with your Honors Advisor.
- Pursue internship opportunities that advance your academic and professional goals.
- Consult Macaulay Monday and your campus career office for new internship opportunities postings.

For further information on internships and downloadable forms, visit our website: http://www.macaulay.cuny.edu/current-students

HONORS IN SERVICE

At Macaulay, we believe that every student should find ways to meet the challenges faced by your community. You are encouraged to participate in service opportunities that reflect your individual values and concerns as well as your educational and professional goals.

Community service opportunities take many forms. There are one-time events and more sustained activities. There are also service opportunities attached to course work, part of a formal learning experience; these are known as service learning programs. Whatever form you chose, it is vital that all University Scholars give back to the community that helps to fund your unique education.

Service Opportunities

You may find community service opportunities on your own, through your community, or through campus organizations such as Circle K or the Golden Key Honors Society. Macaulay Honors College has also organized Honors College-wide community service opportunities with several organizations, such as New York Cares (park and public school cleanups), CUNY’s Restart Central (advising service for small businesses adversely affected by 9/11), and MOUSE (providing tech support for New York City public schools).

In addition, cross-campus teams of University Scholars founded the first CUNY chapter of Project Sunshine in partnership with Elmhurst Hospital in Queens (to help care for seriously ill children in area hospitals) and annually participate in Relay for Life, a fundraising event for cancer research.

Requirements

- You must complete a minimum of 30 hours of community service, with a minimum of 10 hours completed during each of your first three years at Macaulay.
- You may not count paid work of any kind towards your community service requirement. Internships are not considered community service.
- You must submit an online Community Service Verification Form after completing your community service.

You can find out more detailed information about community service on our website: http://www.macaulay.cuny.edu/current-students
**Service** to the community is an integral value of Macaulay Honors College, and we organize unique service opportunities through our Alternative Break programs. These are formal programs through which you join fellow University Scholars in service during winter, spring, or summer recesses.

Macaulay regularly partners with organizations like Habitat for Humanity and City Year to sponsor service programs in rural Guatemala, on a Native American reservation in South Dakota, in flood-ravaged New Orleans, and in various areas of New York City.

University Scholars have found these programs fulfilling and worthwhile uses of their breaks. If you participate, you will have the opportunity not only to learn about social issues through service but also to learn about yourself as you learn about others. Students who participate in service experiences create a profound impact on the community they help as well as lasting bonds with their peers.

See the Macaulay in Guatemala and the Macaulay at South Dakota blogs:

http://macaulay.cuny.edu/eportfolios/southdakota

http://macaulay.cuny.edu/guatemala

Macaulay Alternative Breaks are an excellent way to serve your greater community and have the experience of your life. We encourage you to complete more than the minimum number of hours every year and to continue your community service during your senior year.

If you’d like to spend your break from classes by making a difference in the lives of others, you can find information at:

http://macaulay.cuny.edu/current-students

“I have been introduced to so many opportunities because of the Honors College that I may not have had if I had attended a different university.”

- Jessica Mulligan ’08, College of Staten Island

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**Technology**

As a Macaulay student, you are joining a learning community that spreads beyond New York to the world, linked by campus classrooms, Common Events, and technology. Your state-of-the-art laptop, given to you at Orientation, is one of your most important connections to this community and your primary tool as a 21st-century learner.

Each University Scholar receives an Apple laptop computer, leased to you by the University for a period of three years. At the end of the three-year period, you will have the opportunity to purchase your laptop for the nominal fee of $1.00 (one dollar).

Throughout your time at Macaulay, you will create and complete projects that will require the use of your laptop. At all times, you may rely on Macaulay staff, particularly the Tech Fellows, to support you in these projects.

For more information about your laptop, your laptop lease, or CUNY computer usage policies, consult the Macaulay website:

http://www.macaulay.cuny.edu/academics

**Laptop Care and Repair**

While the laptops are fairly sturdy, a bump or fall can damage them. We urge you to handle your laptop carefully, carrying it in a padded case or sleeve at all times. In addition, you should always back up your work on an external hard-drive or a CD as frequently as possible.

If you accidentally damage your laptop, experience any software problems, or have any hardware issues, consult your Instructional Technology Fellow.

If you withdraw or are dismissed from the Honors College, you must return the laptop either to your local Honors College office or to the Macaulay central office.

**Communication**

We often have important messages to communicate to Macaulay students. Make sure to update your contact information as often as necessary, including your preferred email address, telephone number, and mailing address. You can update your contact information on the Macaulay website.

“Macaulay students use the very latest tools of their age – in the tradition of scholars and explorers throughout history.”

- Dr. Joseph Ugoretz, Director of Technology and Learning

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“ENRICH”
In addition to receiving a full undergraduate tuition scholarship, as a University Scholar you can apply to access a $7500 grant from the Macaulay Opportunities Fund that can be applied to a wide range of programs in New York City and around the world. Supported by the generous contributions of corporations, foundations, and individual donors, these funds will enhance your academic experience and facilitate your intellectual development.

The Opportunities Fund is a valuable learning tool, assisting you in connecting your academic experience to your future life and career. Additionally, the grant application process will help train you for applying to prestigious fellowships, scholarships, and graduate and professional schools.

Use the Opportunities Fund for:

**Study Abroad**
- You may use the Opportunities Fund to complete part of your college program in another country or, in certain circumstances, in another part of the United States.

**Internships / Undergraduate Research**
- You may use the Opportunities Fund to cover the cost of an internship or undergraduate research project that is unpaid and for which you do not receive academic credit.

**Fieldwork**
- You may request funding for credit-bearing and paid internships/fieldwork that takes place away or abroad.

**Service Learning and Service Programs**
- You may apply to use the Opportunities Fund to participate in a project consisting of national/international volunteering or a credit-bearing academic course that combines academic instruction with a service component.

**Academic Conferences**
- You may apply for funding to attend one approved academic conference even if you are participating only as an observer. A second conference may be funded if you are an active contributor.

**Honors Project Experiences**
- You may use the Opportunity Fund for travel, fieldwork, and other activities related to your honors research, senior thesis, or senior project.

**Professional Development**
- You may request to use the Opportunities Fund for professional development workshops or courses relating to your academic/professional goals that are not offered by any of the CUNY colleges.

**Graduate Education**
- You may request funding for graduate and professional school applications fees.

**Licensing and Graduate Education Exams**
- You may request funding for exams, such as GREs, or LSATs, exam review courses, or licensing exams relating to your major that are taken during your tenure as a University Scholar.

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**Eligibility**

- You must be a University Scholar in good standing.
- You must read the online information and take the Opportunities Grant Quiz and you are strongly encouraged to attend at least one workshop before applying.
- Your most recent FAFSA and TAP (for New York State residents) must be completed at the time you submit an application.
- All of your prior Opportunity Fund expenditures (if any) must be properly submitted, along with all required receipts and relevant paperwork.
- All requests must be approved in advance by your Honors Advisor.
- You must have remaining funds within your yearly limits, up to:
  - $3,000 during your Sophomore year
  - $6,000 during your Junior year
  - $7,500 during your Senior year

**Remember:**

- Consider your academic goals carefully before you apply to access the Opportunities Fund. Speak with your Honors Advisor before you submit an application. Your Advisor will assist you in choosing your activities and writing a successful grant proposal.
- Extended study abroad may entail substantial costs – so you should consider “banking” your funds in order to maximize your activities.
- Depending on the activity, you may need to apply for supplemental funding sources for certain activities, such as long-term study abroad.
- You may apply to access the Opportunities Fund twice a year during designated Access Periods with mandatory workshops offered before each Access Period.

For more detailed information, visit our website: [http://www.macaulay.cuny.edu/current-students](http://www.macaulay.cuny.edu/current-students)

“I put together my own Environmental Sciences major, combining courses across CUNY, and used my study grant to do research in the Galapagos and in a Tropical Rainforest Management course in Australia. I couldn't have done this anywhere else.”

- Daniel Gurdak '07, Lehman College
The FAFSA is made available on January 1st for each upcoming academic year and may be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Immediately after completing the FAFSA, follow the appropriate links and complete your TAP application (if you are a New York State resident).

Even though the University Scholarship covers undergraduate tuition, all students are still required to fulfill the FAFSA form each year. New York State residents are also required to fill out the TAP form each year. The deadline for filing FAFSA and TAP is May 15th for each upcoming year.

If you do not submit these forms each year, you will lose your University Scholarship and may jeopardize your eligibility for other federal, state, and campus-based aid.

Additional Financial Aid Opportunities

In addition to FAFSA and TAP, there are several other forms of financial assistance that you may take advantage of as a University Scholar. For further information, speak with your Honors Advisor or visit the Macaulay Honors College website.

Federal Pell Grants
- The Pell Grant assists eligible students with paying for costs of college such as school supplies, transportation, lunch, and other supplemental educational and personal expenses.

Vallone Academic Scholarship Program
- Students who graduate from a public or parochial high school in New York City and attend one of the colleges within CUNY may be eligible. Students must meet the high academic requirements of the Vallone program.

College Scholarships
- Check on your campus and speak to your Honors Advisor for information about additional campus-based scholarships for University Scholars.

Named Scholarships
- The Macaulay Honors College Opportunities Fund – which supports your research, internship, and community service – comes from a variety of individual, business, and foundation sources. We also provide Named Scholarships to outstanding students and offer opportunities to meet the donors who make possible the unique aspects of a Macaulay education.

While there is no additional money associated with these honorific scholarships, to receive one is a distinction that will remain on the student’s permanent record. Students often add these Named Scholarships to their resumes.
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IMPORTANT DATES TO KNOW

Fall 2008

Macaulay Orientation ........................................... August 19 - 21
Classes begin ........................................................... August 27
Labor Day ................................................................. September 1
No classes scheduled ........................................... September 29 - October 1
No classes scheduled .................................................. October 8 - 9
Classes follow Monday schedule .................. October 14
Columbus Day ......................................................... October 23
Thanksgiving Break ................................................. November 27 - 30
Winter Break ...................................................... December 24 - January 25

Spring 2009

Classes begin ........................................................... January 26
Classes follow Thursday schedule .................. February 10
Lincoln’s Birthday .................................................. February 12
Presidents Day ......................................................... February 19
Spring Recess .......................................................... April 8 - 17
Memorial Day ............................................................. May 25
Macaulay Convocation ............................................ June 1

Receive text or voice alerts of emergencies or weather-related campus closings via cell or home phone and email. Sign up at:
www.cuny.edu/alert

Policies are subject to change, and all changes will be announced. It is every students’ responsibility to keep apprised of all current policies.