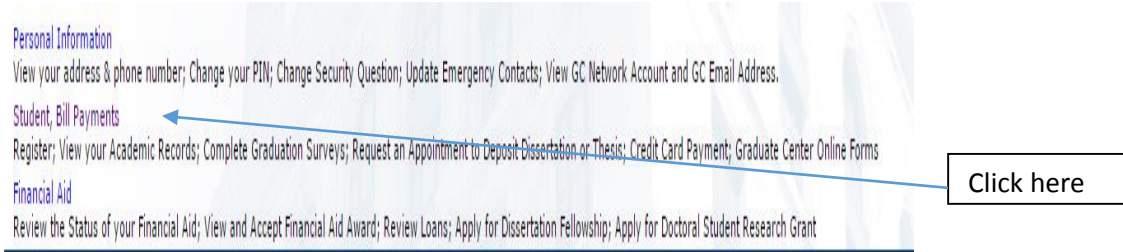
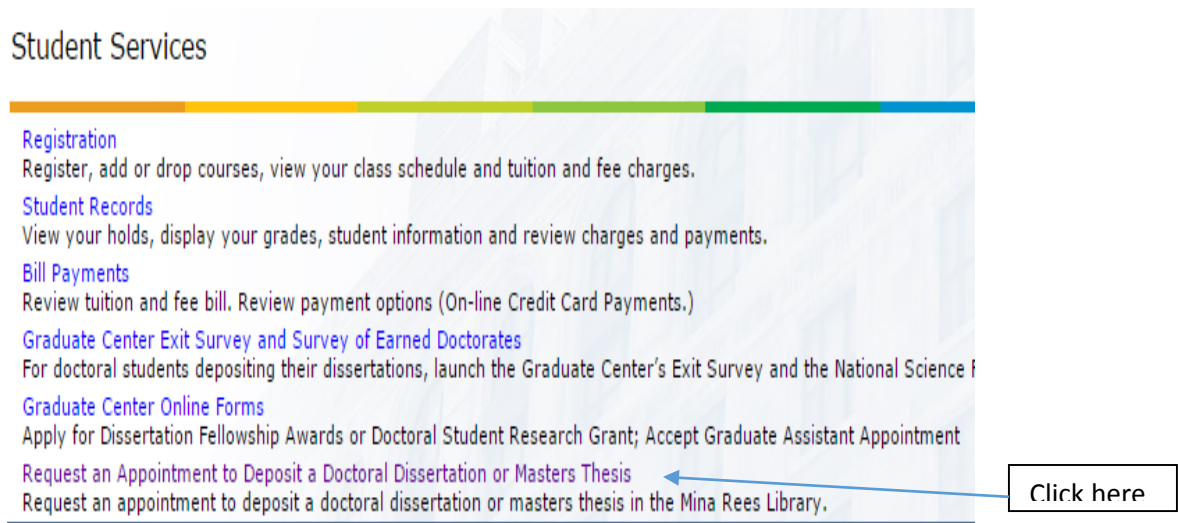


# How to request an appointment to deposit your graduate work in the Graduate Center Library using Self-Service Banner

1. Log into Self-Service Banner and from the select the *Student, Bill Payments* option from the main menu



2. From the Student Services menu click on *Request an Appointment to Deposit a Doctoral Dissertation or Masters Thesis*



3. Click on the *Request an Appointment* button

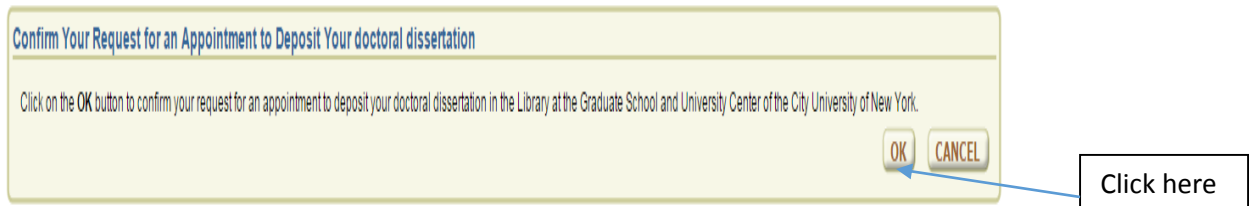
Click on the Request Appointment button below to notify the Library at the Graduate School and University Center of your intent to deposit your Anthropology-PhD Program doctoral dissertation. You will be contacted at your Graduate Center student email address by Library staff within 2 – 3 days to set up your appointment to deposit your graduate work.

The following offices will also be notified of your intent to deposit your doctoral dissertation. Please be sure you have no outstanding obligations with these offices prior to depositing your doctoral dissertation:

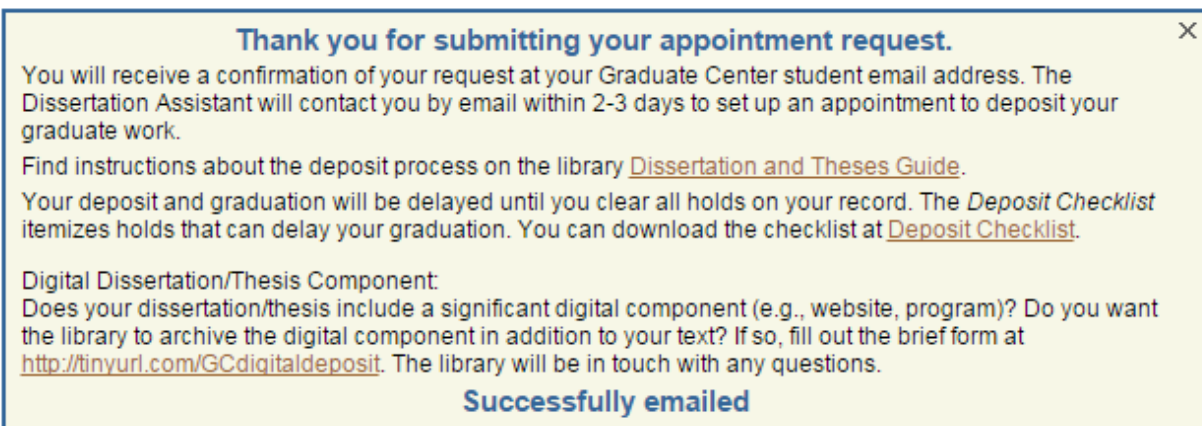
Office	Email
Bursar	Bursar@gc.cuny.edu
Financial Aid	financialaid@gc.cuny.edu
Library	circ@gc.cuny.edu
Office of International Students	instu@gc.cuny.edu
Registrar	registrar@gc.cuny.edu



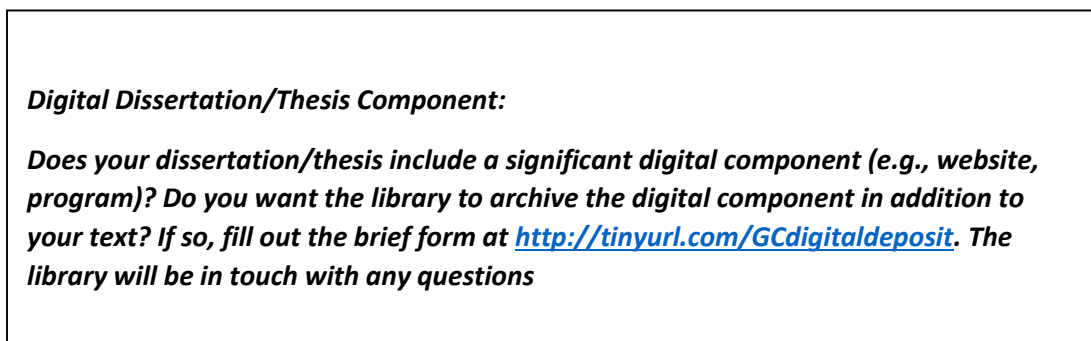
4. Click on the *OK button* to confirm your request



5. You will receive an email sent to your Graduate Center email address confirming your request and you will also see the confirmation message below



You will be contacted by Library staff within 2-3 days to make an appointment.



*Clear all holds before depositing*

An obligation due any of these offices could prevent you from depositing and/or graduating. You must clear all holds prior to depositing graduate work with the Graduate Center Library. Clearances are required for graduation and for participation in commencement.

Hold Description	Office Owning Hold	Email Address	Telephone Number
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<i>B&lt;</i>	<i>Bursar</i>	Bursar	<a href="mailto:bursar@gc.cuny.edu">bursar@gc.cuny.edu</a>	212 817-7680
<i>B&gt;</i>	<i>Bursar</i>	Bursar	<a href="mailto:bursar@gc.cuny.edu">bursar@gc.cuny.edu</a>	212 817-7680
<i>BO</i>	<i>Business Office</i>	Business Office	<a href="mailto:bus_off@gc.cuny.edu">bus_off@gc.cuny.edu</a>	212 817-7660
<i>DS</i>	<i>Dean of Students</i>	VP for Student Affairs	<a href="mailto:stu_aff@gc.cuny.edu">stu_aff@gc.cuny.edu</a>	212 817-7400
<i>FA</i>	<i>Financial Aid</i>	Financial Aid	<a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a>	212 817-7460
<i>HO</i>	<i>Housing</i>	Housing	<a href="mailto:gchousing@gc.cuny.edu">gchousing@gc.cuny.edu</a>	212 817-7605
<i>HP</i>	<i>Human Participants</i>	Research and Sponsored Programs	<a href="mailto:kpowell@gc.cuny.edu">kpowell@gc.cuny.edu</a>	212 817 7525
<i>IG</i>	<i>International Grad Status Review</i>	Office of International Students	<a href="mailto:intstu@gc.cuny.edu">intstu@gc.cuny.edu</a>	212 817-7490
<i>LC</i>	<i>Library Circulation Desk/Books/Fines Owed</i>	Library	<a href="mailto:circ@gc.cuny.edu">circ@gc.cuny.edu</a>	212 817-7083
<i>LI</i>	<i>Inter-Library Fines Owed</i>	Library	<a href="mailto:ill@gc.cuny.edu">ill@gc.cuny.edu</a>	212 817-7049
<i>PD</i>	<i>Perkins/NDSL Default</i>	Financial Aid	<a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a>	212 817-7460
<i>PE</i>	<i>Perkins/NDSL Exit</i>	Financial Aid	<a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a>	212 817-7460
<i>SD</i>	<i>Stafford Default</i>	Financial Aid	<a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a>	212 817-7460
<i>SE</i>	<i>Stafford Exit</i>	Financial Aid	<a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a>	212 817-7460