



Administered by the  
NYS & CSEA Partnership for Education and Training  
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# ***Tuition Benefits Program***

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For CSEA-Represented Employees of the  
Unified Court System

April 1, 2010-March 31, 2011

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## Purpose

The Tuition Benefits Program provides educational benefits to CSEA-represented employees of the Unified Court System, enabling them to achieve greater career mobility and promotional opportunities, improve job skills and to prepare for future UCS workforce needs through three components:

- **Tuition Vouchers**-payment for tuition at participating schools listed in this catalog.
- **Tuition Reimbursement**-authorized repayment of tuition to students upon successful completion of coursework at accredited schools.
- **Credit-by-Examination Fee Reimbursement**-repayment of fees (up to a maximum of \$210 per exam) to students for any number of College-Level Examination Program (CLEP), DSSTs, Thomas Edison College Examination Program (TECEP), and Excelsior College exams in addition to standard benefits.

The 2010-2011 Tuition Benefits Program provides two benefits (tuition vouchers or tuition reimbursements) and an unlimited number of Credit-by-Examination Fee Reimbursement benefits.

## Eligibility

You are eligible if you are a CSEA-represented employee of the Unified Court System **who is receiving a New York State paycheck when applying.**

**Employees of UCS who are otherwise eligible but are on approved non-disciplinary leave without pay or workers' compensation leave may also be eligible with proper documentation. Documentation must specify the type of leave, as well as the start and anticipated end dates; it must be signed by the appropriate administrative authority and must be attached to your tuition benefits application form.**

Per diem employees and student interns are not eligible.

## Advisement

We suggest that you seek academic advisement by calling the school directly or by calling a Partnership advisor at (800) 253-4332 before applying. Partnership advisors are available for individual confidential advisement in the areas of educational planning, alternative approaches to furthering your education, educational financing, and adult education basics.

Many schools have specific requirements you must meet before registering for a course. The name, address, school code and types of courses (graduate, undergraduate credit and non-credit) that are available at each participating

school are included in this catalog, as well as the name of the person(s) at the school to whom questions should be directed.

## Course Criteria

The Partnership will pay your tuition for a course only if it meets the following course eligibility criteria; it is your responsibility to make sure it does. Call the Unified Court System's Labor Relations Department at (518) 285-8555 if you are uncertain about a particular course.

- Eligible courses must begin between April 1, 2010 and March 31, 2011 or you must be actively participating in the course sometime between these dates.
- All courses must be vocational, trade, technical, degree or business-related and relevant to job skills needed by the Unified Court System to perform its mission. Courses involving sports, games or hobbies are not eligible.
- Non-credit courses on subjects not applicable to any New York State workforce need are not eligible, including but not limited to the following:
  - Bartending
  - Gaming (e.g., billiards, poker)
  - Modeling and appearance enhancement
  - Pet care, pet grooming, and pet obedience training
  - Physical education (e.g., kickboxing, karate, martial arts, yoga, dance, Pilates)
  - Real estate salesperson/agent/broker
  - Reiki, yoga, meditation, hypnosis
- Many colleges offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, General Educational Development (GED), and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership will cover the fee if one is charged.

**If the course fails to meet the course eligibility criteria, you may be held personally liable for any tuition expenses incurred.**

## Types of Benefits

### *Tuition Vouchers*

Schools that are participating in the Tuition Voucher Program have agreed to accept vouchers in lieu of payment from students and will bill the Partnership directly for course tuition. Some schools may have multiple campuses, but only selected campuses accept vouchers. Schools participating in the Tuition Voucher Program are listed on pages 10-25.

### *Tuition Reimbursement*

You should apply for the Tuition Reimbursement Program if:

- The school you want to attend is not listed in this catalog, or
- The school listed does not offer the location or type of course you are interested in, or
- You have already paid for the course and prefer to be reimbursed directly.

The school must be recognized as an accredited educational institution or proprietary school.

### *Credit-by-Examination Fee Reimbursement*

Reimbursement of CLEP, DSSTs, TECEP, and Excelsior College exams (up to a maximum of \$210 per exam) is available in addition to your standard tuition benefits. See pages 26-29 for a more detailed description of this program or call (800) 253-4332.

## Tuition Coverage Limits

The 2010-2011 Tuition Benefits Program provides you with two benefits (tuition vouchers or tuition reimbursements) and an unlimited number of Credit-by-Examination Fee Reimbursement benefits.

At most participating schools, a voucher will cover **FULL** tuition for:

- ONE undergraduate course up to a maximum of 4 credits (at the resident rate), or
- ONE non-credit course, up to \$828, or
- ONE Excelsior College fee (other than enrollment/initial evaluation or clinical nursing exam).

At participating schools, a voucher will only **PARTIALLY** cover:

- Graduate tuition
- Four-year CUNY tuition charged at the non-matriculated rate
- Tuition charged at a non-resident rate
- Some private college specialty courses
- Excelsior College enrollment/initial evaluation fee or clinical nursing exam.

A reimbursement approval can provide a maximum of \$828 for ONE non-credit course OR a maximum of \$207 per credit at the resident rate (4 credits maximum) for ONE credit-bearing course.

Both tuition benefits (tuition vouchers or tuition reimbursements) can be combined and used for one non-credit course that is more than \$828, or for one credit-bearing course that is more than 4 credits, or for one Excelsior College fee that

costs more than \$828. If you wish to use both of your tuition benefits under these circumstances, please call (800) 253-4332 for more information.

**Tuition costs in excess of the maximum provided are the student's responsibility. All fees and expenses other than tuition are the student's responsibility.**

## Applying for Your Benefits

Application forms are included in the back of this catalog. You may apply for **TWO** benefits. **You must use a separate application form for each benefit.** Applications for this program year will be accepted until March 31, 2011 and applications must be RECEIVED (not postmarked) by March 31, 2011.

The Partnership's address and fax numbers are printed on the application form. You will receive a response within 10 business days. If you do not, please call (800) 253-4332 to inquire about your application. If you fax your application form, **please do not mail the original**, as it may be considered an additional application.

If you are applying for a **voucher** (payment provided directly to the participating school):

1. Complete the application as requested. Use a separate application for each course.
2. Include the correct school code and name from pages 10-25 in this catalog. Each school listing includes a specific school code that is required on the application form. **Please note that some schools have different school codes assigned to them for graduate and undergraduate credit-bearing and non-credit courses, and are listed separately.** It is important that you use the correct school code on your application because schools only accept vouchers for certain types of courses.

If you are applying for **reimbursement** (payment provided directly to you, the student):

1. Complete the application as requested. Use a separate application for each course.
2. Use "TRP" (Tuition Reimbursement Program) for the school code, and include the school's full name, address, phone number and a copy of the school's brochure (if available).
3. Do not include course completion documentation at this time.

## Using Your Tuition Benefits

### *Tuition Voucher*

If you receive a voucher for a participating school, you must follow the school's registration instructions and schedule, and you must submit the original voucher to the school when you register for your course. By doing so, you give permission to the school to bill the Partnership. If you do not formally register at the school, you may not be allowed to attend the course. If you do not submit the original voucher to the school, you may be billed by the school.

### *Tuition Reimbursement*

If you receive a reimbursement approval, you must return the completed approval form to the Partnership after completing the course. A copy of your receipt from the school detailing tuition payment and a copy of your transcript or grade report indicating course completion must be included at this time. Reimbursement of tuition will be mailed to you within 60 days.

**You must complete your course in order to receive reimbursement. The deadline to submit documentation for reimbursement is June 30, 2011. Please call the Partnership if you cannot provide the appropriate documentation by this date.**

## Canceling Your Benefit

If you want to attend a school other than the one for which you originally applied, you **must** cancel your original benefit by following the procedures outlined below, and submit a new Partnership Tuition Benefits Program application form for the new school by March 31, 2011. A new application form may be attached to the cancellation request to expedite this process. If you receive a tuition benefit, but decide not to use it, you may cancel it by following the procedures outlined below as well.

If you have the original benefit (voucher or reimbursement approval) in your possession:

1. Cancel it by signing it on the back in the space provided, and
2. Mail the **original** to the Partnership.

You will be notified that the tuition benefit has been canceled.

If you do not have the original benefit (voucher or reimbursement approval) in your possession, please call (800) 253-4332 and request a Tuition Benefit Cancellation Request Form. You will be given specific instructions about how to cancel the tuition benefit at that time.

Cancellations can only be granted if no charges were incurred against the original tuition benefit (voucher or reimbursement approval).

Tuition benefits cannot be carried over from one program year to the next.

## Changing Courses and/or Schools

Changing courses does not require prior approval from the Partnership as long as the new course still meets the course criteria on page 2. However, if you want to use your tuition benefit at a school other than the one specified on the benefit, you must cancel the benefit by following the procedures outlined previously before a new application can be approved.

**You may be held personally liable for any tuition expenses incurred if the new course fails to meet the course criteria.**

## Dropping a Course

If you register for a course but withdraw within the school's 100% refund period (if one is available), the Partnership will not be required to pay for your participation in the course and that tuition benefit may still be valid for you to use. Information regarding the availability, dates and time periods for a 100% refund as well as information on a school's drop procedures can be obtained by contacting the school directly. If you drop your course outside the 100% refund period, the Partnership will pay the school as required, but the tuition benefit will be considered used.

## Additional Questions

Call the Partnership at (800) 253-4332 or (518) 486-7814 anytime you have questions. You may also call the Employee Relations Division at (518) 285-8555 if you have additional questions.

## Other Financial Aid

You may be eligible for state or federal student financial aid if you are enrolled in a college degree or certificate program. The following resources may also be of interest to you:

### *Aid for Part-Time Study (APTS)*

Most colleges offer this New York State grant to help pay tuition costs for students enrolled in 3 to 11 credit hours of study. You must be matriculated in a degree or certificate program and must meet income eligibility requirements. Contact your school's financial aid office for an application and further details.

### *Federal Pell Grant Program*

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to post-secondary education. This grant may be used for tuition, books, transportation and other related college expenses. Use the *Free Application for Federal Student Aid* (available from college financial aid offices) to apply.

### *Guide to Financial Aid for Working Adult Students*

This free Partnership guide may help you obtain additional financial assistance beyond UCS educational benefits if you are enrolled in a college degree or certificate program. Commonly asked questions about state and federal financial aid are answered, and a step-by-step plan to apply for financial aid is explained.

### *Federal Tax Benefits for Education*

If you, your spouse or a dependent are taking college courses or other post-secondary training, you may benefit from the Hope Credit, American Opportunity Credit, or Lifetime Learning Credit. These programs are federal tax credits to help you offset the costs of higher education.

For more information about any of the financial aid programs described, call (800) 253-4332.

## Taxes

In general, job-related educational assistance benefits are not taxable, with the following clarifications and exceptions:

- Currently, no tax withholding is required on educational assistance benefits provided to employees up to a \$5,250 limit during the calendar year.
- Educational assistance benefits that exceed \$5,250 may be taxable, unless they can be excluded as a “working condition fringe benefit.”

However, these exemptions are scheduled to expire on December 31, 2010. If the exemptions are not extended beyond that date, all educational assistance benefits paid by an employer may be considered taxable income.

Please speak to your accountant or tax advisor for further guidance.

## Additional Educational Resources

### ***Educational Advisement Services***

In addition to advice on using tuition benefits, Partnership advisors are available to work with you in the following areas:

***Financing Your Education***-Information about various financial aid programs, eligibility requirements, federal tax credits, and scholarship searches.

**Academic Advisement**-Assistance with choosing courses best suited to your needs, determining whether a school or non-traditional program is your best alternative, deciding whether or not to pursue a college degree, and choosing a college major.

**Adult Education Basics, GED, and ESOL**-Referral information and advisement to improve math, reading, and writing skills; study English for Speakers of Other Languages (ESOL); obtain a high school diploma or General Educational Development (GED); or enhance pre-college skills.

All of these services can be accessed by calling (800) 253-4332. Conversations with advisors are confidential.

### ***Education Guides: A Resource for New York State Employees***

This is a series of handouts on topics that are useful for educational planning and career management. Partnership advisors work with individuals in all of these areas. Single copies of each guide are available by calling (800) 253-4332 or can be downloaded from the publications page at [www.nyscseapartnership.org](http://www.nyscseapartnership.org).

- Guide 1 Returning to Learning: Guide to Sound Decision Making
- Guide 2 Non-traditional Approaches to Further Education
- Guide 3 Credit-By-Examination Programs
- Guide 4 Tax Credits for Education
- Guide 5 Scholarships
- Guide 6 Informational Interviewing
- Guide 7 Networking

### ***Support Services for Students with Disabilities***

Many colleges offer assistance to students who have a physical or learning disability. If you have a disability and are interested in taking courses, it is important that you call the Partnership at (800) 253-4332 or call the school as soon as possible so that services can be arranged.

## **Participating Schools**

On pages 10-25, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, address, contact person, and school code (required on the application form) are included for each participating school. It is important that you use the correct school code on your application because schools only accept vouchers for certain types of courses.

For example, **graduate schools** accept vouchers for **graduate** courses. Most schools will not allow students to register for graduate courses unless they already possess a bachelor's degree.

**Undergraduate schools** accept vouchers for **undergraduate credit** courses. Undergraduate credit courses are courses offered at community colleges and universities where college credit is awarded upon course completion. Students taking undergraduate credit courses must usually possess a high school diploma

or GED and are often taking courses to obtain an associate's or bachelor's degree.

**Non-credit schools** accept vouchers for **non-credit** courses. Non-credit courses are generally offered at BOCES or college continuing education departments. Non-credit courses do not award college credits, but sometimes award continuing education units (CEU's).

## LONG ISLAND REGION

### GRADUATE SCHOOLS

#### SUNY AT STONY BROOK

Nicolls Road  
Stony Brook, NY 11794  
Mary Gallino  
(631) 632-9315  
School Code: 680

#### SUNY/COLLEGE AT OLD WESTBURY

Box 210  
Old Westbury, NY 11568  
Mary D'Antonio/Lena Farrugia  
(516) 876-3135  
School Code: 662

### UNDERGRADUATE SCHOOLS

#### FARMINGDALE STATE COLLEGE

2350 Broadhollow Road  
Farmingdale, NY 11735  
Maria Orellana  
(631) 420-2560  
School Code: 647

#### NASSAU CC

1 Education Drive  
Garden City, NY 11530  
Dr. James F. Polo  
(516) 572-7599  
School Code: 497

#### SUFFOLK CCC (AMMERMAN)

533 College Road  
Selden, NY 11784  
Admissions Office  
(631) 451-4000  
School Code: 599

#### SUFFOLK CCC (EASTERN)

121 Speonk-Riverhead Road  
Riverhead, NY 11901  
Admissions Office  
(631) 548-2512  
School Code: 596

#### SUFFOLK CCC (GRANT CAMPUS)

1001 Crooked Hill Road  
Brentwood, NY 11717  
Admissions Office  
(631) 451-4000  
School Code: 593

#### SUNY AT STONY BROOK

Nicolls Road  
Stony Brook, NY 11794  
Mary Gallino  
(631) 632-9315  
School Code: 680

#### SUNY/COLLEGE AT OLD WESTBURY

Box 210  
Old Westbury, NY 11568  
Mary D'Antonio/Lena Farrugia  
(516) 876-3135  
School Code: 662

### NON-CREDIT SCHOOLS

#### ACCESS CAREERS

474 Fulton Avenue-Suite 201  
Hempstead, NY 11550  
Ms. Mini Sawhney  
(516) 433-0034  
School Code: 103

#### BRANFORD HALL CAREER INSTITUTE

565 Johnson Avenue  
Bohemia, NY 11716  
Bridget Headley  
(631) 589-1222  
School Code: 115

#### CAREER INSTITUTE OF HEALTH & TECHNOLOGY

200 Garden City Plaza-Suite 519  
Garden City, NY 11530  
Monifa Skelton  
(516) 877-1225 ext. 1115  
School Code: 286

#### COMMERCIAL DRIVER TRAINING, INC.

600 Patton Avenue  
West Babylon, NY 11704  
Kim Carsten  
(631) 249-1330  
School Code: 276

#### EASTERN SUFFOLK BOCES

350 Martha Avenue  
Bellport, NY 11713  
Judith Cahn  
(631) 286-6585  
School Code: 224

#### FARMINGDALE STATE UNIVERSITY OF NY

2350 Broadhollow Road  
Farmingdale, NY 11735  
Bridget J. Cremmins  
(631) 420-2246  
School Code: 646

#### FRANKLIN CAREER INSTITUTE

91 North Franklin Street  
Hempstead, NY 11550  
Franklin Career Institute  
(516) 481-4444  
School Code: 375

#### HOFSTRA UNIVERSITY CONTINUING EDUCATION

250 Hofstra University  
Hempstead, NY 11549  
June Mullan  
(516) 463-5014  
School Code: 400

#### MICROPOWER COMPUTER INSTITUTE

120 Commerce Drive-Suite 103  
Hauppauge, NY 11788  
Sanjay Malik  
(631) 656-2940 ext. 7861  
School Code: 479

#### NASSAU BOCES

1196 Prospect Avenue  
Westbury, NY 11590  
LaRue Shah  
(516) 622-6951  
School Code: 173

## **LONG ISLAND REGION (CONTINUED)**

### **NASSAU CC**

1 Education Dr  
Garden City, NY 11530  
Office of Lifelong Learning  
(516) 572-7472  
School Code: 498

### **SUNY AT STONY BROOK**

School of Professional  
Development  
Nicolls Road  
Stony Brook, NY 11794  
(631) 632-7022  
School Code: 681

### **SUNY/COLLEGE AT OLD WESTBURY**

Box 210  
Old Westbury, NY 11568  
Mary D'Antonio/Lena Farrugia  
(516) 876-3135  
School Code: 662

### **WESTERN SUFFOLK BOCES**

17 Westminster Avenue  
Dix Hills, NY 11746  
Adult Career & Technical  
Education  
(631) 667-6000 ext. 320  
School Code: 227

## METROPOLITAN REGION

### GRADUATE SCHOOLS

#### CUNY JOHN JAY COLLEGE

445 West 59th Street  
New York, NY 10019  
Gerald Garvey or Judith  
Coverdale  
(212) 237-8477  
School Code: 314

#### CUNY LEHMAN COLLEGE

250 Bedford Park Blvd. West  
Bronx, NY 10468  
Dean John M. Holloway  
(718) 960-8242  
School Code: 321

#### CUNY QUEENS COLLEGE

65-30 Kissena Blvd.  
Flushing, NY 11367  
JSM Center for Worker  
Education at Queens College  
(718) 997-3060  
School Code: 332

#### CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue  
New York, NY 10016  
Thomas Jennings  
(212) 652-2894  
School Code: 334

#### THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.  
Staten Island, NY 10314  
Patricia Moreira  
(718) 982-2155  
School Code: 338

### UNDERGRADUATE SCHOOLS

#### BOROUGH OF MANHATTAN CC

199 Chambers Street  
New York, NY 10007  
Peter Roberts  
(212) 220-8000 ext. 5192  
School Code: 453

#### CCNY CENTER FOR WORKER EDUCATION

25 Broadway, 7th Floor  
New York, NY 10004  
Receptionist  
(212) 925-6625 ext. 241  
School Code: 308

#### CUNY JOHN JAY COLLEGE

445 West 59th Street  
New York, NY 10019  
Gerald Garvey or Judith  
Coverdale  
(212) 237-8477  
School Code: 314

#### CUNY LEHMAN COLLEGE

250 Bedford Park Blvd. West  
Bronx, NY 10468  
Dean John M. Holloway  
(718) 960-8242  
School Code: 321

#### CUNY QUEENS COLLEGE

65-30 Kissena Blvd.  
Flushing, NY 11367  
JSM Center for Worker  
Education at Queens College  
(718) 997-3060  
School Code: 332

#### CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue  
New York, NY 10016  
Thomas Jennings  
(212) 652-2894  
School Code: 334

#### EUGENIO MARIA DE HOSTOS CC

500 Grand Concourse  
Bronx, NY 10451  
Nancy M. Valentin  
(718) 319-7957  
School Code: 402

#### LAGUARDIA CC

31-10 Thomson Avenue  
Long Island City, NY 11101  
Admissions  
(718) 482-7206  
School Code: 437

#### MEDGAR EVERS COLLEGE

1650 Bedford Avenue  
Brooklyn, NY 11225  
Hermione Borges  
(718) 270-6084  
School Code: 471

#### NEW YORK CITY COLLEGE OF TECHNOLOGY

300 Jay Street  
Brooklyn, NY 11201  
Robert Cermele  
(718) 260-5009  
School Code: 329

#### QUEENSBOROUGH CC

222-05 56th Avenue  
Bayside, NY 11364  
Registrar's Office  
(718) 631-6212  
School Code: 545

#### THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.  
Staten Island, NY 10314  
Patricia Moreira  
(718) 982-2155  
School Code: 338

#### YORK COLLEGE/CUNY

94-20 Guy R. Brewer Blvd.  
Rm. 1B07  
Jamaica, NY 11451  
William Perkins  
(718) 262-2175  
School Code: 342

### NON-CREDIT SCHOOLS

#### ACCESS CAREERS

25 Elm Place-Suite 201  
Brooklyn, NY 11201  
Jack Patel  
(718) 643-9060  
School Code: 106

## **METROPOLITAN REGION (CONTINUED)**

### **AMERICAN TRAINING CENTER, INC.**

108-22 Queens Blvd., 2<sup>nd</sup> Floor  
Forest Hills, NY 11375  
Tatyana Kovalski  
(718) 544-8100 ext. 101  
School Code: 110

### **BOROUGH OF MANHATTAN CC CONTINUING EDUCATION**

199 Chambers Street  
New York, NY 10007  
Delores Perkins  
(212) 346-8441  
School Code: 452

### **BROOKLYN COLLEGE CONTINUING EDUCATION**

2900 Bedford Avenue  
Brooklyn, NY 11210  
Carol Ripps  
(718) 951-4141  
School Code: 306

### **CCNY CENTER FOR WORKER EDUCATION**

25 Broadway, 7<sup>th</sup> Floor  
New York, NY 10004  
Receptionist  
(212) 925-6625 ext. 241  
School Code: 308

### **CORNELL UNIVERSITY SILR**

16 East 34<sup>th</sup> Street, 6<sup>th</sup> Floor  
New York, NY 10016  
Tom Willett  
(212) 340-2894  
School Code: 291

### **CUNY LEHMAN COLLEGE CONTINUING EDUCATION**

250 Bedford Park Blvd. West  
Bronx, NY 10468  
Maryann Drago-Dowling  
(718) 960-8077  
School Code: 320

### **CUNY SCHOOL OF PROFESSIONAL STUDIES**

365 Fifth Avenue  
New York, NY 10016  
Thomas Jennings  
(212) 652-2894  
School Code: 334

### **FRANKLIN CAREER INSTITUTE**

5323 Fifth Avenue  
Brooklyn, NY 11220  
Franklin Career Institute  
(718) 535-3333  
School Code: 375

### **HOSTOS COMMUNITY COLLEGE**

500 Grand Concourse  
Bronx, NY 10451  
Magdalena Ramirez  
(718) 518-6719  
School Code: 401

### **KINGSBOROUGH CC**

2001 Oriental Blvd.  
Brooklyn, NY 11235  
Christine Beckner  
(718) 368-5116  
School Code: 434

### **LAGUARDIA CC**

31-10 Thomson Avenue  
Room M-141  
Long Island City, NY 11101  
Bruce Kurzius  
(718) 482-5124  
School Code: 436

### **LONG ISLAND UNIVERSITY (BROOKLYN)**

9 Hanover Place-2<sup>nd</sup> Floor  
Brooklyn, NY 11201  
Pat Bello  
(718) 488-1360  
School Code: 441

### **MEDGAR EVERS COLLEGE**

1650 Bedford Avenue  
Brooklyn, NY 11225  
Sylvie Kinloch  
(718) 804-8847  
School Code: 470

### **MICROPOWER COMPUTER INSTITUTE**

243 West 30<sup>th</sup> Street-9<sup>th</sup> Floor  
New York, NY 10001  
Seema Shah  
(212) 279-2550  
School Code: 479

### **NEW YORK CITY COLLEGE OF TECHNOLOGY**

300 Jay Street  
Brooklyn, NY 11201  
Robert Cermele  
(718) 260-5009  
School Code: 329

### **NEW YORK SCHOOL OF HEALTH AND BUSINESS CAREERS**

149-18 Jamaica Avenue, 2<sup>nd</sup> Floor  
Jamaica, NY 11435  
Samuel Dede  
(718) 304-3349  
School Code: 330

### **QUEENS COLLEGE CONTINUING EDUCATION/ CUNY**

65-30 Kissena Blvd.  
Flushing, NY 11367  
Selena Chu  
(718) 997-5706  
School Code: 331

### **THE COLLEGE OF STATEN ISLAND/CUNY**

2800 Victory Blvd., 2A-201  
Staten Island, NY 10314  
Gina DiSalvo  
(718) 982-2170  
School Code: 337

### **YORK COLLEGE/CUNY**

94-20 Guy R. Brewer Blvd.  
Room 2F01B  
Jamaica, NY 11451  
Julissa Perez  
(718) 262-2791  
School Code: 341

## SOUTHERN REGION

### GRADUATE SCHOOLS

#### MARIST COLLEGE

3399 North Road  
Poughkeepsie, NY 12601  
Eileen Bull  
(845) 575-3646  
School Code: 458

#### NYACK COLLEGE

1 South Boulevard  
Nyack, NY 10960  
Admissions Office  
(800) 876-9225  
School Code: 528

#### SUNY NEW PALTZ

One Hawk Drive  
New Paltz, NY 12561  
Caroline Murphy  
(845) 257-3285  
School Code: 660

### UNDERGRADUATE SCHOOLS

#### DUTCHESS CC

53 Pendell Road  
Poughkeepsie, NY 12601  
Carla L. Mazzarelli  
(845) 431-8953  
School Code: 353

#### MARIST COLLEGE

3399 North Road  
Poughkeepsie, NY 12601  
Eileen Bull  
(845) 575-3646  
School Code: 458

#### NYACK COLLEGE

1 South Boulevard  
Nyack, NY 10960  
Admissions Office  
(800) 876-9225  
School Code: 528

#### ORANGE COUNTY CC

115 South Street  
Middletown, NY 10940  
JoAnn Hamburg  
(845) 341-4904  
School Code: 533

#### PURCHASE COLLEGE/SUNY

735 Anderson Hill Road  
Purchase, NY 10577  
School of Liberal Studies &  
Continuing Education  
(914) 251-6500  
School Code: 677

#### ROCKLAND CC

145 College Road  
Suffern, NY 10901  
Jerry Vitale  
(845) 574-4390  
School Code: 554

#### SULLIVAN COUNTY CC

112 College Road  
Loch Sheldrake, NY 12759  
Dr. Robert Schultz  
(845) 434-5750 ext. 4251  
School Code: 602

#### SUNY NEW PALTZ

One Hawk Drive  
New Paltz, NY 12561  
Caroline Murphy  
(845) 257-3285  
School Code: 660

#### ULSTER COUNTY CC

Cottkill Road  
Stone Ridge, NY 12484  
Leslie Davis  
(845) 687-5038  
School Code: 689

#### WESTCHESTER CC

75 Grasslands Road  
Valhalla, NY 10595  
Lena Lent  
(914) 606-6675  
School Code: 701

### NON-CREDIT SCHOOLS

#### BOCES SOUTHERN WESTCHESTER

85 Executive Boulevard  
Elmsford, NY 10523  
Harry J. Kaplan  
(914) 592-0849  
School Code: 210

#### COMMERCIAL DRIVER TRAINING, INC.

416 Old Neighborhood Road  
Kingston, NY 12401  
Pete Calogero  
(845) 336-2300  
School Code: 276

#### DUTCHESS BOCES-MTI

61 Page Park Drive  
Poughkeepsie, NY 12603  
Sherre Wesley  
(845) 483-3640  
School Code: 134

#### DUTCHESS CC OFFICE OF COMMUNITY SERVICES

53 Pendell Road  
Poughkeepsie, NY 12601  
Russell M. Pirog  
(845) 431-8907  
School Code: 352

#### MARIST COLLEGE

3399 North Road  
Poughkeepsie, NY 12601  
Eileen Bull  
(845) 575-3646  
School Code: 458

#### ORANGE COUNTY CC

115 South Street  
Middletown, NY 10940  
JoAnn Hamburg  
(845) 341-4904  
School Code: 533

#### ORANGE-ULSTER BOCES

471 Broadway  
Newburgh, NY 12550  
Denise McAteer/Robin Flores  
(845) 781-6715 ext. 2  
School Code: 185

#### PURCHASE COLLEGE/SUNY

735 Anderson Hill Road  
Purchase, NY 10577  
School of Liberal Studies &  
Continuing Education  
(914) 251-6500  
School Code: 677

## **SOUTHERN REGION (CONTINUED)**

### **PUTNAM-NORTHERN WESTCHESTER BOCES**

200 BOCES Drive  
Yorktown Heights, NY 10598  
Carol Deyo  
(914) 248-2413  
School Code: 200

### **ROCKLAND BOCES**

131 Midland Avenue North  
Nyack, NY 10960  
Mr. Albert V. Moschetti  
(845) 348-3500  
School Code: 206

### **ROCKLAND CC**

145 College Road  
Suffern, NY 10901  
Jerry Vitale  
(845) 574-4390  
School Code: 554

### **SULLIVAN COUNTY BOCES**

22 St. John Street, Suite 300  
Monticello, NY 12701  
Annette Snyder  
(845) 791-4070  
School Code: 230

### **SULLIVAN COUNTY CC**

112 College Road  
Loch Sheldrake, NY 12759  
Dr. Robert Schultz  
(845) 434-5750 ext. 4251  
School Code: 602

### **SUNY NEW PALTZ**

One Hawk Drive  
New Paltz, NY 12561  
Helise Winters  
(845) 257-2904  
School Code: 659

### **SUNY ULSTER CONTINUING EDUCATION**

1 Development Court  
Kingston, NY 12401  
Aleta Pahl  
(845) 339-2025  
School Code: 690

### **TRI-STATE TRAINING/TESTING SERVICES**

101 Pike Street  
Port Jervis, NY 12771  
Laurie Lewis  
(845) 856-5001  
School Code: 687

### **ULSTER BOCES**

PO Box 601  
Port Ewen, NY 12466  
Gigi Fusco  
(845) 331-5050  
School Code: 234

### **WESTCHESTER CC**

75 Grasslands Road  
Valhalla, NY 10595  
Lena Lent  
(914) 606-6675  
School Code: 701

## CAPITAL REGION

### GRADUATE SCHOOLS

#### SAGE COLLEGE OF ALBANY/GRADUATE SCHOOL

140 New Scotland Avenue  
Albany, NY 12208  
Kim Higgins  
(518) 292-1925  
School Code: 557

#### SUNY PLATTSBURGH

101 Broad Street  
Plattsburgh, NY 12901  
Gregory B. Withrow  
(518) 564-3120  
School Code: 671

#### UNION GRADUATE COLLEGE

80 Nott Terrace  
Schenectady, NY 12308  
Rhonda Sheehan  
(518) 631-9835  
School Code: 693

#### UNIVERSITY AT ALBANY

1400 Washington Avenue  
Albany, NY 12222  
Office of General Studies and  
Summer Sessions  
(518) 442-5140  
School Code: 605

### UNDERGRADUATE SCHOOLS

#### ADIRONDACK COMMUNITY COLLEGE

640 Bay Road  
Queensbury, NY 12804  
Sarah Jane Linehan  
(518) 743-2264  
School Code: 104

#### CLINTON CC

136 Clinton Point Drive  
Plattsburgh, NY 12901  
Kathleen Stone  
(518) 562-4294  
School Code: 275

#### COLUMBIA-GREENE CC

4400 Route 23  
Hudson, NY 12534  
Catherine Tretheway  
(518) 828-4181 ext. 5513  
School Code: 284

#### FULTON-MONTGOMERY CC

2805 State Highway 67  
Johnstown, NY 12095  
Admissions Office  
(518) 736-5300  
School Code: 377

#### HUDSON VALLEY CC

80 Vandenberg Ave  
Troy, NY 12180  
Richard E. Bennett III  
(518) 629-7338  
School Code: 404

#### MARIA COLLEGE

700 New Scotland Avenue  
Albany, NY 12208  
Sister Ellen Boyle  
(518) 438-3111 ext. 246  
School Code: 455

#### MILDRED-ELLEY

855 Central Avenue  
Albany, NY 12206  
Admissions Office  
(518) 786-0855  
School Code: 480

#### NORTH COUNTRY CC

23 Santanoni Avenue  
Saranac Lake, NY 12983  
Sandra Baker  
(518) 891-2915 ext. 245  
School Code: 527

#### SAGE COLLEGE OF ALBANY/GRADUATE SCHOOL

140 New Scotland Avenue  
Albany, NY 12208  
Kim Higgins  
(518) 292-1925  
School Code: 557

#### SCHENECTADY COUNTY CC

78 Washington Avenue  
Schenectady, NY 12305  
Registrar  
(518) 381-1271  
School Code: 560

#### SIENA COLLEGE

515 Loudon Road  
Loudonville, NY 12211  
Mary A. Pinsonneault  
(518) 783-2917  
School Code: 563

#### SUNY COBLESKILL

Route 7  
Cobleskill, NY 12043  
Margaret Grippin  
(518) 255-5516  
School Code: 632

#### SUNY PLATTSBURGH

101 Broad Street  
Plattsburgh, NY 12901  
Gregory B. Withrow  
(518) 564-3120  
School Code: 671

#### UNIVERSITY AT ALBANY

1400 Washington Avenue  
Albany, NY 12222  
Office of General Studies and  
Summer Sessions  
(518) 442-5140  
School Code: 605

### NON-CREDIT SCHOOLS

#### CAPITAL REGION BOCES

900 Watervliet-Shaker Road  
Albany, NY 12205  
Paula Negri (Health  
Careers)/Kimberly Brizzell (Adult  
Education)  
(518) 862-4709  
School Code: 258

#### CLINTON CC

136 Clinton Point Drive  
Plattsburgh, NY 12901  
Kathleen Stone  
(518) 562-4294  
School Code: 275

## CAPITAL REGION (CONTINUED)

### **COLUMBIA-GREENE CC**

4400 Route 23  
Hudson, NY 12534  
Phyllis Carito  
(518) 828-4181 ext. 3350  
School Code: 283

### **COMPUTER VISIONS**

16 Corporate Woods Boulevard  
Albany, NY 12211  
Pam Smith  
(518) 437-1600  
School Code: 279

### **CSEA WORK INSTITUTE**

1 Lear Jet Lane-Suite 5  
Latham, NY 12110  
CSEA WORK Institute  
(866) 478-5548  
School Code: 708

### **FULTON-MONTGOMERY CC**

2805 State Highway 67  
Johnstown, NY 12095  
Admissions Office  
(518) 736-5300  
School Code: 377

### **HUDSON VALLEY CC**

80 Vandenberg Avenue  
Troy, NY 12180  
Marilyn Bossalini  
(518) 629-4827  
School Code: 403

### **MARIA COLLEGE**

700 New Scotland Avenue  
Albany, NY 12208  
Sister Ellen Boyle  
(518) 438-3111 ext. 246  
School Code: 455

### **MICROKNOWLEDGE, INC**

21 British American Blvd.  
Latham, NY 12110  
Denise Smith  
(518) 786-1181  
School Code: 478

### **MILDRED-ELLEY**

855 Central Avenue  
Albany, NY 12206  
Admissions Office  
(518) 786-0855  
School Code: 480

### **NORTH COUNTRY CC**

23 Santanoni Avenue  
Saranac Lake, NY 12983  
Sandra Baker  
(518) 891-2915 ext. 245  
School Code: 527

### **SAGE COLLEGE OF ALBANY/GRADUATE SCHOOL**

140 New Scotland Avenue  
Albany, NY 12208  
Kim Higgins  
(518) 292-1925  
School Code: 557

### **SCHENECTADY COUNTY CC**

78 Washington Avenue  
Schenectady, NY 12305  
Registrar  
(518) 381-1271  
School Code: 560

### **SUNY AT PLATTSBURGH**

101 Broad Street  
Plattsburgh, NY 12901  
College Auxiliary Services  
(518) 564-3054  
School Code: 672

### **THE CDL SCHOOL, INC.**

381 Broadway  
Menands, NY 12204  
Andrea Hanley or Student  
Services  
(518) 427-8000  
School Code: 272

### **WASHINGTON-SARATOGA- WARREN BOCES**

27 Gick Road  
Saratoga Springs, NY 12866  
Dale Hager  
(518) 746-3523  
School Code: 208

### **WILDWOOD PROGRAMS, INC.**

1190 Troy-Schenectady Road,  
Bldg. 1  
Latham, NY 12110  
Melinda Burns  
(518) 640-3352  
School Code: 705

## CENTRAL REGION

### GRADUATE SCHOOLS

#### BINGHAMTON UNIVERSITY

PO Box 6000  
Binghamton, NY 13902  
Edgar Singer  
(607) 777-6952  
School Code: 611

#### COLUMBIA COLLEGE

6001 East Molloy Road  
Syracuse, NY 13211  
Staff  
(315) 455-0690  
School Code: 280

#### SUNY CORTLAND

PO Box 2000  
Cortland, NY 13045  
Colleen DeGouff  
(607) 753-2313  
School Code: 635

#### SUNY INSTITUTE OF TECHNOLOGY AT UTICA

100 Seymour Road  
Utica, NY 13502  
Jennifer Phelan Ninh  
(315) 792-7500  
School Code: 683

#### SUNY ONEONTA

PO Box 4015  
Oneonta, NY 13820  
Sherry Wildenstein  
(607) 436-2548  
School Code: 665

#### SUNY OSWEGO

7060 Route 104W  
Oswego, NY 13126  
Mary Hoben  
(315) 312-2230  
School Code: 668

#### SUNY POTSDAM

44 Pierrepont Avenue  
Potsdam, NY 13676  
Sheila Scott  
(315) 267-2096  
School Code: 674

### UNDERGRADUATE SCHOOLS

#### BINGHAMTON UNIVERSITY

PO Box 6000  
Binghamton, NY 13902  
Edgar Singer  
(607) 777-6952  
School Code: 611

#### BROOME CC

PO Box 1017 Upper Front Street  
Binghamton, NY 13902  
Marty Guzzi  
(607) 778-5527  
School Code: 242

#### CAYUGA CC

197 Franklin Street  
Auburn, NY 13021  
Student Development  
(315) 255-1743 ext. 2230  
School Code: 263

#### CAZENOVIA COLLEGE

Seminary Street  
Cazenovia, NY 13035  
Virginia Felleman  
(315) 655-7107  
School Code: 261

#### COLUMBIA COLLEGE

6001 East Molloy Road  
Syracuse, NY 13211  
Staff  
(315) 455-0690  
School Code: 280

#### HERKIMER COUNTY CC

100 Reservoir Road  
Herkimer, NY 13350  
Craig Dewan  
(315) 866-0300 ext. 8580  
School Code: 386

#### JEFFERSON CC

1220 Coffeen Street  
Watertown, NY 13601  
John Trumbell  
(315) 786-2309  
School Code: 428

#### MOHAWK VALLEY CC

1101 Sherman Drive  
Utica, NY 13501  
Richard Pucine  
(315) 792-5309  
School Code: 482

#### MORRISVILLE STATE COLLEGE

Route 20  
Morrisville, NY 13408  
Amanda King  
(315) 684-6038  
School Code: 656

#### ONONDAGA CC

4585 West Seneca Turnpike  
Syracuse, NY 13215  
Sheila A. Mevec  
(315) 498-2350  
School Code: 530

#### SUNY COLLEGE OF TECHNOLOGY AT CANTON

Cornell Drive  
Canton, NY 13617  
Student Service Center  
(315) 386-7616  
School Code: 626

#### SUNY CORTLAND

PO Box 2000  
Cortland, NY 13045  
Colleen DeGouff  
(607) 753-2313  
School Code: 635

#### SUNY DELHI

2 Main Street  
Delhi, NY 13753  
Nancy Hughes  
(607) 746-4570  
School Code: 638

#### SUNY INSTITUTE OF TECHNOLOGY AT UTICA

100 Seymour Road  
Utica, NY 13502  
Jennifer Phelan Ninh  
(315) 792-7500  
School Code: 683

## CENTRAL REGION (CONTINUED)

**SUNY ONEONTA**  
PO Box 4015  
Oneonta, NY 13820  
Sherry Wildenstein  
(607) 436-2548  
School Code: 665

**SUNY OSWEGO**  
7060 Route 104W  
Oswego, NY 13126  
Mary Hoben  
(315) 312-2230  
School Code: 668

**SUNY POTSDAM**  
44 Pierrepont Avenue  
Potsdam, NY 13676  
Sheila Scott  
(315) 267-2096  
School Code: 674

**TOMPKINS-CORTLAND CC**  
170 North Street  
Dryden, NY 13053  
Judith Longo  
(607) 844-8222 ext. 4305  
School Code: 686

**UTICA SCHOOL OF  
COMMERCE**  
201 Bleecker Street  
Utica, NY 13501  
USC Admissions Office  
(315) 733-2300  
School Code: 699

### **NON-CREDIT SCHOOLS**

**BOCES OSWEGO**  
179 County Route 64  
Mexico, NY 13114  
Karen Crouse  
(315) 963-4272  
School Code: 191

**BROOME CC**  
PO Box 1017 Upper Front Street  
Binghamton, NY 13902  
Marty Guzzi  
(607) 778-5527  
School Code: 242

**BROOME-TIOGA BOCES**  
435 Glenwood Road  
Binghamton, NY 13905  
Regina Alston  
(607) 763-3616  
School Code: 113

**CAYUGA CC**  
197 Franklin Street  
Auburn, NY 13021  
Student Development  
(315) 255-1743 ext. 2230  
School Code: 263

**DELAWARE-CHENANGO-  
MADISON-OTSEGO BOCES**  
6678 County Road 32  
Norwich, NY 13815  
Colleen Deady  
(607) 335-1327  
School Code: 131

**GREATER SOUTHERN TIER  
BOCES**  
459 Philo Road  
Elmira, NY 14903  
Joan Crain  
(607) 739-7905 ext. 2388  
School Code: 209

**MADISON-ONEIDA BOCES**  
Box 70 Middle Settlement Road  
New Hartford, NY 13413  
Diane Wendt  
(315) 793-8696  
School Code: 176

**MOHAWK VALLEY CC**  
1101 Sherman Drive  
Utica, NY 13501  
Richard Pucine  
(315) 792-5309  
School Code: 482

**ONONDAGA CC**  
4585 West Seneca Turnpike  
Syracuse, NY 13215  
Pete Headd  
(315) 498-6027  
School Code: 529

**ONONDAGA-CORTLAND-  
MADISON BOCES  
(CORTLAND)**  
1710 NYS Route 13  
Cortland, NY 13045  
Mary Reagan  
(607) 758-5111  
School Code: 180

**ONONDAGA-CORTLAND-  
MADISON BOCES  
(LIVERPOOL)**  
4500 Crown Road  
Liverpool, NY 13090  
Joanne Flood  
(315) 453-4600  
School Code: 179

**PREVENTION  
NETWORK/OCCA**  
906 Spencer Street  
Syracuse, NY 13204  
Denise Baranello  
(315) 471-1359  
School Code: 531

**ST LAWRENCE-LEWIS  
BOCES**  
7227 State Hwy 56  
Norwood, NY 13668  
Office of Adult & Continuing  
Education  
(888) 360-7693  
School Code: 216

**SUNY COLLEGE OF  
TECHNOLOGY AT CANTON**  
Cornell Drive  
Canton, NY 13617  
Student Service Center  
(315) 386-7616  
School Code: 626

**SUNY DELHI**  
2 Main Street  
Delhi, NY 13753  
Nancy Hughes  
(607) 746-4570  
School Code: 638

## **CENTRAL REGION (CONTINUED)**

### **UTICA SCHOOL OF COMMERCE**

201 Bleecker Street  
Utica, NY 13501  
USC Admissions Office  
(315) 733-2300  
School Code: 699

## WESTERN REGION

### GRADUATE SCHOOLS

#### **BUFFALO STATE COLLEGE**

1300 Elmwood Avenue  
Buffalo, NY 14222  
Dr. Margaret Shaw-Burnett  
(716) 878-5907  
School Code: 620

#### **SAINT BERNARD'S SCHOOL OF THEOLOGY**

120 French Road  
Rochester, NY 14618  
Dr. D. N. Premnath  
(585) 271-3657 ext. 291  
School Code: 570

#### **SUNY FREDONIA**

280 Central Avenue  
Fredonia, NY 14063  
Eric Skowronski  
(716) 673-3177  
School Code: 650

#### **SUNY GENESEO**

1 College Circle  
Geneseo, NY 14454  
Sandra Argentieri  
(585) 245-5621  
School Code: 653

#### **THE COLLEGE AT BROCKPORT/SUNY**

350 New Campus Drive  
Brockport, NY 14420  
Karen Schuhle-Williams  
(585) 395-5726  
School Code: 614

#### **UNIVERSITY AT BUFFALO**

232 Capen Hall  
Buffalo, NY 14260  
Student Response Center  
(716) 645-2450  
School Code: 623

### UNDERGRADUATE SCHOOLS

#### **ALFRED STATE COLLEGE**

1 Saxon Drive  
Alfred, NY 14802  
Wendy Dresser-Recktenwald  
(607) 587-4014  
School Code: 608

#### **BUFFALO STATE COLLEGE**

1300 Elmwood Avenue  
Buffalo, NY 14222  
Dr. Margaret Shaw-Burnett  
(716) 878-5907  
School Code: 620

#### **CORNELL UNIVERSITY ILR SCHOOL (ROCHESTER)**

249 Highland Avenue  
Rochester, NY 14620  
Alice Torres  
(585) 262-4440  
School Code: 295

#### **CORNING CC**

One Academic Drive  
Corning, NY 14830  
Jeanne Eschbach  
(607) 936-7346  
School Code: 296

#### **ERIE CC (ALL CAMPUSES)**

6205 Main Street  
Williamsville, NY 14221  
Petrina Hill-Cheatom  
(716) 851-1588  
School Code: 368

#### **FINGER LAKES CC**

3325 Marvin Sands Drive  
Canandaigua, NY 14424  
Prakash Patel  
(585) 394-3500 ext. 7233  
School Code: 287

#### **GENESEEE CC**

One College Road  
Batavia, NY 14020  
Sandra Hofert  
(585) 343-0055 ext. 6508  
School Code: 380

#### **HILBERT COLLEGE**

5200 South Park Avenue  
Hamburg, NY 14075  
Tim Lee  
(716) 649-7900 ext. 244  
School Code: 394

#### **JAMESTOWN CC CATTARAUGUS CAMPUS**

260 North Union Street  
Olean, NY 14760  
Jesse Gugino  
(716) 376-7572  
School Code: 425

#### **JAMESTOWN CC NORTH COUNTY CENTER**

10807 Bennett Road  
Dunkirk, NY 14048  
Frank J. Porpiglia  
(716) 363-6500  
School Code: 422

#### **MONROE CC**

1000 East Henrietta Road  
Rochester, NY 14623  
Marianne Dorsey  
(585) 292-2154  
School Code: 488

#### **NIAGARA COUNTY COMMUNITY COLLEGE**

3111 Saunders Settlement Road  
Sanborn, NY 14132  
Beverly David-Lewis  
(716) 614-6890  
School Code: 515

#### **SUNY FREDONIA**

280 Central Avenue  
Fredonia, NY 14063  
Eric Skowronski  
(716) 673-3177  
School Code: 650

#### **SUNY GENESEO**

1 College Circle  
Geneseo, NY 14454  
Sandra Argentieri  
(585) 245-5621  
School Code: 653

## WESTERN REGION (CONTINUED)

### THE COLLEGE AT BROCKPORT/SUNY

350 New Campus Drive  
Brockport, NY 14420  
Karen Schuhle-Williams  
(585) 395-5726  
School Code: 614

### TROCAIRE COLLEGE

360 Choate Avenue  
Buffalo, NY 14220  
Terry Horner  
(716) 826-1200 ext. 2485  
School Code: 688

### UNIVERSITY AT BUFFALO

232 Capen Hall  
Buffalo, NY 14260  
Student Response Center  
(716) 645-2450  
School Code: 623

### NON-CREDIT SCHOOLS

#### BOCES ERIE #1

355 Harlem Road  
West Seneca, NY 14224  
Patricia Riegler  
(716) 821-7027  
School Code: 137

#### BOCES GENESEE- LIVINGSTON-STEUBEN- WYOMING

8250 State Street Road  
Batavia, NY 14020  
John Cima  
(585) 344-7720  
School Code: 158

#### BUFFALO STATE COLLEGE

1300 Elmwood Avenue  
Buffalo, NY 14222  
Dr. Margaret Shaw-Burnett  
(716) 878-5907  
School Code: 620

#### CAMPUS LINC, INC.

25 John Glenn Drive-Suite 102  
Amherst, NY 14228  
Dimas Duque  
(716) 688-8688 ext. 209  
School Code: 256

### CORNELL UNIVERSITY ILR SCHOOL (ROCHESTER)

249 Highland Avenue  
Rochester, NY 14620  
Alice Torres  
(585) 262-4440  
School Code: 295

### CORNELL UNIVERSITY ILR (BUFFALO)

237 Main Street-Suite 1200  
Buffalo, NY 14203  
Art Wheaton  
(716) 852-4191 ext. 116  
School Code: 290

### ERIE 2 CC BOCES

8685 Erie Road  
Angola, NY 14006  
Gretchen Varney  
(716) 549-4454 ext. 4026  
School Code: 140

### FINGER LAKES CC

3325 Marvin Sands Drive  
Canandaigua, NY 14424  
Prakash Patel  
(585) 394-3500 ext. 7233  
School Code: 287

### GENESEE CC

One College Road  
Batavia, NY 14020  
Sandra Hofert  
(585) 343-0055 ext. 6508  
School Code: 380

### JAMESTOWN CC CATTARAUGUS CAMPUS

260 North Union Street  
Olean, NY 14760  
Jesse Gugino  
(716) 376-7572  
School Code: 425

### JAMESTOWN CC NORTH COUNTY CENTER

10807 Bennett Road  
Dunkirk, NY 14048  
Frank J. Porpiglia  
(716) 363-6500  
School Code: 422

### MONROE #1 BOCES

41 O'Connor Road  
Fairport, NY 14450  
Joyce Esch  
(585) 383-2265  
School Code: 166

### MONROE 2-ORLEANS BOCES

3545 Buffalo Road  
Rochester, NY 14624  
Registration Office  
(585) 349-9100  
School Code: 235

### MONROE CC

1000 East Henrietta Road  
Rochester, NY 14623  
Marianne Dorsey  
(585) 292-2154  
School Code: 488

### NATIONAL COUNCIL ON ALCOHOLISM & DRUG DEPENDENCE

1931 Buffalo Road  
Rochester, NY 14624  
Jennifer Faringer  
(585) 719-3480  
School Code: 500

### NIAGARA COUNTY COMMUNITY COLLEGE

3111 Saunders Settlement Road  
Sanborn, NY 14132  
Beverly David-Lewis  
(716) 614-6890  
School Code: 515

### ORLEANS-NIAGARA BOCES

4124 Saunders Settlement Road  
Sanborn, NY 14132  
Penny Aikin  
(716) 731-4176 ext. 3002  
School Code: 188

### STENOGRAPHIC INSTITUTE OF WESTERN NY

4525 Main Street  
Snyder, NY 14226  
Maria Stoelting (all services)  
(716) 839-1322  
School Code: 591

## **WESTERN REGION (CONTINUED)**

### **TROCAIRE COLLEGE**

360 Choate Avenue

Buffalo, NY 14220

Terry Horner

(716) 826-1200 ext. 2485

School Code: 688

## NATIONAL, NON-TRADITIONAL AND STATEWIDE

### **Excelsior College**

7 Columbia Circle  
Albany, NY 12203-5159  
Admissions Office  
(888) 647-2388  
Press 27  
School Code: 547

*Excelsior College has over 30 degree and certificate programs in business, technology, liberal arts, criminal justice, nursing, and health sciences that can be completed entirely at a distance. Excelsior College helps busy, working adults finish their undergraduate degrees by accepting previously earned credit from a wide range of sources: Excelsior College offers credit-by-examination options- UExcel and Excelsior College Examinations (ECE), and Excelsior College courses, CLEP and DSST exams, and courses from other approved institutions, workplace and military training, and portfolio assessment. In addition, Excelsior offers several online graduate degrees including a Master of Arts in Liberal Studies, a Master of Science in Nursing, and an MBA degree with several concentrations. Applicants must have at least 30 college-level credits to apply for a voucher towards enrollment for an associate's degree and 60 credits for a bachelor's degree. Applicants for a voucher with Excelsior College must speak with an admissions counselor prior to applying. Please call Excelsior College Admissions Office at (888) 647-2388; at the automated greeting, press 27.*

### **National Labor College**

10000 New Hampshire Avenue  
Silver Spring, MD 20903  
Office of the Registrar  
(800) 462-4237  
School Code: 496

*The National Labor College (NLC) began with the vision of George Meany that labor have its own college – a national center that would provide continuous labor education for all union activists. The NLC accepts vouchers for undergraduate credit courses only.*

### **New Horizons of Albany – Tech Valley**

10 Airline Drive  
Suite 101  
Albany, NY 12205  
Jamie Moore  
(800) 982-6614 ext. 411  
School Code: 502

*New Horizons offers a variety of computer courses in software applications and has extension sites throughout New York State including Albany, Buffalo, Long Island, New York City, and Syracuse. New Horizons accepts vouchers for non-credit courses only.*

### **SUNY Empire State College (ESC) Center for Distance Learning**

111 West Avenue  
Saratoga Springs, NY 12866-6048  
Linda Bubniak  
(800) 847-3000 ext. 2300  
School Code: ESC

*The SUNY ESC Center for Distance Learning offers a program that requires no classroom attendance. Courses consist of structured learning materials that students study under the guidance of a faculty mentor. The student and mentor maintain regular contact by email, phone, and mail. The SUNY ESC Center for Distance Learning accepts vouchers for undergraduate credit courses only.*

### **SUNY Empire State College (Graduate)**

111 West Avenue  
Saratoga Springs, NY 12866  
Ruth Maynard  
(800) 847-3000 ext. 2207  
School Code: ESC

*The ESC Center for Graduate Programs accepts vouchers for graduate courses only.*

### **SUNY Empire State College Regional Centers**

*Empire State College Regional Center students are advised by faculty members called mentors. Students and mentors work together to design programs of study called learning contracts. Each learning contract fits a student's overall degree program. ESC Regional Centers are designed for students who can study fairly independently. ESC Regional Centers accept vouchers for undergraduate credit courses only.*

### **SUNY ESC Long Island Center**

223 Store Hill Road, PO Box 130  
Old Westbury, NY 11568-0130  
Kristi Syrdahl  
(516) 876-4861  
School Code: ESC

Extension Sites:  
Hauppauge (631) 360-1215  
Riverhead (631) 208-2970

### **SUNY ESC Metropolitan New York Center**

325 Hudson Street, 5<sup>th</sup> Floor  
New York, NY 10013-1005  
Carl Burkart  
(212) 647-7800, ext. 1203  
School Code: ESC

Extension Sites:  
Brooklyn (718) 783-4400  
Staten Island (718) 667-7524

**SUNY ESC Hudson Valley  
Center**

200 North Central Avenue  
Hartsdale, NY 10530-1999  
Joan Altman  
(914) 948-6206, ext. 3588  
School Code: ESC

Extension Sites:  
Nanuet (845) 517-1294  
Newburgh (845) 563-9905

**SUNY ESC Northeast Center**

21 British American Boulevard  
Latham, NY 12110  
Joan Johnsen  
(518) 783-6203 ext. 5934  
School Code: ESC

Extension Sites:  
Adirondack  
(518) 832-7615  
Johnstown  
(518) 762-4651 ext. 73810  
Plattsburgh  
(518) 564-2837  
Saratoga  
(518) 587-2100, ext. 2297  
Schenectady (518) 388-0483

**SUNY ESC Central New York  
Center**

One Telergy Parkway  
6333 Route 298  
East Syracuse, NY 13057

Patti Pierce/Khimberle Guy  
(315) 472-5730, ext. 3161, 3152  
School Code: ESC

Extension Sites:  
Auburn (315) 255-2794  
Binghamton (607) 721-8651  
Fort Drum (315) 773-6139  
Ithaca (607) 273-4536 or 4537  
Utica (315) 793-2684  
Watertown (315) 785-2418

**SUNY ESC Genesee Valley  
Center**

1475 Winton Road, North  
Rochester, NY 14609-5803  
Audrey Lynch  
(585) 224-3200, ext. 3210  
School Code: ESC

Extension Sites:  
Alfred (607) 587-4140  
Batavia (585) 343-2307  
Canandaigua (585) 394-1110  
Corning/Elmira (607) 962-1421

**SUNY ESC Niagara Frontier  
Center**

2875 Union Road  
Cheektowaga, NY 14227  
Jane Cudmore  
(716) 686-7800 ext. 3836  
School Code: ESC

Extension Sites:  
Fredonia (716) 673-1200  
Jamestown  
(716) 338-1370  
Lockport (716) 434-0272  
Olean (716) 376-7511

**SUNY ESC Van Arsdale**

325 Hudson Street, 6<sup>th</sup> Floor  
New York, NY 10013-1005  
Betty Schouenborg  
(646) 230-1356  
School Code: ESC

## Credit-by-Examination Fee Reimbursement for CLEP, DSSTs, TECEP, and Excelsior College Exams

You can receive reimbursement for an unlimited number of exams, including test center fees, offered through the College-Level Examination Program (CLEP), DSSTs, Thomas Edison College Examination Program (TECEP), and Excelsior College exams in addition to your standard tuition benefits. Interested applicants must speak to an advisor to be eligible. Call (518) 486-7814 or (800) 253-4332 for information about these programs or email an advisor: [advisors@nyscsepartnership.org](mailto:advisors@nyscsepartnership.org).

### CLEP

**CLEP** is a national credit-by-examination program that allows students to earn credit for what they already know. Examinations cover material taught in courses that most students take as requirements in the first two years of college. Each of the exams currently cost \$72 plus an inexpensive test center fee. Visit CLEP at [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

#### *Business*

Financial Accounting  
Information Systems and Computer Applications  
Introductory Business Law

Principles of Management  
Principles of Marketing

#### *Composition and Literature*

American Literature  
Analyzing & Interpreting Literature  
English Composition

English Literature  
Freshman College Composition  
Humanities

#### *Foreign Languages*

French Language (Levels 1 & 2)  
German Language (Levels 1 & 2)

Spanish Language (Levels 1 & 2)

#### *History and Social Sciences*

American Government  
Human Growth & Development  
History of the US I  
History of the US II  
Introduction to Educational Psychology  
Introductory Psychology

Introductory Sociology  
Principles of Macroeconomics  
Principles of Microeconomics  
Social Sciences and History  
Western Civilization I  
Western Civilization II

#### *Science and Mathematics*

Biology  
Calculus  
Chemistry  
College Algebra

College Mathematics  
Natural Sciences  
Precalculus

## Credit-by-Examination Fee Reimbursement for CLEP, DSSTs, TECEP, and Excelsior College Exams (Continued)

### DSSTs

**DSSTs** is a credit-by-examination program offering students the opportunity to earn college credit for knowledge gained in the workplace, classroom, or through independent study. The exams cover physical sciences, social sciences, business, applied technology, humanities, and more. There are 37 titles as listed below. The test fee is \$80 plus a nominal test center administration fee. Visit DSSTs at [www.getcollegecredit.com](http://www.getcollegecredit.com).

#### *Technology*

Technical Writing

#### *Business*

Business Mathematics  
 Business Law II  
 Human Resource Management  
 Introduction to Business  
 Introduction to Computing  
 Management Information Systems

Money and Banking  
 Organizational Behavior  
 Personal Finance  
 Principles of Finance  
 Principles of Financial Accounting  
 Principles of Supervision

#### *Humanities*

Ethics in America  
 Introduction to World Religions

Principles of Public Speaking

#### *Math*

Fundamentals of College Algebra

Principles of Statistics

#### *Physical Science*

Astronomy  
 Environment and Humanity  
 Here's to Your Health

Physical Geology  
 Principles of Physical Science I

#### *Social Science*

A History of the Vietnam War  
 Art of the Western World  
 Criminal Justice  
 Foundations of Education  
 Fundamentals of Counseling  
 General Anthropology  
 Human/Cultural Geography

Introduction to Law Enforcement  
 Introduction to the Modern Middle East  
 Life-Span Developmental Psychology  
 Rise and Fall of the Soviet Union  
 Substance Abuse  
 The Civil War and Reconstruction  
 Western Europe Since 1945

## Credit-by-Examination Fee Reimbursement for CLEP, DSSTs, TECEP, and Excelsior College Exams (Continued)

### TECEP

The **Thomas Edison College Examination Program (TECEP)** offers a wide range of examinations for earning college credit. The examinations are designed to allow you to demonstrate the college-level knowledge you have gained through work, independent reading, or other activities. Originally designed to help enrolled Thomas Edison State College students meet degree requirements, the examinations are now administered nationally and may be used at many other institutions. The exam fee is \$83 per credit for students enrolled in Thomas Edison State College and \$165 per credit for students not enrolled. There is also a test site fee. Visit TECEP at [www.tesc.edu](http://www.tesc.edu). **Maximum fee reimbursement for TECEP exams is \$210 per examination.**

#### *Business and Management*

Advertising	Marketing Communications
Business in Society	Operations Management
Business Policy	Sales Management
Federal Income Taxation	Security Analysis and Portfolio Management
Financial Institutions and Markets	

#### *Computer Science Technology*

Network Technology

#### *English Composition*

English Composition I	English Composition II
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#### *Humanities*

Introduction to News Reporting Public Relations Thought & Practice	Technical Writing
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#### *Human Services*

Introduction to Human Services	Kinesiology
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#### *Natural Sciences/Mathematics*

The Science of Nutrition

#### *Social Sciences*

Introduction to Political Science Psychology of Women	Marriage and the Family
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# Credit-by-Examination Fee Reimbursement for CLEP, DSSTs, TECEP, and Excelsior College Exams (Continued)

## EXCELSIOR

**Excelsior College** exams provide flexible opportunities to demonstrate college-level learning in the arts and sciences, business, education, and nursing. There are 48 tests available (as listed below) in computer-delivered format through Pearson VUE nationwide. Visit Excelsior College at [www.excelsior.edu](http://www.excelsior.edu) or Pearson VUE at [www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior). **Maximum fee reimbursement for Excelsior College exams is \$210 per examination.**

### *Arts & Sciences*

Abnormal Psychology	Introduction to Philosophy
American Dream	Juvenile Delinquency
Anatomy & Physiology	Life Span Developmental Psychology
Bioethics: Philosophical Issues	Microbiology
Cultural Diversity	Pathophysiology
Earth Science	Psychology of Adulthood & Aging
English Composition	Research Methods in Psychology
Ethics: Theory & Practice	Social Psychology
Foundations of Gerontology	World Conflicts Since 1900
Introduction to Music	World Population

### *Business*

Human Resource Management	Organizational Behavior
Labor Relations	

### *Education*

Literacy Instruction in the Elementary School
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### *Nursing: Associate's Degree Level*

Essentials of Nursing Care: Chronicity	Nursing Concepts 1
Essentials of Nursing Care: Health Differences	Nursing Concepts 2
Essentials of Nursing Care: Health Safety	Nursing Concepts 3
Essentials of Nursing Care: Reproductive Health	Nursing Concepts 4
Fundamentals of Nursing	Nursing Concepts 5
Health Differences Across Life Span 1	Nursing Concepts 6
Health Differences Across Life Span 2	Nursing Concepts: Foundations of
Health Differences Across Life Span 3	Professional Practice
Maternal & Child Nursing	Transition to the Registered
Maternity Nursing	Professional Nurse Role

### *Nursing: Baccalaureate Degree Level*

Adult Nursing	Maternal & Child Nursing
Community-Focused Nursing	Psychiatric/Mental Health Nursing
Management in Nursing	Research in Nursing

**UNIFIED COURT SYSTEM  
TUITION BENEFITS PROGRAM  
APPLICATION FORM FOR PROGRAM YEAR 2010-2011**

Fill out this form completely and mail it to the NYS & CSEA Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203 or fax to (518) 486-1989 or (518) 473-0056. Call (800) 253-4332 if you have questions about any of the information requested. **You may apply for TWO tuition benefits. A separate application form must be completed for each tuition benefit requested. Applications for this program year must be received by March 31, 2011.**

Social Security #:    -   -

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone Number: (    ) \_\_\_\_\_ Ext. \_\_\_\_\_

Work Location/Court: \_\_\_\_\_ Email Address: \_\_\_\_\_

School Code:    School Name: \_\_\_\_\_

**(Fill in the three-digit code for the school you have selected from the Tuition Benefits Program catalog and include the school's name on the line provided. Use "TRP" in the 3 boxes and include the school's name, address, and phone number if you are applying for reimbursement at a school or location that does not accept Partnership vouchers or if you have already paid for your course and prefer to be reimbursed directly; DO NOT SEND PAYMENT/COMPLETION DOCUMENTATION AT THIS TIME.)**

Subject Area: \_\_\_\_\_  
**(DO NOT LEAVE BLANK!** You must indicate the subject area you intend to study using your tuition benefit—a specific course title or number is not needed. See the back of this application form for important course eligibility criteria.)

Check this box only if you have a disability for which you are requesting an accommodation in order to be able to participate in a course.

All the information contained in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release to the Partnership final grades and other data regarding my participation.

Signature and Date: \_\_\_\_\_

Eligible courses must begin between April 1, 2010 and March 31, 2011 or you must be actively participating in the course sometime between these dates.

All courses must be vocational, trade, technical, degree or business- related and relevant to job skills needed by the Unified Court System to perform its mission. Courses involving sports, games or hobbies are not eligible.

Non-credit courses on subjects not applicable to any New York State workforce need are not eligible, including but not limited to the following:

- Bartending
- Gaming (e.g., billiards, poker)
- Modeling and appearance enhancement
- Pet care, pet grooming, and pet obedience training
- Physical education (e.g., kickboxing, karate, martial arts, yoga, dance, Pilates)
- Real estate salesperson/agent/broker
- Reiki, yoga, meditation, hypnosis

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- Real estate salesperson/agent/broker
- Reiki, yoga, meditation, hypnosis