



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

Application for Certificate Program in Public Administration & Public Policy

Undergraduate: _____ Graduate _____

(1) Name: Last: _____ First: _____ M.I. _____

(2) Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell #: _____ E-Mail Address: _____

(3) Agency: _____

Work Location/Address: _____

Work Telephone #: _____ Fax #: _____

Civil Service Title & Level: _____

Job Title: _____

(4) Education:

High School Graduate: Yes _____ No _____ GED: Yes _____ No _____

College Graduate: Yes _____ No _____ Degree: Yes _____ No _____

If yes: Type: _____ Course: _____ Year Received: _____

Are you currently enrolled in College: Yes: _____ No: _____

If yes, Name of Institution: _____

Course of Study: _____

(5) Briefly explain how this Certificate program will help you on your career path.

Please fax Application Form to: NYC Managerial Employees Association
50 Broad Street, Suite 1101
New York, NY 10004
Fax #: (212) 964-6458

Signature of Applicant / Date: _____



School of Professional Studies
The City University of New York

APPLICATION/REGISTRATION FORM: Public Administration & Public Policy The CUNY School of Professional Studies



The City University of New York

Circle one: Mr. Mrs. Ms. Miss Dr.		Last name (family):		First name (given):		Middle name:	
Date of birth: / /		Social Security number: / /		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ethnicity:							
<input type="checkbox"/> White, non-Hispanic		<input type="checkbox"/> African American, non-Hispanic		<input type="checkbox"/> Puerto Rican		<input type="checkbox"/> Hispanic, other	
<input type="checkbox"/> Native American or Native Alaskan		<input type="checkbox"/> Other (please specify):				<input type="checkbox"/> Asian or Pacific Islander	
Permanent address (street and number):				Apt:	City:	State:	Zip code:
How long have you resided at the above address?				Telephone:		Email (required):	
Years: _____		Months: _____		() -			
Citizenship:							
<input type="checkbox"/> U.S.		<input type="checkbox"/> Other:		Type of Visa:			
Are you currently enrolled as a CUNY student?		If yes, skip "Educational Background" and give the name of your college AND program or major here:					
<input type="checkbox"/> Yes <input type="checkbox"/> No							
Educational background: Please list all colleges and universities attended, starting with the most recent.							
Years of Attendance		Name of institution		Major		Degree	Date of award
From: _____ To: _____							
From: _____ To: _____							
Employer:				Location:			
Work phone:		() -		Ext. _____		Job Title:	
Union affiliation:				Local:			
COURSE SELECTIONS <small>(see next page for course information)</small>	Semester you are registering for:						
	Course #:	Course name:	Section #:	No. of credits:	Course level (check one):		
					<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		
					<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		
How did you find out about these courses?							
TUITION	CREDIT REGISTRATION						
							Amount enclosed
	One-time Application Fee <small>(do not pay if you have previously enrolled in an SPS course)</small>				\$70.00		\$ _____
	Consolidated Fee				\$15.00 per term		\$ 15.00
	Technology Fee		part time students		\$50.00 per term		<input type="checkbox"/> \$ 50.00
			full time students		\$100.00 per term		<input type="checkbox"/> \$ 100.00
	Undergraduate Tuition for Certificate Students				\$215.00 per credit		\$ _____
	Graduate Certificate Tuition				\$345.00 per credit		\$ _____
	For official use only: 3 rd party verification number: _____				<input type="checkbox"/> Third party payment from:		
	Total enclosed:						\$ _____
Checks should be made payable to the "CUNY School of Professional Studies." Mail this form and your check (if applicable) to: Murphy Institute for Worker Education, Attn: Padraig O Donoghue, Public Administration, 25 W. 43rd Street, 19th Floor, New York, NY 10036 Please note: registrants for credit courses must send an official transcript documenting eligibility also to be sent this address, prior to the beginning of the first course. A course grade will not be released without the transcript on file.							

If you are taking two or more courses, in compliance with New York State Public Health Law 2165, you must submit proof of immunization against measles, mumps and rubella if you were born on or after January 1, 1957. Immunization for Meningococcal Meningitis is not mandatory, but returning the Meningococcal Meningitis Response Form is mandatory. The form must be completed, signed, and returned to Student Health Services together with the Immunization Record Form. The forms can be downloaded from the SPS website: http://sps.cuny.edu/forms/immunization_Complete_MMR.pdf. More information on Meningococcal vaccines can be found here: <http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf>.

I certify that the information entered on this application is complete and correct.	
Signature of applicant: _____	Date submitted: / /

All tuition and fee schedules are subject to change without notice at any time upon action by the City University of New York, regardless of the tuition and fee schedules in effect at the time of application.

Rev. 9/30/11

Additional information available at: (212) 642-2068



PUBLIC ADMINISTRATION AND PUBLIC POLICY
Course selections: Spring 2012



*****Keep this page for your records.*****

UNDERGRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION & PUBLIC POLICY

The Undergraduate Certificate in Public Administration and Public Policy provides students with a solid background in government, the policy-making process, and public administration. To earn the Certificate, students must hold a high school diploma or GED and complete 4 courses.

Undergraduate Tuition: \$215.00 per credit (\$860.00 per course), plus \$65 fees, making a total of \$925 for one class, or a total of \$1,785 for two classes.

PADM 20100 Public Administration (4 credits)

Section 01: Mondays, 6:15pm-9:35pm, 1/30/12 - 5/21/12 at Murphy Institute: 25 W. 43rd Street

PADM 21100 Government, Policy and the Policy-Making Process (4 credits)

Section 01: Tuesdays, 6:15pm-9:35pm, 1/31/12 - 5/22/12 at Murphy Institute Offsite Location: 50 West 40th Street

PADM 22100 Public Issues and Public Policy (4 credits)

Section 01: Not offered for Spring 2012, will be offered again next semester

PADM 23100 Research Seminar on Public Policy (4 credits)

Section 01: Thursdays, 6:15pm-9:35pm, 2/02/12 - 2/24/12 at Murphy Institute: 25 W. 43rd Street

ADVANCED CERTIFICATE IN PUBLIC ADMINISTRATION & PUBLIC POLICY – ADVANCED LEVEL 1

The Advanced Certificate in Public Administration and Public Policy, Level 1 will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. To earn the Certificate, students must hold a bachelor's degree and complete 4 courses, for a total of 12 credits.

Graduate Tuition: \$345.00 per credit (\$1,035.00 per course), plus \$65 fees, making a total of \$1,100 for one class, or a total of \$2,135 for two classes.

PADM 60100 Public Administration (3 credits)

Section 01: Wednesdays, 6:15pm-8:45pm, 2/01/12 - 2/23/12 at Murphy Institute: 25 W. 43rd Street

PADM 61100 / Social and Economic Policy in the US (3 credits)

Section 01: Tuesdays, 6:15pm-8:45pm, 1/31/12 - 5/22/12 at Murphy Institute: 25 W. 43rd Street

PADM 62100 / Policy Analysis (3 credits)

Section 01: Mondays, 6:15pm-8:45pm, 1/30/12 - 5/21/12 at Murphy Institute: 25 W. 43rd Street

PADM 65100 / Research Methods Seminar (3 credits)

Section 01: Thursdays, 6:15pm-8:45pm, 2/02/12 - 5/24/12 at Murphy Institute Offsite Location: 50 West 40th Street

I have registered for the following course(s):

Course #	Course name	Start date

All tuition and fee schedules are subject to change without notice at any time upon action by the City University of New York, regardless of the tuition and fee schedules in effect at the time of application.

UNDERGRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION AND PUBLIC POLICY

The Undergraduate Certificate in Public Administration and Public Policy provides students with a solid background in government, the policy-making process, and public administration. To earn the Certificate, students must hold a high school diploma or GED and complete four courses, for a total of sixteen credits.

PUBLIC ADMINISTRATION (4 credits)

Code: PADM20100

This course will examine the growth, structure, role, and methods of local and federal bureaucracies and their impact on American government and society. It will introduce students to the subject of bureaucracy in American government and will survey the major areas of study in Public Administration, including the context of public administration, the meaning of federalism, and intergovernmental relations. In addition, the course will address organizational theory and behavior, decision-making, leadership, policy implementation, budgeting, personnel management, performance management, legal and regulatory constraints, ethics and accountability. Students will become knowledgeable about the roles and functions of public agencies and will acquire a grasp of current issues and controversies concerning public bureaucracies and public policy.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Jan. 30, 2012	Mondays	6:15pm-9:35pm	Murphy Institute: 25 West 43rd Street, 19th Floor

GOVERNMENT, POLITICS AND THE POLICY-MAKING PROCESS (4 credits)

Code: PADM21100

This course will explore the policy-making process in a range of public institutions and will introduce students to the approaches, methods, tools, and techniques of decision making. The role of conventional political institutions as well as alternatives to conventional politics will be studied. In the process, students will identify official as well as unofficial political actors, including those in the executive, legislative, and judiciary branches of government; social and political activists; the media; and the public. Finally, the course will examine several models of the policy-making process.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Jan. 31, 2012	Tuesdays	6:15pm-9:35pm	Murphy Institute, offsite, 50 West 40 th St., Room Tba

PUBLIC ISSUES AND PUBLIC POLICY (4 credits)

Code: PADM22100

This course will provide an overview of the major problems facing American cities and will examine the federal, state, and local policies that address urban poverty and inequality. Students will explore a range of economic and social policies, including taxation, minimum wage, social security, immigration, education, the environment, crime, social welfare, discrimination, and civil rights. Students will also examine the political and intellectual debates over policy initiatives to regulate social and private life. Finally, students will discuss pluralist and elitist perspectives on public policy and policy debate. Readings will include diverse and sometimes clashing points of view and will often emphasize developments in New York City.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Not offered	Spring 2012	6:15pm-9:35pm	Will be offered next semester

RESEARCH SEMINAR ON PUBLIC POLICY (4 credits)

Code: PADM23100

This course is a seminar in public policy analysis, including full class sessions as well as supervised independent research. The seminar will focus on a single topic, such as health care, housing, or criminal justice, which will change each semester. Using a task force model, students will survey the literature in the topic under consideration and work in teams to work on particular aspects of the social problem and policy. The task for each team is to identify, analyze and evaluate an existing policy or set of policies related to the selected topic. Students will develop criteria for evaluation and assemble data to support an argument concerning the viability and effectiveness of policies under examination. The goal for each task force is to recommend modifications or alternatives to existing policy that effectively address the needs and concerns of various constituencies and interest groups in the decision-making process. During the term, task force groups will make oral presentations, based on their research. Each group will present a final report that incorporates policy analysis and policy recommendations. In preparation for the task-force project, the seminar will provide an overview of the topic under examination and will review methodologies for policy analysis.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 02, 2012	Thursdays	6:15pm-9:35pm	Murphy Institute: 25 West 43rd Street, 19th Floor



ADVANCED CERTIFICATE IN PUBLIC ADMINISTRATION AND PUBLIC POLICY, LEVEL 1

The Advanced Certificate in Public Administration and Public Policy, Level 1 will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. To earn the Certificate, students must hold a bachelor's degree and complete four out of five courses, for a total of twelve credits.

PUBLIC ADMINISTRATION (3 credits)

Code: PADM60100

Designed for students with a basic knowledge of public administration, this course will examine critical issues confronting government and public administration. Readings and discussions will cover a broad range of topics and will include comparisons of public and private bureaucracies as well as proposals for "reinventing" government. Students will analyze theoretical questions of public administration and will address the real-world experience of public sector employees, both managers and staff. Students will evaluate academic literature on current and future trends in public-sector labor relations, including material on performance management and the *Government Performance Results Act* as well as "post-bureaucratic" models of the public-sector workplace. In this process, students will examine such key managerial issues as evaluation of employee performance, motivation of employees, organizational justice, diversity management, training and staff-development, union-management relations, and collective bargaining. The course will conclude with a participatory workshop on managing in the public sector, in which students will draw on both their practical experience and the scholarly literature discussed in the course.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 01, 2012	Wednesdays	6:15pm-8:45pm	Murphy Institute: 25 West 43rd Street, 19th Floor

SOCIAL AND ECONOMIC POLICY IN THE UNITED STATES (3 credits)

Code: PADM61100

This course will explore the economic and political aspects of critical social issues, discussing a range of policies and policy alternatives that address these issues at both the national and local levels. To provide a framework for these discussions, we examine the relationship between government, the economy, and the variety of policy approaches historically employed to address social issues. Students in the course will focus on specific urban issues such as poverty, welfare, housing, health-care, public education, and urban crime. The course will conclude with an analysis of the public-sector labor force and the future of municipal unions. While the main focus of this course is on municipal issues and policies, students will examine both federal and local policies for economic growth, seeking to understand the relationships between national and local economic policy.

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Jan. 31, 2012	Tuesdays	6:15pm-8:45pm	Murphy Institute: 25 West 43rd Street, 19th Floor

POLICY ANALYSIS (3 credits)

Code: PADM62100

This course will introduce students to theories and techniques of policy analysis and will help them acquire the basic skills necessary to do analytic work. The course will begin by defining policy analysis and the various social models that underlie differing analytic and evaluative frameworks. It will examine the institutions, interests, and forces that shape policy debate and affect “delivery” of policy initiatives. Students will explore several models of analysis and consider their limits as well as their strengths. They will explore the role of government in implementing public policy and allocating resources. In that process, students will address a key question: How do the interests of social groups combine with access to the political process to determine who gets what and when? Finally, students will examine case studies of public-policy analysis in three selected areas of study.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Jan. 30, 2012	Mondays	6:15pm-8:45pm	Murphy Institute: 25 West 43rd Street, 19th Floor

RESEARCH METHODS SEMINAR (3 credits)

Code: PADM65100

This course examines research methods used to produce accurate data on a range of important public policy and public administration issues. Students will learn the importance of formulating research questions and how to frame them, the range of methodologies that can be employed and why and when to use them, and the tools of research methodology and how to utilize them. They will also learn how to analyze data in order to produce research reports in which conclusions are supported by reliable data. In this seminar, students will discuss the theoretical and operational issues critical to doing research and will develop tools and techniques for conducting both quantitative and qualitative research. Students will critique and evaluate specific research studies and will make presentations, posing questions for group discussion. Finally, students will develop an operational familiarity with computer-based programs for statistics and data analysis. Several class sessions will be scheduled in a computer lab for SPSS training.

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 2, 2012	Thursdays	6:15pm-8:45pm	Murphy Institute, offsite, 50 West 40 th St., Room Tba



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

42 BROADWAY • SUITE 1945, NEW YORK, NY 10006
TEL: (212) 964-0035 • FAX: (212) 964-6458
HOT LINE: (212)946-1455 • EMAIL: info@nycmea.org
Website: nycmea.org

January 3, 2012

Dear MEA Members,

The NYC Managerial Employees Association (MEA) is very pleased to offer its members an opportunity for career development with the presentation of an educational program that focuses on government administration and policy essential to the delivery of public services. The program is geared to enriching the knowledge and improving the skills of New York City managers, and at the same time increasing potential for career advancement. MEA in cooperation with the Department of Citywide Administrative Services (DCAS) Citywide Training Center is offering tuition reimbursement to members enrolled in the Spring 2012 Semester of the Public Administration and Public Policy Certificate Program (Program) at The Murphy Institute of the City University of New York. Classes for undergraduate and graduate programs are held once a week at The Murphy Institute located at: 25 West 43rd St. or, offsite, at 50 West 40th Street, Manhattan.

Tuition reimbursement is for the Spring Semester of 2012. Reimbursement will be fifty percent of the tuition fee for one and possibly two Program courses per student member a semester. Requirements to qualify for tuition reimbursement:

- Be an active MEA Member working in New York City government.
- Write a 250 word essay explaining why you are interested in the Program, and how you will benefit from the Program.
- Enroll in the undergraduate or graduate Program.
- Selection will be made by the MEA based on essay evaluation, and on active MEA membership seniority.
- Successful completion of one and possibly two Program courses with grades of B or better.

Upon receipt of an official transcript indicating a B or better grade, tuition reimbursement shall be granted. Limited numbers of slots are available.

The two Program levels offered are Undergraduate and Advanced Level 1 (graduate). See below.

Note: Advanced Level 2 (post graduate) has been discontinued.

1. **The Undergraduate Certificate in Public Administration and Public Policy** Curriculum provides students with a solid background in government, the policy-making process, and public administration. To earn the Certificate, students must have a high school diploma or GED and complete four courses for a total of sixteen credits.
 - Undergraduate Tuition is \$215.00 per credit or \$860.00 per course.
 - Upon successful completion of one and possibly two courses a semester with grades of B or better, MEA will reimburse its Member \$430.00 per course for a maximum of \$860.00.
2. **The Advanced Certificate in Public Administration and Public Policy, Level 1** Curriculum will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. To earn the Certificate, students must have a bachelor's degree and complete four out of five courses for a total of twelve credits.
 - Graduate Tuition is \$345.00 per credit or \$1,035.00 per course.
 - Upon successful completion of one and possibly two courses a semester with grades of B or better, MEA will reimburse its Member \$517.50 per course for a maximum of \$1,035.00

Please indicate your first and second choices for course selections on the "Public Administration and Public Policy Course Selections: Spring 2012" form. This form, the MEA Application for Certificate Program in Public Administration & Public Policy, and your essay should be submitted to the attention of: Ms. Sadie Culler, NYC Managerial Employees Association, 42 Broadway, Suite 1945, New York, N.Y. 10006. Ms. Culler must receive this information by the close of business on **Wednesday, January 25, 2012**. Submissions can be made by mail, facsimile (212 964-6458) or hand delivered to the MEA Office. Please contact Mr. Padraig O'Donoghue, Admissions Counselor for The Murphy Institute at: (212) 642-2068 in order to complete The Murphy Institute registration process. For further information including course descriptions and application forms, please visit the MEA web site: WWW.NYCMEA.ORG or contact Ms. Culler at 212-964-0035.

Classes start January 31, 2012.

Career development of our Members is very important and MEA is pleased to offer this Program that provides opportunity for enrichment of your abilities. We look forward to receiving your applications and essays. Have a Happy and Healthy New Year!

Sincerely yours,

Stuart Eber
President, NYC Managerial Employees Association

Darrell L. Sims
Chair, MEA Compensation and Professionalism Committee



Public Administration Frequently Asked Questions

How will a public administration certificate benefit me?

The **Undergraduate Certificate in Public Administration** provides students with a solid background in government, the policy-making process, and public administration. If you haven't taken and passed the CUNY entrance exam, the certificate allows you to gain credit while you are preparing for the entrance exam (we also have free classes to help with exam prep). These credits will then go toward your degree in Urban Studies offered here at 43rd St. from Queens College.

The **Graduate Certificate in Public Administration, Level 1** will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. This certificate can then fold into a graduate degree program, whether it is in Urban Affairs at Queens College (a degree that the Murphy Institute offers here at 43rd St.) or an MPA offered at Baruch College, CUNY. The certificate is not only a pathway to the masters' degree, but a means of getting back to graduate level academic work a step at a time.

Overall, college education combines with your hard-won life experience to give you a deeper understanding of the social and political world we inhabit. As a result, you can make a more effective contribution toward the kind of social change that improves quality of life for our families, communities and co-workers.

At what levels is the certificate offered?

The certificate is offered on two levels: **Undergraduate Certificate** and **Graduate Certificate**

What do I need in order to earn a certificate in public administration?

- At the undergraduate level, to earn the Certificate, students must hold a high school diploma or GED and complete **four courses**, for a total of **sixteen credits**.
- At the graduate level, students must hold a bachelor's degree (it can be in any subject area) and complete **four out of five courses**, for a total of **twelve credits** to gain the certificate.

How often are the classes and how long do they meet for?

Classes are once a week for a 15 week semester, spring semester beginning at the end of January, and fall semester beginning at the end of August.

- On the undergraduate level, the classes meet from 6:15-9:35, once per week.

- On the graduate level, the classes meet from 6:15-8:45, once per week.

What do I need to do to apply?

You will need to fill out our one-page School of Professional Studies Public Administration Certificate application and send in your official transcript from your previous school (for undergrad, that can be a HS transcript, a GED or your college transcript; for graduate, you should send in your BA transcript; for post-graduate, you should send in your MA transcript). There is a one-time \$70 application fee made payable to the School of Professional Studies, CUNY.

Where does the certificate come from?

The certificate will be granted by the School of Professional Studies at the Graduate Center, CUNY, in collaboration with the Murphy Institute for Worker Education. You will receive this certificate in the June after you have finished your course work.

Where are classes held?

Classes meet at the Manhattan Site of the Murphy Institute on West 43rd St., 18th & 19th Floors, in Manhattan. A few of our classes meet at the Department of Citywide Administrative Services at the DCAS building at 2 Washington St., Lwr. Manhattan. This is due to the collaboration with DCAS and their co-sponsorship of the program.

What degrees does my certificate in public administration articulate with?

The *certificate in Public Administration at the undergraduate level* articulates with the BA Degree in Urban Studies from Queens College that we have at the Murphy Institute at 43rd St. These credits may transfer to many other CUNY programs, but you will have to have them evaluated by the school first. Graduate certificate students can transfer their credits to MA Degree in Urban Affairs from Queens College that we have at the Murphy Institute at 43rd St. These credits also articulate with the MPA degree at Baruch College, CUNY.

Who are the teachers in the Public Administration Program?

Our instructors at the Murphy Institute come to us with immense work and teaching experience. We especially seek faculty who are scholar-practitioners; budget analysts who work at City Hall; Assistant Commissioners at City Agencies; Political Science Doctorates who now work in the field.

Can I attend part-time?

All certificate students attend part-time. A typical first semester student will take one or two courses. We recommend a student returning to school after five or more years away from college to take one class their first semester. This will allow them to ease back into the educational environment and enjoy the experience of being back in school.

How can I pay for these classes?

Many unions have educational benefits, be it a voucher up front or a reimbursement system once you have finished and passed your classes. CUNY also has a program called CUNY Tuition Pay where you pay a small fee and receive a no-interest loan, paid off in installments during your semester. This information can be accessed by www.tuitionpay.com/cuny or by calling 1-866-267-CUNY.



What you need in order to apply:

For an **Undergraduate Certificate** application, we need:

1) An official transcript from your last college, or, if you haven't attended college, an official transcript from your high school. This official transcript needs to be sent directly to my attention at this address from your former school:

Padraig O Donoghue
Attn: Public Administration
The Murphy Institute, SPS, CUNY
25 West 43rd St., 19th Flr
New York, NY 10036

2) An application filled out in its entirety.

3) A \$70 application fee made payable to the School of Professional Studies, CUNY

4) If you are taking **more than one** class, which may not be advisable if you have been out of school for some time, then we'll need an immunization record sent directly to me.

For a **Graduate Certificate** application, we need:

1) An official transcript from your BA degree college. This official transcript needs to be sent directly to my attention at this address from your former school:

Padraig O Donoghue
Attn: Public Administration
The Murphy Institute, SPS, CUNY
25 West 43rd St., 19th Flr
New York, NY 10036

2) An application filled out in its entirety.

3) A \$70 application fee made payable to the School of Professional Studies, CUNY

4) If you are taking **more than one** class, which may not be advisable if you have been out of school for some time, then we'll need an immunization record sent directly to me.