

## 4 Administrative Services and Support

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### The Registrar's Office

217 North Building

**Web Site** <http://registrar.hunter.cuny.edu>

This office prepares and maintains student academic records. Each semester, the Registrar's Office mails a transcript to each student. Students should review these carefully. If there are any errors, students should follow the directions in the letter attached to the transcript. A student who does not receive one should inquire here.

The Registrar's Office issues the *Schedule of Classes* prior to each registration period and sends registration materials to each student. Students interested in attending summer session must file a "Summer Intent" form in order to receive summer registration material. This form is available from OASIS, room 217 HN, in the spring *Schedule of Classes*, and on the Registrar's Web page. This office also accepts and/or issues:

- a. notices to students with IN grade notations with instructions concerning absentee examinations;
- b. withdrawals from part of a program up to the first day of the tenth week of class;
- c. permit forms to attend classes at other colleges;
- d. major/minor forms to be approved by the major department and then filed here;
- e. forms for change of name, address, and forms for recording new or corrected Social Security numbers;
- f. certification of attendance for any valid reason;
- g. application for graduation and final evaluation and certification for graduation.

Requests for transcripts are made through this office. Transcripts are sent outside of the College only with the signature of the student. There is a fee of \$4 per transcript, except for transcripts sent to other units of the City University, which are free.

### OASIS (Office of Administrative and Information Services) 217 North Building; 772-4474

The Office of Administrative and Information Services combines the most vital administrative services at Hunter College into one conveniently located office in Room 217 HN. The OASIS incorporates the information services of the Registrar's, Bursar's and Financial Aid Offices. The OASIS is designed to make students' business in Hunter's administrative offices go smoothly and comfortably, eliminating most of the "traveling" previously done between offices. In addition, the OASIS is conveniently located next door to the Registrar's Office, around the corner from the Bursar, Financial Aid and Admissions Offices, one floor up from the Hunter College Welcome Center and one floor down from the Medical Office.

**ID Cards** To obtain an ID card, bring a validated (stamped "paid") Bursar's Receipt for the current semester and other proof of identification, such as a Social Security card or a driver's license, to the OASIS.

### Registration

#### Registration Procedures

Students are assigned appointment times for registration by the Registrar's Office. Registration information and appointment times are mailed approximately three weeks prior to the start of registration. Information about registration is also available on the Registrar's Web site and distributed through the Registrar's listserve, which you may subscribe to at <http://registrar.hunter.cuny.edu>.

Students may register on the Web or by telephone. Instructions for using either method may be found on the Registrar's Web site. Registration procedures and instructions are also included in the *Schedule of Classes*.

#### WEB Services

In addition to using the Web for registration, students may use Hunter College WEB Services for other transactions and information, including course Add/Drops, and viewing transcripts, grades, schedules and bills. For more information, go to the Registrar's Web site and click on WEB Services.



## Department of Public Safety

B122 West Building; 772-4447

### Public Safety and Emergencies

In order to provide a safe and secure environment, the Hunter College campuses are monitored 24 hours a day by members of the Department of Public Safety. Public Safety personnel are available to provide assistance with public safety, security and health emergencies at all times. If an officer is not immediately available, the department can be reached in the following manner:

**Emergencies** Located throughout the campuses are **general emergency telephones** which are identifiable by their **beige color**. A **yellow box** to the right of each emergency telephone advises the user to pull the lever to activate the phone. These phones are to be used in the event of any and all emergencies. If, however, one of these phones is not available, the department can be reached from any telephone on campus at 772-4444.

**Non-emergencies** All calls for Public Safety services from all Hunter College campuses should be made to 772-4447. This number is staffed 24 hours a day.

Calls for outside assistance can be made from campus telephones by dialing 9-911. (An extra 9 is entered to ensure that the caller is given an outside line.)

### Building Hours and Off-Hour Use

The following schedule and procedures are in effect for the Hunter College complex of buildings:

### Building Hours:

Monday through Friday 7:00 a.m.-10:00 p.m.  
Saturday, Sunday, holidays 7:00 a.m.-6:00 p.m.

Entry into the buildings at times and days other than those scheduled above is governed by the following security procedures:

1. Everyone must show proper identification to the security officers on duty. A sign-in and sign-out log will be maintained by the security officers.

### Special Procedures on the Brookdale campus:

Students, faculty, staff and visitors to the Brookdale campus are required to possess a valid photo ID, which they must present to Campus Security upon entry into Brookdale campus buildings, and show to any member of the Residence Life or Campus Security staff upon request at any time.

2. The West Building Lobby is available to all current Hunter College students as a place for study 24 hours a day.
3. For use of space other than the West Building Lobby, advance written notice, approved by a department head or faculty member, should be submitted to the Department of Public Safety office. The notice should include the name(s) of the student(s) or, if a class, the number of students entering the building, the room and floor to be used, and the approximate duration of the visit. If for any reason advance written notice is not possible, a telephone call to the Department of Public Safety office with the same information is acceptable, provided it is followed up with a letter of confirmation.

### Information and Complaints

Requests for information and complaints concerning security services should be made to Louis Mader, Director of Public Safety, at 772-4521.

## Other Administrative Services

### Central Reservations

711 West Building; 772-4872

All reservations by students, faculty, and staff for *temporary* use of space during the day and evening (including weekends) are made through Central Reservations.

The initial assignment of rooms for scheduled classes, and room changes during the first two weeks of a semester, are made by the Registrar's Office. Starting the third week of the semester, change of classrooms will be made through Central Reservations. Assignment of offices and other "permanent" space is not affected by this procedure.

### Lost and Found

Lost articles should be returned as follows:

College library books—to the Wexler Library  
College physical education equipment—to the Physical Education Department

All other articles should be returned to Lost and Found in the East Building (1119 HE) or Lost and Found depositories located on the first floor of the North building and in the West Building lobby.