



TOURO COLLEGE

**NEW YORK SCHOOL OF
CAREER & APPLIED STUDIES**

Where Knowledge and Values Meet

NYSCAS

Student Guide

2019-2020



[NYSCAS.Touro.edu](https://www.nyscas.touro.edu)

GENERAL DISCLAIMER

The Touro College and University System endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may be obligated or otherwise compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website.

COVID-19

The COVID-19 global pandemic, which has caused a disruption to all higher education institutions and has forced Touro to move temporarily to an online modality, has affected some of our policies and procedures. While we will continue to operate with the same policies that we had prior to the pandemic, slight procedural modifications may be needed. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

COVID-19 RELATED CLINICAL PROCEDURES

The Radiologic Technology program has certain clinical/course requirements and sequencing. While the Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such situations occur, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their clinical coordinator to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

IMPORTANT NOTICE

This Guide contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Guide are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Guide only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Guide is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Guide is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Guide is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms of Touro College. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Guide, which is not resolved through Touro's internal mechanism shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See Touro's "Alternative Dispute Resolution" policy for a more elaborate treatment.

New York School of Career and Applied Studies (NYSCAS)

A Division of Touro College

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Visit [NYSCAS.touro.edu/students/](https://nyscas.touro.edu/students/)
Or call (212) 463-0400

New York School of Career and Applied Studies (NYSCAS)

A Division of Touro College

CAMPUS INFORMATION & DIRECTIONS

MANHATTAN

Midtown Main Campus

320 West 31st Street New York, NY 10001 (212) 463-0400

Director – Tracy White

BY SUBWAY: Take the A,C,E,1,2,3 train to 34th St. Penn Station; 1 to 28th St.; B, D, F, M, N, Q, R, W to 34th St. Herald Sq.

BY BUS: M20 (northbound) to 8th Ave. & 31st St.; M11 (southbound) to 9th Ave. & 30th St.; M34 SBS to 34th St. & 8th Ave.; M20, M7 (southbound) to 7th Ave. & 31st St.

BY RAILROAD: Take LIRR, NJ Transit to NY Penn Station or PATH to 33rd St.

Medical Imaging Program

506 Lenox Avenue
New York, NY 10037
(212) 939-3475

Director – Stephanie Evans

BY SUBWAY: Take the 2 or 3 train to 136th St.

BY BUS: M1 to 5th Ave./135th St.; M2 to Adam C Powell Blvd/135th St.; M7/M102 to Malcolm X Blvd/135th St.; Bx33 to W 135th St./Malcolm X Blvd

QUEENS

Dov Revel (Forest Hills)

71-02 113th Street
Forest Hills, NY 11375
(718) 520-5107

Director – Naum Volfson

BY SUBWAY: Take the E, F, M or R to Forest Hills.

BY BUS: Take the Q23, Q60 or Q64 to 71st Avenue

BROOKLYN

Flatbush Branch Campus

1602 Avenue J
Brooklyn, NY 11230
(718) 252-7800

Director – Vladimir Shapiro

BY SUBWAY: Take the Q train to Avenue J.

BY BUS: B11 or B6 to Avenue J and East 16th Street.

Neptune

360 Neptune Avenue
Brooklyn, NY 11235
(718) 885-8500

Director – Albertina Zavilevich

BY SUBWAY: F train to Neptune Avenue station or Q train to Ocean Parkway Station and walk 3 blocks to Touro. Take N or D train to Stillwell Avenue and take the Manhattan-bound F train two stops back to Neptune Avenue.

BY BUS: Take the B1, B4 or B36, to Ocean Parkway and Neptune Avenue. B68 to the corner of Ocean Parkway and Brighton Beach Avenue, then walk three blocks.

Starrett City

1344 Pennsylvania Avenue
Brooklyn, NY 11239 (718) 642-6562
Director – Inessa Latypov

BY BUS: Take the B82 or B83 bus to Twin Pines Drive.

Kings Highway

1726 Kings Highway
Brooklyn, NY 11229
(718) 336-6471

Director – Michael Zangwill

BY SUBWAY: Take the Q train to Kings Highway.

BY BUS: Take the B82 to Kings Highway and East 17th Street

NEED DETAILED DIRECTIONS?
Contact New York City Transit at
(718) 330-1234 or mta.info

NEW YORK SCHOOL OF CAREER AND APPLIED STUDIES

The New York School of Career and Applied Studies (NYSCAS), a division of Touro College,* seeks to provide a high quality, caring educational experience for its students.

With convenient locations in Brooklyn, Queens, and Manhattan, NYSCAS provides area residents and workers with educational facilities that are easy to reach. NYSCAS has found that introducing college sites into local neighborhoods gives students who might otherwise not be able to attend school — due to work or responsibilities at home — the opportunity to earn a college degree. In addition to personalized attention for each student, NYSCAS offers small classes, flexible schedules, friendly staff, and faculty who excel in their fields. Through our programs, our students earn associate and bachelor's degrees.

The student body of NYSCAS mirrors the economic, ethnic, racial, and social diversity of New York City. Many NYSCAS students are recent high school graduates. Others are mature students returning to school to change or advance their careers or facing challenges due to financial stress or job elimination. Flexibility is a key reason why students choose NYSCAS: Classes are offered on weekdays, weeknights, and Sundays, and students can work and attend college without compromising on class schedules or employment.

After earning an undergraduate degree, those thinking about more advanced study can consider one of Touro College's graduate and professional schools to study disciplines such as Business, Education, Health Sciences, Law, Osteopathic Medicine, Pharmacy, Dental Medicine, Psychology, Social Work, or Technology.

NYSCAS does not require SAT or ACT scores for admission. However, students who apply and have taken the SAT or ACT can have their scores used for English and Math placement. Students who score above 500 in the English (critical reading portion) or Math portions of the SAT or above 20 in English or above 21 in Math on the ACT are exempt from taking a placement test and can register for the appropriate level of English or Math.

NYSCAS's goals, in conjunction with Touro College, are:

- To offer traditional study of liberal arts and sciences and foster programs which promote academic excellence and a higher level of scholarship;
- To enhance critical thinking and foster communication skills;
- To promote the development of students' analytical and quantitative competencies and foster their ability to succeed in a technological society;
- To further the professional career interest and aspirations of our students' own heritages and a respect for the heritage of others; to work toward more harmonious relationships between different groups, particularly in the greater New York metropolitan community;
- To create an environment that enhances learning in an atmosphere that demonstrates a sense of community and promotes respect and caring for students, faculty, and staff;
- To promote excellent education for a successful career.

NYSCAS fosters an atmosphere of mutuality, in which close faculty student relationships, student camaraderie, and individual attention are nurtured in many ways.

*Touro College is a private, independent college with programs registered by the New York State Department of Education. Touro College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Universities, 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000.

GENERAL INFORMATION

Policy of non-discrimination

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment. Inquiries or complaints concerning the non-discrimination policies should be sent to Elan Baram, 500 7th Avenue, 4th Floor, New York, New York, 10018, Elan.Baram@touro.edu (646-565-5000, ext. 55636) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000, ext. 55330.

As an alternative, individuals may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the above. The Office for Civil Rights is located at 32 Old Slip, 26th Floor, New York, New York 10005. They may be reached by phone at (646) 428-3800 or via email at OCR.NewYork@ed.gov.

Title IX Coordinator

The Title IX Coordinator is responsible for the enforcement, compliance, communication, and implementation of Touro's anti-harassment policies that prohibit discrimination on the basis of sex, including sexual harassment. The Title IX Coordinator's is:

Matthew Lieberman
Phone: 646-565-6000 x55667
Email: matthew.lieberman@touro.edu

Cancellation Policy

Touro College reserves the right to cancel any course for insufficient registration.

Library

As a member of the Touro Community, students have access to the collections and services of all its libraries, which are located throughout the metropolitan New York area and in Suffolk County. The libraries have over 700,000 books, ebooks, DVDs, and other electronic information resources.

Midtown Main Campus (320 West 31st Street)	Hours of operation:
Monday – Thursday	9 am to 9 pm
Friday	9 am to 2 pm
Sunday	9 am to 6 pm

Financial Assistance

Touro College is committed to helping its students and offers a range of options that may assist them in meeting their educational expenses. For general information concerning eligibility for financial aid, which includes grants, academic scholarships, work study programs, and loans please contact Touro NONSTOP Student Services at studentservices@touro.edu or 212-463-0400, ext. 55276.

TUITION AND FEE INFORMATION

Tuition Payment Plans

Tuition payment plans are available. Please direct all inquiries to the Office of the Bursar.

Please Note: Tuition and fees are subject to change. The Board of Trustees of Touro College reserves the right to change the tuition and fee schedule without prior written notification.

Withdrawals

Please consult with your advisor and obtain the necessary signatures from Advisement, Bursar and Registrar. Please make sure you follow all the necessary procedures in order to withdraw.

NOTE: The fact that you may have stopped attending classes does not constitute an official withdrawal.

Refund Policy

On approved withdrawals, the following tuition refund schedules will apply:

Fall & Spring Semesters

When withdrawing from all courses*:

Before the first day of the semester:	100% of tuition
During the add/drop period:	100% of tuition
During the week following the add/drop period:	50% of tuition
During the second week following the add/drop period:	20% of tuition
After the second week following the add/drop period:	No refund

When withdrawing from a partial load:

Before the first week of the semester:	100% of tuition credit per course(s) dropped
During the add/drop period:	100% of tuition credit per course(s) dropped
During the week following the add/drop period:	50% of tuition credit per course(s) dropped
During the 2nd week following the add/drop period:	20% of tuition credit per course(s) dropped
After the second week following the add/drop period:	No refund

Summer Semester (up to 8 weeks in length)

When withdrawing from all courses*:

Before the first day of the semester:	100% of tuition
During the add/drop period:	100% of tuition
During the week following the add/drop period:	50% of tuition
After the week following the add/drop period:	No refund

When withdrawing from a partial load:

Before the first day of the semester:	100% of tuition credit per course(s) dropped
During the add/drop period:	100% of tuition credit per course(s) dropped
During the week following the add/drop period:	50% of tuition credit per course(s) dropped
After the week following the add/drop period:	No refund

For summer sessions running longer than 8 weeks, the tuition refund schedule will follow a regular Fall/Spring policy.

***The administrative fee is non-refundable for all semesters. All other fees are refundable during the add/drop period only.**

Please note that, when a student in receipt of Title IV funds withdraws from school, a Federal recalculation takes place and the student may be required to repay all or a percentage of their tuition to Touro and/or the Department of Education. You may obtain a copy of these regulations from the Financial Aid office. If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he/she must pay the proportionate amount noted above before leaving the College. The withdrawal date is the date that the Registrar receives notification of the withdrawal.

NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella (MMR). They must also complete and submit the Meningococcal Meningitis Vaccination Response Form. Students must submit acceptable medical proof of immunization. Immunization forms can be obtained in the Office of the Registrar at various campus locations.

Students who fail to provide the required proof of immunization will not be permitted to register and attend classes until a properly completed form has been submitted to the Office of the Registrar.

Procedures For Complying With Immunization Law

We suggest that you meet your immunization requirement by sending us one of the following:

- 1) A health or immunization record from your family physician.*
- 2) The health records from your high school permanent record/file.
- 3) A record from your city or county health department.
- 4) Health records from your place of employment.
- 5) A letter from your current physician or nurse practitioner.*
- 6) Health record from the last college/university you attended.

***Use the form provided by Touro College.**

REGISTRATION INFORMATION

STEP 1: Admissions and Testing

1. Please make sure that your Admissions application is filled out **accurately** and **completely**.
2. **If you have a high school diploma or GED**, a Placement Test will be administered during the admissions process to determine your academic placement.

One of the following documents should be submitted to the Office of Admissions: An official high school transcript showing graduation date, high school diploma or high school equivalency diploma/GED with the score sheet.
3. **If you do not have a high school diploma or GED**, you must pass a test that is approved by the U.S. Department of Education
4. **If you are a transfer student with 12 or more credits and have completed an English composition course(s) with a grade of “C” or better from a regionally accredited institution**, you may not have to take a Placement Test. Please inquire with Admissions Office for further information.
5. **If you are a student who is being readmitted into the College**, you may enter into the next level of English from the one you have already attended, provided you earned a passing grade.
6. Students who have previously applied and have been denied admission must inquire in the Admissions and Advisement Offices regarding this matter.
7. The following may require an additional meeting with an Admissions Counselor:
 - a. Students whose transcripts are unavailable.
 - b. Students entering specific programs that may have additional requirements (e.g., Medical Imaging, PTA, and other specific programs).
 - c. Students who are not seeking financial aid.
 - d. ESL students may have different requirements for admissions and/or testing.

STEP 2: Financial Aid

1. Please fill out the Free Application for Federal Student Aid (“FAFSA”) online at fafsa.gov before visiting your Financial Aid Office. If you need help or have a problem, a Financial Aid Officer will assist you. Student financial aid is awarded from various sources:
 - a. Outside funding agencies, such as the federal government, individual state, public and private agencies, different organizations or companies.
 - b. Touro College
Note: If you are currently in default of a previous federal student or parent loan, you must rehabilitate your loan before you can receive financial aid. For information about whether you are eligible to rehabilitate your loan please contact the financial aid office or your lender.
2. If you are applying for financial assistance, including scholarships, you must fill out a FAFSA form online at <https://studentaid.gov/sa/fafsa>
3. Students must maintain Satisfactory Academic Progress (SAP) to receive financial aid. The SAP policy is located at: <http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>

TAP Grant

Students who receive TAP for full time enrollment must register for a minimum of 12 credits each semester and must successfully complete a specific number with a passing grade. Eligible students who submit the required application may qualify for TAP for part time enrollment. For expanded information about TAP please visit the Higher Education Service Corporation (HESC) website at <https://www.hesc.ny.gov/>

PELL Grant

Eligibility for the Pell Grant is based upon financial need and is determined by the information on the FAFSA and the student’s financial aid history. The Pell Grant does not have to be repaid so long as the student remains enrolled and continues to meet all other eligibility criteria. Receipt of the Pell Grant is usually limited to those students who have not earned their first bachelor’s degree or its equivalent. While they are enrolled as undergraduates, eligible students may receive Pell Grant for a maximum of the equivalent of twelve full time semesters.

STEP 3: Bursar

The Bursar Office is responsible for maintaining all student tuition accounts. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance to create a seamless experience for our students. TouchNet is Touro’s means of providing our student body 24-hour access to account activity, making payments and setting up payment plans online. To access TouchNet, login to TouroOne at www.touroone.touro.edu following the user and password guidelines, and then select “TouchNet” from the menu. Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.85% non-refundable convenience fee by our third party provider, TouchNet® Pay Path.*

The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The College takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information. For questions and concerns, please contact the TouroOne Helpdesk at help@touro.edu. Students who have questions regarding their tuition account or problems relating to their tuition bills should contact the Student Help Desk or (844) 868-7666 this office immediately.

STEP 4: Academic Advisement

1. Visit with your Academic Advisor for support in choosing courses, tracking your progress toward graduation and in developing short-term educational goals and long term career.
2. Remember, you are the one who is responsible for your education. Make sure you follow-up on everything the Advisement Department has recommended to you.

Note: All college graduates must have a high school diploma or high school equivalency diploma (GED). If you do not have a high school diploma or GED and entered the college before 2012, you must finish all of the required 24 credits and apply to receive the High School Equivalency diploma while attending college – in order to receive an associate’s or bachelor’s degree. For those applying after 2012 and do not have a high school diploma or GED please consult with the Admissions office.

STEP 5: Registrar

For new students:

1. Give a copy of your immunization records to the Registrar’s office.
2. Register for your classes online after consulting with your Academic Advisor.

For all students:

1. Register online after consulting with your Academic Advisor.
2. Any classes over the amount of 18 credits will not be covered by grants. You may be responsible for the monetary balance.

Final Steps

1. **Attend Student Orientation.** It is recommended that first year students attend Student Orientation to become familiar with the different departments, and policies and procedures of Touro College.
2. **Purchase books.** You may be able to use a book voucher or participate in a book lending system. Please ask your particular campus or center/site for more information.

HOW TO APPLY FOR FEDERAL AND NYS STUDENT AID FILING YOUR FAFSA 2019

The Office of Financial Aid guides and assists our diverse student population in fulfilling their academic aspirations through the highest quality service and with the effective and efficient delivery of aid.

We assist students and families in identifying the resources and strategies that may help them to meet their educational expenses. We administer federal, state, and Touro aid and scholarship programs in accordance with applicable policies and regulations while striving to be an innovative and service-minded department.

It is our commitment to serve the students and campus community in a caring, knowledgeable, professional, and personalized manner.

Steps in obtaining Financial Aid are similar for Undergraduate (Dependent/Independent) and Graduate Students.

Whether you are a new or continuing student, you must apply annually for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA).

Applying for Financial Aid is similar for most students, whether you are a Freshman, Transfer or Graduate student. However, there are some differences that you should be aware of, depending on whether you are a new or continuing student.

Follow the instructions below to apply for Financial Aid:

If you are a new student, follow all the steps below.

If you are a current (continuing) student, you need only complete your FAFSA and TAP applications (see below).

STEP 1: OBTAIN FSA ID & FILE YOUR FAFSA

To apply for Financial Aid, you must file the Free Application for Federal Student Aid (FAFSA) each year. You can apply online starting October 1st each year at fafsa.gov.

You and your parents (for dependent students only), must electronically sign the FAFSA online using your individual FSA ID number, which can be created on the Federal website located at fafsa.gov.

When you complete the FAFSA you will need to list Touro College campus codes:

New York City Campuses: 010142

Touro University Worldwide (Online courses): 041425

STEP 2: RECEIVE AND READ YOUR SAR

Shortly after filing the FAFSA the Federal Aid Processing Center will send you an Electronic Student Aid Report (eSAR). It is essential you read the comments, check the data, and follow all instructions, especially if they require that you make any corrections.

STEP 3: READ NOTICES & COMMUNICATION FROM TOURO COLLEGE

Read all communications received from Touro College Aid Office and return any requested documentation promptly. Be sure to watch for notices such as the Financial Aid Award and follow-up letters. The Financial Aid Office communicates with students via their Touro College portal and occasionally through the U.S. Postal System. Be sure to set up your Touro College email account and login to the portal regularly to stay up-to-date with the important information about your financial aid.

When contacting the Financial Aid Office, be sure to have available the student's first and last name along with their Touro ID number. Be sure to include this information in all written correspondence, voice mail, or email as well.

TAP:

New York State Aid

To complete your application for New York State aid (New York residents only), complete the express TAP application (ETA) online. (You will be provided with a link to the ETA from the FAFSA website after you finish filing your FAFSA.) You will be required to input Touro School Code 0865.

Legal New York residents who did not submit the online TAP (Tuition Assistance Program) application after completing the FAFSA and who wish to be considered for New York State aid may access the application at <https://www.tap.hesc.ny.gov/totw/>

Federal Direct Student Loan

UNDERGRADUATE (Freshman/First Time Borrowers)

Federal regulations require colleges to confirm a student's eligibility for federal aid before processing the Federal Direct Stafford Loan. If you haven't done so already, you must complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov/sa/fafsa>. Using the FSA ID you created when completing the FAFSA, go to the website [Studentloans.gov](https://studentloans.gov) and SIGN IN to complete these two steps:

Step 1 – "ENTRANCE COUNSELING" for the Federal Direct Stafford Loan

Step 2 – "SIGN MASTER PROMISSORY NOTE" for the Federal Direct Stafford Loan

Upon completion of these two steps, please make sure to check your Touro email for instructions on how to accept or decline your loans via TouroOne. If this is not done your loans will remain in pending status and will not be disbursed.

For students that have been awarded Federal Direct Stafford Loans previously, you will be automatically awarded your loan funds. However, please make sure to check your Touro email for instructions on how to accept or decline your loans via TouroOne. If this is not done your loans will remain in pending status and will not be disbursed.

Federal Direct Parent PLUS Loans

Complete the "Request a PLUS Loan" option on the [Studentloans.gov](https://studentloans.gov) parent plus website. Please be sure that the same parent who completed the Master Promissory Note with the Department of Education (ED) is the same parent who completes the "Request a PLUS Loan."

Only one parent is required to complete a Master Promissory Note with the ED. A Master Primary Note is valid for 10 years; however, a new credit report will be initiated by the ED each time you apply. The student needs to contact the Financial Aid office with notification that the steps for a Parent PLUS loan have been completed. The student then needs to login to their TouroOne account and accept the Parent PLUS Loan. If the student is selected for verification, they will not be able to accept awards until this process is completed.

Summer Financial Aid

Limited types and amounts of financial aid are available for the summer terms. Students should be aware that the using financial aid during the summers may impact their eligibility for aid during the following academic year.

The Financial Aid information is abridged to provide a brief introductory overview. For expanded information please see the NYCAS Catalog or visit the following websites:

<https://studentaid.ed.gov/sa/fafsa>
<https://www.hesc.ny.gov/>

<https://studentloans.gov/>
<https://www.nsls.ed.gov/>



New York School of Career and Applied Studies (NYSCAS)

A Division of Touro College

Contacts

ADMINISTRATION

Dean, Assoc. Vice President Undergraduate Education, Vice President of Collaborative Medical Education	Dr. Judah Weinberger	(212) 463-0400/55423
Administrative Associate Dean (NYSCAS)	Ella Tsirulnik	(718) 885-8500/58510
Administrative Associate Dean (NYSCAS)	Lenin Ortega	(212) 463-0400/55440
Associate Dean of Academic Affairs	Cristopher Schnupp	(212) 463-0400/55819
Associate Dean of Students/Director of Testing	Timothy Taylor	(212) 463-0400/55513
Administrative Assistant of the Dean's Office (NYSCAS)	Carolyn Mustopa	(212) 463-0400/55423
Program Director of Medical Imaging	Stephanie Evans	(212) 939-3475
Director of Student Development & Advertisement (NYSCAS)	Germina Khoruzhaya	(718) 885-8500/58514
Director of Freshman Center & NYLink	Brent Cutler	(212) 463-0400/55753
Director of Freshman Retention Center	Liudmila Sergueeva	(212) 463-0400/55582
Vice President of Undergraduate Education & Dean of Faculties	Stanley Boylan	(646) 565-6000/55412
Dean of Advisement & Counseling	Avery Horowitz	(718) 252-7800/59253
Director of Advisement (NYSCAS)	Sophia Volfson	(212) 463-0400/55509
Director of Learning Resource Centers (NYSCAS)	Inna Goldstein	(718) 885-8500 /58534
Director of Learning Resource Centers (Manhattan)	Deborah Becker	(212) 463-0400/55572

CAMPUSES AND SITES

MANHATTAN

Midtown Main Campus, 320 W. 31st Street	Director Tracy White	(212) 463-0400/55429
Medical Imaging Program, 506 Lenox Avenue	Director Stephanie Evans	(212) 939-3475

BROOKLYN

Flatbush Branch Campus, 1602 Avenue J	Director Vladimir Shapiro	(718) 252-7800/59229
Neptune, 360 Neptune Avenue	Director Albertina Zavilevich	(718) 885-8500/58541
Kings Highway, 1726 Kings Highway	Director Michael Zangwill	(718) 998-1490/30110
Starrett City, 1344 Pennsylvania Avenue	Director Inessa Latypov	(718) 642-6562/31101

QUEENS

Dov Revel (Forest Hills), 71-02 113th Street	Director Naum Volfson	(718) 520-5107/101
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IMPORTANT INFORMATION

- All Centers and Sites have a Director and/or Coordinator who assists staff and students.
- All Centers and Sites have evening staff members.
- Tutoring available at most Centers and Sites.
- Morning, afternoon, evening and Sunday classes are available in most Centers and some Sites.
- Selected campuses have book distribution. Please ask about the book distribution procedure at your particular Center/Site.
- NYSCAS Academic Calendars may vary from the other Touro schools.
- Not all Centers/Sites may offer all courses for a full degree program. Student may have to take certain courses at another Campus in order to finish their degree requirements. Some of the Sites may offer only 50% or less of the degree requirements.
- Some Centers may have visiting (floating) Bursar, Registrar and Financial Aid Counselors.
- Not all personnel are listed for each Center/Site in this document, especially for Work Study, Learning, Tutoring and Computer Lab Departments.

New York School of Career and Applied Studies (NYSCAS)

A Division of Touro College

NYSCAS Majors

Bachelor of Science

- Biology
- Biology Honors
- Business Management and Administration with concentration in:
 - Accounting
 - Finance
 - Marketing
 - Management
 - Information Systems: Programming
- Digital and Multimedia Design
- Human Services with concentration in:
 - Addiction Services
 - Adult and Family Services
 - Child and Youth Services
 - Developmental Disabilities
 - Gerontological Services
 - Human Services Administration
- Information Technology: Network Administration and Security
- Interdisciplinary Liberal Arts & Sciences
- Special Education-
Early Childhood Track with concentration in Psychology
- Special Education-
Childhood Track with concentration in Psychology

Bachelor of Arts

- Psychology
- Psychology Honors
- Social Science with concentration in:
 - Economics
 - History
 - Political Science
 - Psychology
 - Sociology

Associate in Science

- Business Management and Administration with concentration in:
 - Accounting
 - Finance
 - Marketing
 - Management
 - Information Systems: Programming
- Criminal Justice
- Digital and Multimedia Design
- Human Services
- Information Technology: Network Administration and Security
- Paralegal Studies

Associate in Arts

- Liberal Arts & Sciences

Associate of Applied Studies

- Radiographic Technology

Certificates

- Vascular Imaging (Special Procedures)
- Computerized Tomography (CT)
- Magnetic Resonance Imaging (MRI)
- Medical Sonography
- Nuclear Medicine
- Mammography

NYSCAS Minors

- Biology
- Business Communication
- Education: Childhood
- Education: Early Childhood
- Finance
- Human Services
- International Business
- Marketing Management
- Psychology

New York School of Career and Applied Studies (NYSCAS)

A Division of Touro College

Academic Departments

ACCOUNTING, BUSINESS & ECONOMICS

Dr. Sabra Brock, Chair NYSCAS

sabra.brock@touro.edu
(212) 463-0400 ext. 55150

ART

Atara Grenadir, Department Chair

atara.grenadir@touro.edu
(718) 252-7800 ext.59318

COMPUTER SCIENCE

Dr. Issac Herskowitz, Department Chair

issac.herskowitz@touro.edu
(212) 463-0400 ext.55231, 55758

Payam Bina, Deputy Chair

payam.bina@touro.edu
(212) 463-0400 ext.55204

Susan DeCastro, Deputy Chair

Digital Multimedia Design Program
susan.decastro@touro.edu
(212) 463-0400 ext.55460

CRIMINAL JUSTICE

Angeliki Leventis, Academic Director

angeliki.leventis@touro.edu
(212) 463-0400 ext.55817

EDUCATION

Dr. Lena Richardson, Deputy Chair

lena.richardson6@touro.edu
(212) 463-0400 ext.55351

HISTORY & POLITICAL SCIENCE

Dean Leon Perkal, Deputy Chair

leon.perkal@touro.edu
(212) 463-0400 ext.55482

HUMAN SERVICES

Dr. Gerald David, Department Chair

gerald.david@touro.edu
(718) 885-8500 ext.58523

Cynthia Swangin, Deputy Chair

cynthia.swangin@touro.edu
(212) 463-0400 ext.55270

LANGUAGES & LITERATURE

Frada Harel, Department Chair

frada.harel@touro.edu
(718) 885-8520

William (Bill) Lewis, Deputy Chair

william.lewis@touro.edu
(212) 463-0400 ext.55553

MATHEMATICS

Warren Kunz, Deputy Chair

warrenk@touro.edu
(212) 463-0400 ext. 55464

Izabella Ashurova, Coordinator

izabella.ashurova@touro.edu
(212) 463-0400 ext. 55439

MEDICAL IMAGING

Stephanie Evans, Director

stephanie.evans@touro.edu
(212) 939-3475

NATURAL SCIENCES

BIOLOGY

Dr. Brian Chiswell, Chair

brian.chiswell@touro.edu
(212) 463-0400 ext.55241

CHEMISTRY & PHYSICS

Filomena Califano, Department Chair

filomena.califano@touro.edu
(212) 463-0400 ext.55515

Robert Fardon, Science Coordinator

robert.fardon@touro.edu
(212) 463-0400 ext.55261

PARALEGAL STUDIES

Brent Cutler, Director

brent.cutler@touro.edu
(212) 463-0400 ext.55753

PSYCHOLOGY

Dr. Carole Beckford, Department Chair

carole.beckford@touro.edu
(212) 463-0400 ext. 55458

Dr. Gerald David, Deputy Chair

gerald.david@touro.edu
(718) 885-8500 ext.58523

SOCIOLOGY

Dr. Mervin Verbit, Department Chair

mervin.verbit@touro.edu
(212) 463-0400 ext.55817

SPEECH & COMMUNICATION

Prof. Gena Bardwell, Department Chair

gena.bardwell@touro.edu
(212) 463-0400 ext.55167

-Please contact Department Chairs for specific office hours-

Midtown Campus

320 West 31st Street • New York, NY 10001

Phone: (212) 463-0400 • Fax: (212) 627-9144 • Email: NYCAS@touro.edu

Title	Employee	Phone/Ext.	Room	Email
ADMINISTRATION				
Dean of NYCAS	Dr. Judah Weinberger	55423	103A	judah.weinberger6@touro.edu
Administrative Assistant	Carolyn Mustopa	55423	103	carolyn.mustopa@touro.edu
Associate Dean (NYSCAS)	Ella Tsirulnik	55800	118B	elvira.tsirulnik@touro.edu
Associate Dean (NYSCAS)	Lenin Ortega	55440	118C	lenin.ortega@touro.edu
Administrative Assistant	Anahy Antara	55573	118	anahy.antara@touro.edu
Associate Dean of Academic Affairs	Cristopher Schnapp	55819	118D	christopher.schnapp@touro.edu
Administrative Assistant	Simmons Joseph	55396	118	simmons.joseph@touro.edu
Hubspot Implementation Specialist	Nechama Schechter	55113	118A	nechama.schechter3@touro.edu
Student Advocate	Lorinda Moore	55120	119	lorinda.moore@touro.edu
Site Director	Tracy White	55429	C40A	tracy.white@touro.edu
Associate Site Director	Lina Lewis	55567	C40	lina.lewis@touro.edu
Administrative Assistant	Jessica Nevarez	55447	C40	jessica.nevarez@touro.edu
Administrative Assistant	James Millner	55483	C40	james.millner@touro.edu
ADMISSIONS				
Director of Admissions	Arthur Wigfall	55665	138	arthur.wigfall@touro.edu
Assoc. Director of Admissions	Nicholas Sekkas	55687	138	nicholas.sekkas@touro.edu
Asst. Director of Recruitment	Fay Gordon	55123	138	fay.gordon@touro.edu
Assoc. Director International Admissions	Lita Cabezas	55644	138	lita.cabezas@touro.edu
Admissions Assistant	Victor Galindez	55661	138	victor.galindez@touro.edu
Data Manager	April Slaphey	55306	138	april.slaphey@touro.edu
Receptionist	Natayia Monroe	55505	138	natayia.monroe@touro.edu
Admissions Counselor	Vincent Poletta	55177	138	vincent.poletta@touro.edu
Admissions Counselor	Austin Rivera	55663	138	austin.rivera@touro.edu
NY Link Workforce Group Coordinator	Aaron Golembiewski	55187	138	aaron.golembiewski@touro.edu
NY Link Retention Manager	Francesco Marchione	55520	138	francesco.marchione@touro.edu
NY Link Recruiter	Janel Dowling	55215	138	janel.dowling@touro.edu
NY Link Recruiter	Mary Jimenez	55208	138	mary.jimenez@touro.edu
NY Link Recruiter	Adriana Cedeno	55216	138	adriana.cedeno@touro.edu
NY Link Recruiter	Justin Manning	55617	138	justin.manning@touro.edu
ADVISEMENT				
Director of Advisement and Counseling	Sophia Volfson	55509	133A	sophia.volfson@touro.edu
Administrative Assistant	Linda Boateng	55499	133	linda.boateng@touro.edu
Academic Advisor	Michelle Coppin	55303	133	michelle.coppin@touro.edu
Academic Advisor	Nindranie Jaiprashad	55304	133	nie.jaiprashad@touro.edu
Academic Advisor	Helen Li	55262	133	helen.li13@touro.edu
Academic Advisor	Tammy Moore	55394	133	tammy.moore@touro.edu nindra
BURSAR				
Student Account Representative	Bronislava Lifshits	55297	135	bronislava.lifshits@touro.edu
Student Account Representative	Jacky Zhu	55154	137	jacky.zhu7@touro.edu ext
CAREER SERVICES				
Director of Career Services	Adriana Jimenez-Garcia	55449	423	adriana.jimenez-garcia@touro.edu
FINANCIAL AID				
NONSTOP Student Services		55276	123	studentservices@touro.edu
FA front desk		55281	123	
Associate Director	Albina Lyskova	55629	123	albina.lyskova@touro.edu
Counselor	Volha Abrazova	55627	123	volha.abrazova@touro.edu
Counselor	Renee Gershman	55287	123	renee.gershman@touro.edu
Counselor	Iris Rodriguez	55628	123	iris.rodriguez11@touro.edu

Title	Employee	Phone/Ext.	Room	Email
FRESHMAN SERVICES				
Director of Freshman Retention Center	Liudmila Sergueeva	55582	423	liudmila.sergueeva@touro.edu
INSTRUCTIONAL AND INFORMATIONAL TECHNOLOGY SERVICES (IITS)				
Coordinator/Faculty Advisor	Arjun Mahat	55153	227	arjun.mahat@touro.edu
Technical Manager	Albert Bina	55101	229	albert.bina@touro.edu
Computer Lab Technician		55240	218A	
Computer Lab Technician		55674	226	
Computer Lab Technician		55334	210	
LEARNING, RESOURCE & WRITING CENTER				
Director	Deborah Becker	55572	408C	deborah.becker@touro.edu
Learning Associate Coordinator	Ivette Gonzalez	55217	408	ivette.gonzalez4@touro.edu
LIBRARY				
Director	Bashe Simon	55523	412	barbara.simon@touro.edu
Associate Director	Michoel Rotenfeld	5470	412	michoel.rotenfeld@touro.edu
Assistant Director	Salvatore Russo	55222	412	salvatore.russo@touro.edu
Chief Librarian	Marina Zilberman	55221	412	marina.zilberman@touro.edu
Reception Desk		55321	412	
REGISTRAR				
University Registrar	Lidia Meindl	55445	131B	lidia.meindl@touro.edu
Associate registrar for Central Operations	Svetlana Volis	55640	131	svetlana.volis@touro.edu
Associate Registrar	Rafael N. Baez	55228	131A	rafael.baez2@touro.edu
Assistant Registrar	Izabella Barskaya	55328	131	ibarskaya@touro.edu
Assistant Registrar	Bridget Hill	55507	131E	bridget.hill@touro.edu
Transcript Coordinator	Eleanor Moquete	55548	131	eleanor.moquete@touro.edu
Transfer Credit Coordinator	Jennet Hatamova	55694	131	jennet.hatamova2@touro.edu
Transfer Credits Specialist	Zakira Tsofina	55654	131	zakira.tsofina@touro.edu
INTERNATIONAL & VETERAN STUDENT AFFAIRS				
Director	Sun Hee Choi	55607	134	sun.choi3@touro.edu
Coordinator	John Martinez	55391	131	john.martinez24@touro.edu
STUDENT WELLNESS				
Wellness Counselor	Willie Evans	55469	423A	willie.evans@touro.edu
Coordinator/Office of Disability Services	Rachel Baror	55393	408B	rachel.baror@touro.edu
TESTING				
Associate Dean of Students, Director	Timothy Taylor	55513	119A	timothy.taylor@touro.edu
Administrative Assistant	Maria Fernandez	55214	119	maria.fernandez@touro.edu
Proctor	Jay Collins	55212	122	jay.collins@touro.edu
Proctor	Margarita Ortega	55453	122	margarita.ortega@touro.edu

Midtown (Main) Campus Office Hours
320 West 31st Street

ADMISSIONS

Monday, Tuesday, Thursday	9:00 a.m. - 6:00 p.m.
Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

ADVISEMENT

Monday-Thursday	8:30 a.m. - 6:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

FINANCIAL AID

Monday & Thursday	9:00 a.m. - 6:30 p.m.
Tuesday	9:00 a.m. - 6:30 p.m.
Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

BURSAR

Mon. Tues. Thurs.	9:00 a.m. - 5:30 p.m.
Wednesday	10:00 a.m. - 6:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

REGISTRAR

Monday-Thursday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

LIBRARY

Monday-Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.
Sunday	10:00 a.m. - 6:00 p.m.

Note: Not all personnel are listed for each Center/Site in this document, especially for Learning, Tutoring and Computer Lab Departments.

Some Centers may have visiting (floating) Bursar, Registrar and Financial Aid Counselors. Hours listed are subject to change.

Flatbush Branch Campus
 1602 Avenue J • Brooklyn, NY 11230
 Phone: (718) 252-7800 • Fax: (718) 253-9455 • Email: NYSCAS@touro.edu

Title	Employee	Phone/Ext.	Room	Email
ADMINISTRATION				
Director/Academic Coordinator	Vladimir Shapiro	59229	405	vladimir.shapiro@touro.edu
ADMISSIONS				
Admissions Counselor	Lyudmila Shekhtman	59219	405	lyudmila.shekhtman@touro.edu
ADVISEMENT				
Academic Advisor	Vladimir Shapiro	59229	405	vladimir.shapiro@touro.edu
STUDENT SERVICES				
Coordinator	Lyudmila Shekhtman	59219	405	lyudmila.shekhtman@touro.edu
FINANCIAL AID				
Financial Aid Officer	Lalita Bondarenko	59231	215	lalita.bondarenko@touro.edu
BURSAR				
Student Account Supervisor	Anguelina Kravets	59236	213	anguelina.kravets@touro.edu
REGISTRAR				
Assistant to the Registrar	Diana Tambieva	59246	217	diana.tambieva@touro.edu
LEARNING, RESOURCE & TUTORING CENTER				
RC Coordinator	Joe Infante	59209	217	giuseppe.infante@touro.edu
COMPUTER LAB				
Computer Lab Technician		59209	C101	diana.tambieva@touro.edu
LIBRARY				
Chief Librarian	Barbara Simon	59226	C106	barbara.simon@touro.edu

Flatbush Branch Campus Office Hours
 1602 Avenue J

ADMISSIONS

Monday -Thursday 9:00 a.m. - 5:30 p.m.
 Friday 9:00 a.m. - 2:00 p.m.

ADVISEMENT

Monday - Wednesday 9:00 a.m. - 5:30 p.m.
 Thursday 12:30 p.m. - 7:00 p.m.
 Friday 9:00 a.m. - 2:00 p.m.

FINANCIAL AID

Monday - Thursday 9:00 a.m. - 6:30 p.m.
 Friday 9:00 a.m. - 2:00 p.m.

BURSAR

Monday, Thursday 9:00 a.m. - 7:00 p.m.
 Tuesday, Wednesday 9:00 a.m. - 5:30 p.m.
 Friday 9:00 a.m. - 2:00 p.m.

REGISTRAR

Monday-Thursday 9:00 a.m. - 5:30 p.m.
 Friday 9:00 a.m. - 2:00 p.m.

Note: Not all personnel are listed for each Center/Site in this document, especially for Learning, Tutoring and Computer Lab Departments.
 Some Centers may have visiting (floating) Bursar, Registrar and Financial Aid Counselors. Hours listed are subject to change.

Neptune

360 Neptune Avenue • Brooklyn, NY 11235

Phone: (718) 885-8500 • Fax: (718) 265-0614 • Email: NYSCAS@touro.edu

Title	Employee	Phone/Ext.	Room	Email
ADMINISTRATION				
Administrative Associate Dean (NYSCAS)	Ella Tsirulnik	58510	538	elvira.tsirulnik@touro.edu
Faculty Coordinator	Saranto Pikoulos	58506	527	saranto.pikoulos@touro.edu
Administrative Assistant to the Dean	Pauline Lewkovitz	58504	536	pauline.lewkovitz@touro.edu
Administrative Assistant to the Faculty	Randi Seeley	58507	536	randi.seeley@touro.edu
ADMISSIONS				
Admissions Counselor	Richard Martinez	58501	403	richard.martinez18@touro.edu
Admissions Counselor	TBA	58502	403	
Admissions Counselor	TBA	58503	403	
ADVISEMENT				
Academic Advisor	Marina Kondroshova	58554	404	marina.kondroshova@touro.edu
Academic Advisor – Staten Island	Galina Kruglyansky	58555	525	galina.kruglyansky@touro.edu
Academic Advisor	Renate Ross	58552	404	renate.ross@touro.edu
Academic Advisor	Anna Veretlnaya	58553	404	anna.veretlnaya@touro.edu
BOOKSTORE				
Bookstore Manager	Gennadiy Kontarovich	58562	530	gennadiy.kontarovich@touro.edu
Senior Clerk	Valentina Kushnir	58562	530	valentina.kushnir@touro.edu
Clerk	Nodira Ibragimova	58562	530	nodira.ibragimova@touro.edu
COMPUTER LAB				
Senior Lab Technician	Yefim Bernadskiy	58560	429	yefim.bernadskiy@touro.edu
Senior Lab Technician	Gennady Polonskiy	58559	429	gen-nady.polonskiy@touro.edu
Senior Lab Technician	Galina Stesyuk	58558	429	galina.stesyuk@touro.edu
Lab Technician	Yaroslav Trofimov	58557	429	yaroslav.trofimov@touro.edu
BIOLOGY LAB				
Bio Lab	Iryna Hrynyk	58518	522	iryna.hrynyk@touro.edu
ACADEMIC DEPARTMENTS				
Deputy Chair of Education	Dr. Lena Richardson	58525	524	lena.richardson6@touro.edu
Dept. Chair of Human Services	Dr. Gerald David	58523	512	gerald.david@touro.edu
Dept. Chair of Languages & Literature	Prof. Frada Harel	58520	511	frada.harel@touro.edu
Adm. Assistant for Dept. of Lang. & Lit.	Liliana Kocherga	58522	511	liliana.kocherga@touro.edu
FINANCIAL AID				
Financial Aid Counselor	Galina Ivanova	58548	406	galina.ivanova@touro.edu
Financial Aid Counselor	Lyudmila Shmidt	58547	406	lyudmila.shmidt@touro.edu
LEARNING, RESOURCE & TUTORING				
Director	Inna Goldstein	58534	409	inna.goldstein@touro.edu
Administrative Assistant	Larissa Khomyak	58535	408	larissa.khomyak@touro.edu
Coordinator	Esther Aharonof	58536	408	esther.aharonof@touro.edu
LIBRARY				
Library Assistant	Bella Reytblatt	58545	412	bella.reyblatt@touro.edu
MAINTANANCE				
Supervisor	Pete Edwards	58565	502	
	Ramsay Hartley	58565	502	
	Eliberto Silva	58565	502	

Title	Employee	Phone/Ext.	Room	Email
REGISTRAR				
Assistant to Registrar	Katrina Shoykhet	58550	508	katrina.shoykhet@touro.edu
SECURITY				
Excel Security		58585	4th floor	
STUDENT DEVELOPMENT AND ADVERTISING				
Director of Student Development	Germina Khoruzhaya	58514	537	germina.khoruzhaya@touro.edu
Asst. to Director of Student Development	Alina Ganieva	58516	535	alina.ganieva@touro.edu
Advertising Assistant	Miriam Nierman	58511	535	miriam.nierman@touro.edu
Advertising Assistant	Maria Polyakova	58512	535	maria.polyakova@touro.edu
Advertising Assistant	Yelena Shershova	58513	535	yelena.shershova@touro.edu
STUDENT SERVICES				
Director	Albertina Zavilevich	58541	405	albertina.zavilevich@touro.edu
Student Services Associate	Maya Dikhtyar (day)	58542	422	maya.dikhtyar@touro.edu
Student Services Associate	Mikhail Ofengeym (eve)	58543	422	mikhail.ofengeym@touro.edu
Front Desk /Reception	Olga Manolov	58544	422	olga.manolov@touro.edu
TESTING				
Testing Coordinator	Lisa Alonso	58537	506	lisa.alonso@touro.edu
Proctor	Tameika Phillips	58540	504/505	tameika.phillips@touro.edu
Proctor	TBA	58540	504/505	

Neptune Center Office Hours

360 Neptune Avenue

ADMISSIONS

Monday, Tuesday, Thursday	9:00 a.m. - 5:30 p.m.
Wednesday	9:00 a.m. - 7:00
Friday	9:00 a.m. - 2:00 p.m.

ADVISEMENT

Monday - Thursday	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

FINANCIAL AID

Monday , Wednesday	9:00 a.m. - 7:00 p.m.
Tuesday, Thursday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

BURSAR

(Located at Flatbush Branch Campus)

Monday, Thursday	9:00 a.m. - 7:00 p.m.
Tuesday, Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

REGISTRAR

Monday, Wednesday	9:00 a.m. - 5:30 p.m.
Tuesday, Thursday	10:30 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

Note: Not all personnel are listed for each Center/Site in this document, especially for Learning, Tutoring and Computer Lab Departments. Some Centers may have visiting (floating) Bursar, Registrar and Financial Aid Counselors. Hours listed are subject to change.

Starrett City
 1344 Pennsylvania Avenue • Brooklyn, NY 11239
 Phone: (718) 642-6562 • Fax: (718) 642-4783 • Email: NYSCAS@touro.edu

Title	Employee	Phone/Ext.	Room	Email
ADMINISTRATION				
Director	Inessa Latypov	31101	101	Inessa.latypov@touro.edu
Night Coordinator	Arlene Goldstein	31107	101	arlene.goldstein@touro.edu
Night Coordinator	Polina Tulman	31116	104	paulina.tulman@touro.edu
Administrative Assistant	Alveta King	31100		alveta.king@touro.edu
ADMISSIONS				
Admissions Counselor	Stanley Chavis	31102	102	stanley.chavis@touro.edu
ADVISEMENT				
Academic Advisor	Ilene Rubenstein	31108	103	ilene.rubenstein@touro.edu
Academic Advisor	Leo Safyan	31106	103	leo.safyan@touro.edu
FINANCIAL AID				
Financial Aid Advisor	Lyudmila Shmidt	31103		lyudmila.shmidt@touro.edu
REGISTRAR				
Registrar	Katrina Shoykhet	(718) 885-8500 x58550		katrina.shoykhet@touro.edu
COMPUTER LAB				
Lab Technician	Roel Patterson	31105	5	roel.patterson@touro.edu
Lab Technician	Vladislav Vasilev	31105	5	vladislav.vasileve@touro.edu
LIBRARY				
Librarian	Brandon Harrington	31104	6	Brandon.harrington@touro.edu
LEARNING, RESOURCE & TUTORING CENTER				
Director of Learning Center	Inna Goldstein	(718) 885-8500x58534		inna.goldstein@touro.edu
Math & Computer Tutor	Weicheng Huang	(718) 642-6562		weicheng.huang@touro.edu
English Tutor	Evonne Fitzgerald	(718) 642-6562		evonne.fitzgerald@touro.edu
Math Tutor	Nigel Kyaw	(718) 642-6562		nigel.kyaw@touro.edu
RESOURCE CENTER				
Coordinator	Joe Infante	(718) 642-6562		

Starrett City Office Hours

1344 Pennsylvania Avenue

ADMISSIONS

Monday	9:00 a.m. - 6:00 p.m.
Tuesday-Thursday	8:30 a.m. - 5:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

ADVISEMENT

Monday	9:00 a.m. - 8:00 p.m.
Tuesday & Thursday	10:00 a.m. - 9:00 p.m.
Wednesday	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

FINANCIAL AID

Tuesday	9:00 a.m. - 5:30 p.m.
Thursday	10:30 a.m. - 7:00 p.m.

BURSAR

(Located at Flatbush Branch Campus)	
Mon. Tues. Thurs.	9:00 a.m. - 5:30 p.m.
Wednesday	10:00 a.m. - 6:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

REGISTRAR

(Located at Neptune Centers)	
Monday - Thursday	9:00 a.m. - 5:30 p.m.
(Located at Starrett City Campus)	
Thursday	9:00 a.m. - 2:00 p.m.

Note: Not all personnel are listed for each Center/Site in this document, especially for Learning, Tutoring and Computer Lab Departments. Some Centers may have visiting (floating) Bursar, Registrar and Financial Aid Counselors. Hours listed are subject to change.

Forest Hills / Dov Revel
 71-02 113th Street • Forest Hills, NY 11375
 Phone: (718) 520-5107 • Fax: (718) 520-8170 • Email: NYSCAS@touro.edu

Title	Employee	Phone/Ext.	Room	Email
ADMINISTRATION				
Director	Naum Volfson	101	38	naum.volfson@touro.edu
Student Service Coordinator	Milana Burnaeva	102	31	milana.burnaeva@touro.edu
Evening Coordinator	Tatyana Portnova	103	31	tatyana.portnova@touro.edu
ADMISSIONS				
Admissions Recruiter	Entela Rexhepi	109	37	entela.rexhepi@touro.edu
ADVISEMENT				
Academic Advisor	Laura Rusakova	106	32	laura.rusakova@touro.edu
Academic Advisor	Zilpa Rabinova	110	32	zilpa.rabinova@touro.edu
FINANCIAL AID				
Financial Aid Advisor	Natalya Pinkhasov	112	35	natalya.pinkhasov@touro.edu
REGISTRAR				
Assistant to the Registrar	Yelena Nikonovitch	(718) 336-6471 x30107		yelena.nikonovitch@touro.edu
COMPUTER LAB				
Lab Technician	Izrael Polvanov	104,105	LabI	izrael.polvanov@touro.edu
Lab Technician	Roel Patterson	104,105	LabII	daniel.kariyev@touro.edu
LIBRARY				
Librarian	Dora Isakova	107	28	dora.isakova@touro.edu
LEARNING, RESOURCE & TUTORING CENTER				
Director	Carmen Shuster	102,103	33	carmen.shuster@touro.edu

Forrest Hills/Dov Revel Office Hours

71-02 113th Street

ADMISSIONS

Monday - Wednesday	9:00 a.m. - 5:30 p.m.
Thursday	10:00 a.m. - 6:30 p.m.
Sunday	9:00 a.m. - 2:30 p.m.

ADVISEMENT

Monday - Thursday	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

FINANCIAL AID

Tuesday	9:00 a.m. - 5:30 p.m.
Thursday	10:00 a.m. - 6:30p.m.
(Located at Kings Highway Campus)	
Monday - Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

BURSAR

(Located at Flatbush Branch Campus (718) 252-7800 x59201)	
Monday-Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.
(Located at Forest Hills (718) 520-5107 x306)	
Thursday	9:00 a.m. - 5:30 p.m.

REGISTRAR

(Located at Kings Highway)	
Monday - Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

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Kings Highway
 1726 Kings Highway • Brooklyn, NY 11229
 Phone: (718) 336-6471 • Fax: (718) 998-7741 • Email: NYSCAS@touro.edu

Title	Employee	Phone/Ext.	Room	Email
ADMINISTRATION				
Director	Michael Zangwill	30110	215C	michael.zangwill@touro.edu
Site Coordinator	Esther Rose	30113	215E	esther.rose2@touro.edu
Evening Coordinator	Michael Peysak	30111	215E	michael.peysak@touro.edu
Administrative Assistant	Ann Marie Chavis	30101	215	ann.chavis@touro.edu
ADMISSIONS				
Admissions Counselor	Erzumana Jukic	30112	215D	erzumana.handanovic@touro.edu
Admissions Counselor	TBA			
ADVISEMENT				
Academic Advisor	Barry Katz	30109	215A	barry.katz@touro.edu
Academic Advisor	Galina Reznikov	30115	215A	galina.reznikov@touro.edu
FINANCIAL AID				
Financial Aid Advisor	Natalya Pinkhasov	30104	214	nataly.pinkhasov@touro.edu
REGISTRAR				
Assistant to the Registrar	Yelena Nikonovitch	30107	214	yelena.nikonovitch@touro.edu
COMPUTER LAB				
Senior Lab Technician	Alla Stasyuk	30114	211	alla.stasyuk@touro.edu
Computer Lab Technician	Alexander Raymond	20114	211	alexander.raymond@touro.edu
LEARNING, RESOURCE CENTER				
Coordinator/Tutor	Luda Tulin	(718)336-6471	207	luda.tulin@touro.edu
RC Coordinator	Paola Corso	(718)336-6471	207	paolo.corso@touro.edu
BOOKSTORE				
Bookstore Clerk		30118	200	
ADDITIONAL PERSONNEL				
Director(Brooklyn, Queens)	Maksim Paliyev	30108	215B	maksim.paliyev@touro.edu

Kings Highway Office Hours 1726 Kings Highway

ADMISSIONS

Mon., Wed., & Thur.	9:00 a.m. - 5:30 p.m.
Tuesday	9:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

ADVISEMENT

Monday, Wednesday	8:30 a.m. - 7:30 p.m.
Tuesday, Thursday	8:30 a.m. - 8:00 p.m.
Friday	9:00 a.m. - 2:00 p.m.

FINANCIAL AID

Monday	10:00 a.m. - 7:00 p.m.
Wednesday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

BURSAR

(Located at Flatbush Branch Campus)

Monday - Wednesday	9:00 a.m. - 7:00 p.m.
Thursday	9:00 a.m. - 2:00 p.m.

REGISTRAR

Monday - Thursday	9:00 a.m. - 5:30 p.m.
Friday	9:00 a.m. - 2:00 p.m.

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Touro College Mission and Goals

MISSION STATEMENT

Touro College is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate and graduate programs in Jewish studies, the liberal arts and sciences, and the professions including education, law, medicine, pharmacy, health sciences, social work, and business. These programs serve diverse components of the Jewish community and the larger society, especially those who have been underserved in the past. Touro is a college where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" This teaching shapes the core values of the college, which include a commitment to quality education for all, the treatment, with integrity and respect, of all students, faculty and staff, the role of ethics in the professions, and the building of a responsive and responsible society.

GOALS

1. To transmit and enrich the Jewish heritage and its tradition of intellectual inquiry, as well as to incorporate Jewish studies into programs on the undergraduate, graduate and professional levels
2. To promote sensitivity to ethical concerns and social responsibility through both the curriculum and community outreach
3. To further the career interests and professional aspirations of our students through a broad range of academic programs and related activities
4. To advance proficiency in communication, information and technological literacy, analytical skills, and quantitative reasoning
5. To promote and support faculty and student research and scholarship
6. To develop and provide educational opportunities to underserved students in diverse communities
7. To maintain Touro as a learner-centered community in consonance with the college mission
8. To expand educational opportunities through distance learning and blended programs



TOURO COLLEGE

**NEW YORK SCHOOL OF
CAREER & APPLIED STUDIES**

Where Knowledge and Values Meet

nycas.touro.edu