

5 Student Life, Services and Support Resources



Office of Student Services

1119 East Building; 772-4882

The Office of Student Services helps students move successfully through the college experience from pre-entry advising and orientation through graduation. Student Services counselors provide advice and information on matters related to course and program requirements and curricular offerings, personal concerns, and college procedures, regulations and policies. Exceptions to academic regulations are considered through an appeals process.

Information on graduate schools, scholarships and fellowships for continuing students, and opportunities for study in other countries is available. Special advising related to preprofessional preparation, the CUNY baccalaureate programs and BA/MA or BA/MS degrees is provided.

Advising and Counseling Services

1119 East Building

Academic Advising

Academic advising is designed to assist students by guiding them through the process of course selection, program planning, degree requirements and the exploration of a major/minor. The range of academic services available to students includes: individual advising and program planning, Major Day receptions, pre-major conferences, Orientation Seminar for first-year students and group activities with faculty and staff. Advising for students moving to a major preference is also provided by the major department.

In addition, counselors offer a variety of workshops in such areas as study skills, test anxiety, test-taking skills, assertiveness training, and choosing a major and minor. Students may attend as many of these workshops as they wish. Information about the dates and content of the workshops to be offered each semester is available in the Office of Student Services.

Personal Counseling

Personal counseling is a therapeutic process in a confidential setting through which students are helped to define goals, make decisions, and solve problems related to personal, social, educational and career concerns.

Personal and psychological counseling is available to all students. Counselors will be glad to talk with students about anything that concerns them, ranging from general information questions to discussions about the most suitable types of counseling for a problem. Students who wish to drop a course after the ninth week of the semester must see a counselor for possible approval of "withdrawal without penalty" ("W"). Students who are considering withdrawing from school altogether are encouraged to see a counselor before reaching a decision.

Career Development Services

805 East Building; 772-4850

The Office of Career Development helps Hunter College students to compete in the job market through a variety of career development and placement services. These include:

Career counseling Individual and small group counseling sessions assist in identifying potential career directions that will meet professional goals and provide optimal personal satisfaction. Counselors work with students to explore and evaluate academic focus and record, training, work history, interests, skills, and personal traits. Career counselors help uncover underlying factors that may impede progress toward decision-making, such as low self-esteem or family pressures. Counselors also help the students develop job search skills, assist in job placement, and advise alumni regarding new and alternative career directions.

Internships Internships provide the opportunity to gain preprofessional work experience in a setting related to a student's major course of study. Interns work in corporations, government agencies and nonprofit organizations. In addition to gaining work-related skills, students develop contacts for future employment, acquire job-related experience to enhance résumé and interview presentations, and earn academic credit (or stipends). Matriculated

undergraduate and graduate students are eligible to apply. Some placements may require academic and other criteria. The number of academic credits and required internship-related assignments are determined by the academic department in the student's major or minor area of concentration. Typically, internship experiences improve students' career opportunities after graduation in a competitive job market.

Assignments are available in the arts, social services, publishing, television production, computer programming, financial services, laboratory research, music, international affairs, dance, anthropology, sports, journalism, data analysis, theatre, historical research, environmental conservation, public affairs, health education, and others. Internships are available in the fall, spring and summer sessions.

Employer Recruiting Representatives from corporations, banks, brokerage houses, accounting firms, insurance companies, retail stores, computer and software companies, nonprofit organizations, and government agencies recruit on and off campus in the fall and spring by interviewing students for a variety of professional positions.

Employer Visits Employers and successful professionals come to Hunter to discuss career opportunities in their respective areas. Panelists explore current trends in various fields, offer suggestions for preparing for the competitive job market, and describe their own careers. From these experiences, students learn about specific companies, their products and services, hiring trends, and career opportunities.

Job Listings Businesses, industries, government agencies, schools, hospitals, and nonprofit organizations post entry-level and advanced part- and full-time positions with the Career Development office. The Senior/Alumni Job Bank provides lists of jobs requiring a degree and can be accessed by appointment or during walk-in hours.

Résumé Referral Program Graduating seniors have the opportunity to enroll in the Résumé Referral Program. Approved résumés are sent directly to employers for review. Employers select those candidates they are interested in and conduct the interviews on and off campus.

Career Resource Library A wide variety of general career information is available to students: reference books, current publications in business, directories, recruiting literature, company annual reports, and employment guide books about career planning and job search strategies. For more information, call the Career Development office at 772-4850.

Services for Students with Disabilities

1128 East Building

Support services and accommodations are available to provide students with disabilities optimal access to the academic environment. Those eligible include students with mobility, visual and hearing impairments. It also includes students with learning disabilities, psychiatric disorders or any medical condition which limits one or more of life's basic functions. Those students in recovery from alcoholism or other chemical dependencies and those with AIDS/ARC or who are HIV-positive are also eligible. Documentation is required and kept confidential.

Services include priority registration (after course approvals have been obtained from departments, if needed), alternate testing, readers, notetakers and interpreters.

The Disabled Student Access Center, Room 205 TH, is a resource facility for students with disabilities. In addition to providing readers/tutors on a drop-in basis, the center houses equipment with adaptive technology, including Visualtek machines (print enlarger), large print computer, voice synthesizer, adjustable height computer workstations, wireless auditory assistance kits, telephone devices for the deaf, magnifier table, large print dictionaries, large print typewriter, Braille writer, 4-track tape recorders, voice recognition software and text-to-speech software. Individual reading rooms are available on the second floor of the Wexler Library in the East Building.

For information, contact the Office of Disabled Students in Student Services, 1128 East Building; 772-4857.

International Student Office

1109 Hunter East; 772-4579

This office assists international students with a variety of issues and concerns. It is an important source of information regarding immigration matters, such as school transfers, extension of stays, travel inside the United States, practical training and reinstatements. The office issues I-20 forms to readmitted continuing students and assists students with documentation of financial support and obtaining extensions to complete academic programs. Workshops on immigration law, tax issues, travel, employment and citizenship are offered.

Office of Evening Student Services

1119A East Building

This office serves as a liaison and facilitator for evening and non-degree students. It helps students locate information and interpret College rules and regulations. It also helps students resolve matters with various College offices and faculty. Evening and non-degree students who have special problems or who need academic advising and counseling should consult the director or coordinator.

Veterans Counseling Service

1119 East Building

The Veterans Counseling Service is staffed by counselors who are veterans themselves and helps students who are veterans with benefits and other matters. The service has funds for tutors and welcomes those who wish to tutor as well as those who desire tutoring.

Ellen Morse Tishman Women's Center

1214 East Building

The center provides a common meeting ground for students of diverse ethnicities, ages, concerns, and interests. It offers short-term counseling, support groups, and referral services. Programs of workshops, films, and discussion groups are regularly scheduled.

Children's Learning Center

207 North Building; 772-4066

Preschool Program

This child care service, established in September 1983, is available to matriculated students during the academic year (September through May) and during summer session (June/July). It is a preschool educational and development program designed for children aged 29 months through 6 years.

School Age Program

The school age program for children ages 6 through 10 was established in June 1999. Facilities include two classrooms equipped with age-appropriate educational materials. This after-school program provides an opportunity for homework assistance, participation in planned activities designed to reinforce educational goals, and recreation.

Under the direction of a qualified and caring staff, the preschool and school age programs provide a nurturing atmosphere for children while their parents attend classes. Students register for both programs in January for the following fall semester. A \$5 non-refundable application fee is required. Inquiries may be made at the Children's Learning Center, where brochures and registration cards are available.

Office of Health Services

307 North Building; 772-4801

The Office of Health Services provides emergency on-campus care by certified NYS Emergency Medical Technicians and infirmary facilities for students requiring short-term care. Physicians and nurse practitioners are on duty for a limited number of hours to provide: free physical examinations, general health care during walk-in hours, limited rapid tests including tests for strep and TB, vaccinations for flu, hepatitis B, and tetanus and state-required immunizations. Also provided are free blood pressure screenings and health education information. In addition, the office is responsible for the maintenance of all immunization records and the distribution of physical activity cards (required for use in all recreation programs and facilities).

Dormitory Facilities

The Hunter College Residence Hall is located at 425 East 25th Street and houses approximately 600 undergraduate and graduate students. All rooms are single occupancy and contain basic furnishings. Each floor has a main lounge, bathroom facilities, and a kitchen.

There is a \$50 application fee. For more information, contact the Residence Hall Office, 481-4311.

Academic Support Resources

Hunter College Libraries

The four College libraries—the main Jacqueline Grennan Wexler Library and the Art Slide Library at 68th Street, the Health Professions Library at the Brookdale Campus, and the Social Work Library at 79th Street, are open stack collections and hold 750,000 volumes, 2,300 periodicals, 1,130,000 microforms, 250,000 art slides, and 13,000+ digital images. All Hunter libraries provide access to the CUNY+ online catalog of university-wide holdings and Internet access to remote online databases and full-text periodical articles.

The entrance to the nine-floor main library is on the third-floor walkway level of the East Building, where the circulation desk and the Center for Puerto Rican Studies Library are located. The floors are dedicated to specific areas: 1st floor — education; 2nd floor — reserve, archives and special collections, music and video stations; 4th floor — reference; 5th floor — general periodicals; 6th floor — science; 7th floor — art and history. Floors B1 and B2 hold the

remainder of the book collection, including social sciences and literature. The main library has individual and group study rooms, special facilities for students with disabilities, and networked computer classrooms and labs for word processing and Internet access. The Health Professions Library also has a computer lab and classroom.

Many commercial full-text databases that are available on the Web can be accessed via the Hunter Libraries home page, <http://library.hunter.cuny.edu>. These resources also can be accessed from off campus by registering at the main library, the Health Professions Library, or the Social Work Library.

The Student Center

417 West Building; 650-3282 / 3278

The Student Center offers programs, activities and services to enhance the academic experience for students. Student Services counselors and peer advisors are available at the center to provide academic advising and assistance with program planning, and to connect students with more comprehensive counseling and career development services. Additional programs related to career exploration, internship opportunities, financial aid, wellness education and residential life are sponsored regularly. A “one-stop shopping” opportunity for information about the many and varied activities and services available at Hunter, the Student Center also links students with workshops, tutoring, campus and off-campus cultural and recreational events.

Reading/Writing Center

416 Thomas Hunter; 772-4212

The Hunter College Reading/Writing Center is a comprehensive service for the college community, providing tutorial and computer assisted instruction to students, and technical support and development to faculty and staff. Located on the fourth floor of Thomas Hunter Hall, the center offers tutorial services to all registered students at the college, undergraduate and graduate, and provides computer facilities for Hunter students, faculty, staff and alumni.

Students can utilize the center's services by registering for individualized and paired tutoring sessions by appointment, or receive assistance on a drop-in basis during scheduled hours of operation. Tutors help to develop a reading-writing process that students can use to improve their skills and negotiate the requirements of academic reading and writing. The center also offers a series of workshops on various aspects of critical reading, comprehension, and the writing process, including preparation for the ACT Basic Skills Test in Reading and Writing and the CUNY Proficiency Exam (CPE). Students can also access our online tutorial service, called E-tutor, through e-mail at e-tutor@hunter.cuny.edu. In addition, the center's extensive resource file of instructional handouts can be accessed online at the Reading/Writing Center Web site: <http://rwc.hunter.cuny.edu>. Students are welcome to use the center's library of textbooks and materials during the hours the center is open. Our computer facilities are available to all members of the Hunter College community, and the center offers workshops in all aspects of technical assistance: basic computer application training, online academic research, desktop publishing, and electronic communication.

For further information concerning hours and description of services, contact the Reading/Writing Center at 772-4212, or the Reading/Writing Center Computer Facilities at 650-3952.

Dolciani Mathematics Learning Center

300 Hunter North; 772-5371

The Dolciani Mathematics Learning Center is a multipurpose resource center providing group tutoring, computer-assisted tutorials, audiovisual materials, and videotapes for students enrolled in most mathematics and statistics courses as well as for students who need to brush up on their math skills for other courses. It also provides workshops on a variety of topics to assist students in the learning of mathematics, including a specially designed multimedia workshop to prepare students for success in MATH 101. The center is open days, evenings and Saturdays with no appointments necessary. Specific hours and additional information can be found on our Web site, <http://xena.hunter.cuny.edu/dolciani>, and are posted outside the center.

Chanin Language Center

209 West Building; 772-5700

The Chanin Language Center is a state-of-the-art facility. The center includes a classroom and an independent study lab equipped with 55 multimedia workstations. Students can supplement their language learning from the elementary to an advanced level of study by working with computerized study modules, CD-ROMs and digitized audio programs based on textbooks or lab manuals. The center provides Internet access to dictionaries and other writing and research tools. It also houses an extensive collection of films and video programs on VHS and DVD. Audiocassette home borrowing is available for students enrolled in a foreign-language course. Tutoring assistance is available for SEEK-status students enrolled in Spanish, French and Italian.

Center hours: Mon-Thurs 10:00 a.m.-6:55 p.m.
 Friday 10:00 a.m.-3:55 p.m.
 Saturday 11:00 a.m.-3:55 p.m.

Instructional Computing and Information Technology Resources<http://icit.hunter.cuny.edu>

The Instructional Computing and Information Technology Department (ICIT) provides technology resources and services for students and faculty. These include the Instructional Computing Center, 1001 HN, equipped with 250 computers available to students; a 14-seat faculty development room; a 10-seat computer training room; and two distance learning centers. Other services available to faculty, students and staff include: e-mail services, course management, computer training, consultation, audiovisual services, teleconferencing and videoconferencing services, telephone and voice mail services, computer networking services (on campus and off campus), software licenses, and student information services. Guidelines for access to and use of these services and facilities are posted at each facility and are subject to the rules and regulations of the College.

In addition, ICIT manages computer work areas in several locations at each of Hunter's five campus sites. Hours, locations and a general description of the facilities available in each area are posted on the Hunter College Web site: <http://www.hunter.cuny.edu>.

Physical Sciences Learning Center

The Physical Sciences Learning Center, which is located in 1209 North Building, provides tutoring in physics, chemistry, and astronomy. Computers with Excel, Wordperfect, and Internet services are available, as is a library containing both physical science textbooks and videos.

Social Sciences Computing Laboratory

The Social Sciences Computing Laboratory is located on the sixth floor of Hunter West (entrance through 607 HW). The lab is used primarily as a computer classroom for social science departments, but is open to all Hunter students for walk-in hours when available. Exact hours vary from week to week; the current and next week's walk-in hours are posted on the door and on the lab's Web site, <http://urban.hunter.cuny.edu/ssl>.

Study Skills Resource Center

C001 North Building

The Study Skills Resource Center is designed to provide students with the opportunity to develop and enhance their study methods. The staff of the Resource Center conducts workshops in time management, notetaking, reading textbooks effectively, test-taking, vocabulary building, stress management, math-anxiety reduction, and goals and decision-making skills. Individualized study skills assistance and counseling are also available by appointment or on a walk-in basis. Reference materials, computerized study skills programs, and daily video presentations are provided for all students. Students who are interested in forming independent study groups are welcome to use the center's space. For more information, call the office at 772-4890.

Special Services/Tutoring

1215 East Building; 772-4824

The Special Services Program is a federally funded program designed to help students maintain good academic standing, stay in college, and graduate. It offers free tutoring, counseling, and other student support services to low-income, first-generation, and physically challenged Hunter students.

Free tutoring is available in many entry-level courses. Students should not wait until they are substantially behind in their coursework, but should request assistance early in the semester if they experience difficulty in any subject. Tutors arrange both individual and group sessions. Tutoring may consist of a few brush-up meetings or a series of intensive workshops, depending upon the nature of the students' problems.

College Bookstore

1st Floor, West Building; 772-3970

The bookstore stocks required, supplementary, and recommended textbooks (new and used), regulation school supplies, special course requirements, and other academic and nonacademic items. The bookstore also purchases used student textbooks.

Emergency Loan Program

The emergency loan program was established to assist students with an immediate problem concerning essential needs for school-related expenses. The program provides emergency loans, primarily as a substitute for financial aid checks not available on distribution dates because of College error. Emergency loans are generally not given unless the student has a viable method of repayment, such as stipends, wages or expected financial aid loans. All emergency loans must be repaid prior to the end of the semester in which they are issued. All students receiving emergency loans must sign a limited Power of Attorney, which will allow the College to recoup funds that have been advanced.

Students may obtain information and request an emergency loan through the Office of Student Services or the Financial Aid Office. Counselors in the Financial Aid Office, 241 HN, help students with processing emergency loans.

This program is funded in part by a bequest from Sara Feldmesser, Class of 1918.

Sports, Recreation and Enrichment

Hunter Athletics

B317 West Building; 772-4783

Hunter College's men's and women's intercollegiate athletic teams have established a legacy of success in recent decades at the conference, regional and national levels of competition. Hunter sponsors 20 men's and women's athletic teams competing at the NCAA Division III level. Student-athletes benefit from an outstanding and supportive academic environment, highly qualified coaches, and superior facilities for competition and practice.

Hunter's athletic squads meet some of the finest Division III schools in the region, and compete in numerous tournaments and postseason contests. Over the last decade, Hunter has proven to be the dominant institution in the City University of New York Athletic Conference (CUNYAC). Hunter has captured 70 team championships, far more than any other CUNYAC college. The Hawks have also won four out of five CUNYAC Commissioner's Cups, awarded to the best overall athletic program in the conference.

The Hunter College Sportsplex, completed in 1985, has become one of the premier sports centers in New York City and the metropolitan area. Located in the Hunter College West Building on the corner of Lexington Avenue and 68th Street, the Sportsplex offers a wide array of practice and competitive facilities including multiple gymnasiums and racquetball courts, a fully equipped weightlifting facility, locker rooms, exercise physiology and motor learning laboratories, an athletic training room and staff offices.

Intercollegiate Sports Women's sports include basketball, JV basketball, cross-country, fencing, indoor track, outdoor track, softball, swimming, tennis and volleyball, and JV volleyball. Men's sports include basketball, cross-country, fencing, indoor track, outdoor track, soccer, tennis, volleyball, and wrestling. Cheerleading is a coed sport.

Recreation and Intramurals

B315 West Building

Hunter College recreational and intramural programs are designed to promote physical fitness, relaxation, wellness and enjoyment for members of the College. Open to students, faculty, staff and alumni at the College, the intramural-recreational programs are flexible and provide for a variety of healthful and enjoyable experiences at all levels of skill and participation. Activities offered include weight room/cardiovascular fitness, racquetball, swimming, dance/aerobics, basketball, volleyball, tennis and martial arts.

Over 20 intramural sports provide Hunter students with the opportunity to compete in various organized activities, games and sports against members of the College. Some of the more popular sports include flag football, racquetball, fencing, basketball, volleyball, the Turkey Trot and Olympic Day.



Student Clubs and Organizations

Student life at Hunter is enriched by a wide array of organizations and clubs—approximately 120 in number—which provide opportunities for participation in academic, political, recreational, ethnic, religious and social activities. Student organizations sponsor events and activities, which include hosting guest speakers, concerts, movies, attending conferences, assisting charities, and social gatherings. All student clubs and publications are administered by the membership through their elected officers. Students are encouraged to join and become active in at least one organization so they have an opportunity to meet other students and develop interpersonal, leadership and managerial skills.

A complete listing of student organizations and additional information regarding student activities can be obtained by contacting the Office of Student Services in Room 1103 HE, or by calling 772-4876.

Assembly and Meeting Hours

A block of time is set aside each week during which no classes are scheduled. Called "Dean's Hours," this time block is reserved for official College assemblies, guidance meetings, and other academic and administrative purposes, and for student organization meetings. Generally, Dean's Hours are scheduled on Wednesdays from 1:00-3:00 p.m.