



## Section 3

# SERVICES FOR STUDENTS

### OFFICE OF STUDENT SERVICES

1119 Hunter East; (212) 772-4882  
<http://studentservices.hunter.cuny.edu>

The Office of Student Services helps students move successfully through the college experience from 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. Advising related to a wide range of special programs, including the CUNY baccalaureate programs and BA/MA or BA/MS degrees is also provided.

### ADVISING AND COUNSELING SERVICES

1119 Hunter East; (212) 772-4882

#### 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, 1119 Hunter West); The Student Center, 417 Hunter West; or by visiting the Office of Student Services website at: <http://studentservices.hunter.cuny.edu>.

#### 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. Short-term 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 personal matters that may be having an impact on their academic performance. Where appropriate, referrals to outside sources are made. Students who are considering withdrawing from school altogether are encouraged to see a counselor before reaching a decision.

### CAREER DEVELOPMENT SERVICES

805 Hunter East; (212) 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:

**Career Counseling** Career counseling is an interactive process where students are assisted in discovering the career that will provide optimum personal satisfaction. Counselors meet with students individually and in small groups to explore and evaluate the student's academic strengths and concentration, additional training, work history, interests, skills and personal traits. Counselors help uncover underlying factors that may impede progress toward decision making. Counselors also help the student develop a resume, interviewing skills and job search skills and provide assistance in job placement. Alumni are also encouraged to use the services for assistance in job search and career change.

**Internships** Internships provide the opportunity to gain pre-professional 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 and acquire job-related experience to enhance their resume and interview presentation and earn academic credit or stipends.

**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, including alumni, 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.

**The Graduating Senior Recruiting Program** Graduating seniors have the opportunity to enroll in the Graduating Senior Recruiting Program. Approved resumes are made available to participating employers for review. Employers select those candidates in whom they are interested and conduct interviews on and off campus.

**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 Services office. Students and alumni can stop by the office to use the job bank and fax or e-mail their resumes to employers for advertised positions.

**Career Resource Library** A wide variety of career information is available: reference books, periodicals, directories and guide books on career planning and job search preparation and strategies.

## OTHER SERVICES

### Services for Students with Disabilities (Office of Access and Accommodations)

1124 Hunter East; (212) 772-4857

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, note-takers and interpreters.

The Access and Technology Center, Room 205 Thomas Hunter Hall, is a resource facility for students with disabilities. 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 Hunter East building.

For information, contact the Office of Access and Accommodations in Student Services, 1124 Hunter East; (212) 772-4857.

### International Students Office

1109 Hunter East; (212) 772-4579

The International Students Office (ISO) provides vital information and academic counseling to all international students, including students with F-1 and J-1 visas and others with questions about their immigration status. The office is an important source of information regarding immigration matters, such as the requirements for compliance with the Student Exchange and Visitors Information System (SEVIS). The ISO issues SEVIS I-20 forms to all new international students. It also provides individualized advising and holds small group discussions throughout the academic year on such topics as immigration law, tax issues and cultural adaptation to the United States.

### Ellen Morse Tishman Women's Center

1214 Hunter East; (212) 772-4931

The center is staffed by professional counselors who provide confidential counseling for academic and personal issues. The center is also a resource for literature and referrals to free or low-cost services off campus.

### Children's Learning Center

207 Hunter North; (212) 772-4066

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 modest nonrefundable application fee is required. Inquiries may be made at the Children's Learning Center, where brochures and registration cards are available.

Two distinct programs operate at Hunter. The preschool program is a child care service available to matriculated students during the academic year (September through May) and during summer session

(June-August). It is a preschool educational and development program designed for children aged 29 months through 5 years. The school age program is for children ages 6 through 10. 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.

### Office of Health Services

307 Hunter North; (212) 772-4800/4801

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 during the academic semester for a limited number of hours to provide: free physical examinations, general health care during walk-in hours, limited rapid tests, vaccinations for flu, hepatitis B and immunization for measles, mumps and rubella. 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, (212) 481-4311 or check the Residence Life website at: <http://www.hunter.cuny.edu/~reslife/>.

## ALUMNI ASSOCIATION

1313B Hunter East; (212) 772-4087

The Alumni Association of Hunter College—composed of 80,000 women and men graduates of the college has been in continuous existence since 1872. Membership is automatic upon graduation from any Hunter College degree program.

The Association provides opportunities for alumni to become actively involved in the life of the college and serves as the link between Hunter and its graduates. In addition to providing vital support for scholarships and academic programs, members participate in a variety of chapter and on-campus activities, including lectures, faculty roundtables, workshops and book discussion groups.

Members can take advantage of campus facilities with the Alumni Card, which provides access to the college libraries, Sportsplex, instructional computing center, Chanin Language Center and career development services. Alumni can attend association meetings in January and May and stay informed about alumni activities through the publication, *At Hunter*.

The association selects and honors members of the Hunter Hall of Fame from among the college's distinguished graduates. The deadline for nominations is December 1st.

## HUNTER COLLEGE LIBRARIES

<http://library.hunter.cuny.edu>

The Hunter College Libraries — comprising 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 — have open stack collections and hold over 775,000 volumes, over 2,100 print periodical subscriptions and approximately 10,000 electronic periodicals, 1,189,000 microforms, 10,205 sound recordings and music CDs, 3,133 videocassettes and DVDs, 250,000 art slides and 20,000+ 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 Hunter East Building, where the circulation desk and the Center for Puerto Rican Studies Library are located. The floors are dedicated to specific subject areas and functions: 1st floor—education, 2nd floor—Reserve Desk, Archives and Special Collections, music and video stations, 4th floor—Reference Desk, 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, 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 worldwide web can be accessed via the Hunter Libraries homepage: <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 and by applying for a proxy server account.

### **The Student Center**

417 Hunter West; (212) 650-3282/3278

The Student Center offers programs, activities and services to enhance the academic experience for students. Student Services counselors and peer advisers 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; (212) 772-4212

The Hunter College Reading/Writing Center is a comprehensive service for the college community. 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 and technical support and development to faculty and staff.

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](mailto: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 (212) 772-4212 or the Reading/Writing Center Computer Facilities at (212) 650-3952.

### **Writing Across the Curriculum**

The Writing Across the Curriculum Program at Hunter includes:

- consultation on writing pedagogy provided by experts in the field;
- the CUNY Writing Fellows Program, a collaboration between fellows from the CUNY Graduate Center and Hunter faculty in the effort to address issues of writing in the disciplines;
- the services of the Reading/Writing Center, which offers tutoring in academic writing across the curriculum to students and consultation with faculty on student writing.

The Writing Across the Curriculum Program is founded on the principle that students learn by writing; they learn to write by engaging in a variety of academic writing activities and they learn subject matter by writing about it. For more information about the program, contact the co-coordinators at (212) 772-4014 or (212) 772-5742.

### **Dolciani Mathematics Learning Center**

300 Hunter North; (212) 772-5371

The Dolciani Mathematics Learning Center is a multipurpose resource center, providing group tutoring, computer-assisted tutorials, audio-visual 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 specifically designed multimedia workshop to prepare students for success in MATH 101.

The center is open days, evenings and Saturdays, with no appointment necessary. Specific hours of operation and additional information are posted outside the center and can be found on our web site, <http://xena.hunter.cuny.edu/dolciani>

### **The Leona and Marcy Chanin Language Center**

209 Hunter West; (212) 772-5700

The Chanin Language Center is a state-of-the-art multi-media foreign language learning facility. The center includes a classroom and an independent study lab equipped with 55 multi-media workstations.

Students can supplement their language learning from the elementary to the advanced level by working with computerized study modules, CD-ROMs and digitized audio-visual programs based on textbooks and/or lab manuals. The center provides Internet access to dictionaries and other writing and research tools. In addition, the center houses an extensive collection of foreign language films and video programs on VHS and DVD. An audiocassette/audioCD home borrowing program is available to students enrolled in a foreign language course. Through the support of the SEEK Department, Spanish, French and Italian tutoring assistance is available to SEEK status students.

A 30 minute orientation must be completed by all first time users.

Hours of operation and additional information can be found on our web site: <http://www.hunter.cuny.edu/~chanin>

### **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 loca-

tions 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 is located in 1209 Hunter North and provides tutoring in physics, chemistry and astronomy. Computers with Internet service and appropriate programs are available, as is a library containing both physical science textbooks and videos. Tutoring hours are posted on the door.

### The Social Sciences Computing Laboratory

607 Hunter West; (212) 772-5605

The Social Sciences Computing Laboratory is located on the sixth floor of Hunter West (enter through W607) and facilitates computer-based teaching and research among the social science departments. The lab itself 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 following week's walk-in hours are posted on the door and on the lab web site at: <http://urban.hunter.cuny.edu/ssl/hours/thisweek.html>.

### Center for Student Achievement

C001 Hunter North; (212) 772-4890

The Center for Student Achievement provides students with the opportunity to develop and enhance their study methods. The center conducts workshops in time management, classroom note-taking, stress management, test taking strategies, learning styles, test anxiety reduction and other topics. Workshops are open to all Hunter students. The center provides individual assistance to students on academic probation and those who are experiencing particular study problems. Video programs and other reference materials are also available. For current workshop schedules and a variety of useful information on study skills and strategies, students are invited to visit the center's website at [www.studentservices.hunter.cuny.edu/stusk1.htm](http://www.studentservices.hunter.cuny.edu/stusk1.htm).

### Special Services Program/Tutoring

1236 Hunter East

The Special Services Program provides free tutoring, advising and other academic support services to Hunter College undergraduates who are low-income, first-generation college students or individuals with disabilities. The program's services are designed to help students stay in college, earn passing grades and graduate.

### College Bookstore

1st Floor, Hunter West; (212) 772-3970

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

## SPORTS, RECREATION AND ENRICHMENT

### Hunter Athletics

B317 Hunter West; (212) 772-4783

Hunter College'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 post-season 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 83 team championships, by far more than any other CUNYAC college. Also, in six out of the last seven years, the Hunter College Hawks have won the CUNYAC Commissioners Cup, 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 West building at the 68th Street campus, the Sportsplex offers a wide array of practice and competitive facilities, including multiple gymnasiums and racquetball courts, pool, a fully equipped weightlifting facility, locker rooms, an athletic training room and staff offices. Additional athletics facilities are available at the Brookdale campus.

### Intercollegiate Sports

Women's sports include basketball, junior varsity basketball, cross country, fencing, indoor track, outdoor track, softball, swimming, tennis and volleyball and junior varsity volleyball. Men's sports include basketball, cross country, fencing, indoor track, outdoor track, soccer, tennis, volleyball and wrestling.

### Recreation and Intramurals

B315 Hunter West; (212) 772-4912

Hunter College's recreation 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, the recreation and intramural programs are flexible and provide for a variety of healthful and enjoyable experiences at all levels of skill and participation. Activities offered include a weight/cardiovascular fitness room, 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 community. Some of the more popular sports include flag football, racquetball, fencing, basketball, volleyball, the annual Turkey Trot and Olympic Day.

## STUDENT LIFE: CLUBS, ORGANIZATIONS AND ACTIVITIES

Student life at Hunter is enriched by a wide array of organizations and clubs — approximately 150 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.

The Office of Student Life, a unit of the Office of Student Services, encourages student involvement and supports clubs and organizations on campus by conducting a series of student leadership colloquia and other leadership development workshops, facilitating club events and opening doors to community service opportunities. The office is also a resource for free and discount tickets to theater, concerts and other performances.

A complete listing of student organizations and additional information regarding student activities can be obtained by contacting the Office of Student Services/Student Life, 1103 Hunter East, (212) 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 meetings of student organizations. Generally, Dean's Hours are scheduled on Wednesdays, from 1:10-3:00 p.m.

### FOOD SERVICES

Dining facilities are available on the main campus at 68th Street, the Brookdale campus and the School of Social Work.

**Food Service at the Main Campus** There are several food outlets on the main campus:

- (a) The cafeteria on the 3rd floor of Hunter West is open to all Hunter students, faculty, staff and visitors. There are two eating areas adjacent to the food service area. The south side seats around 200 people. Hours: Monday through Thursday, 11:00 am to 7:30 pm; Friday, 11:00 am to 2:30 pm). The north side seats about 75 and also has several computer terminals for lunch-time checking of e-mail and internet reference. Hours: Monday through Friday, 7:30 am to 2:30 pm. A full menu of hot and cold foods and beverages is offered.
- (b) A coffee kiosk is located in the lobby of Hunter West, serving beverages and light snacks. Hours: Monday through Thursday, 7:30 am to 7:30 pm; Friday, 7:30 am to 2:30 pm; Saturday 8:00 am to 2:00 pm.
- (c) The Faculty Dining Room is located on the 8th floor of Hunter West. The facility is open during the fall and spring semesters Monday through Friday, from 11:30 am to 2:00 pm and is open to all Hunter faculty and staff.  
Note: for the aforementioned facilities, shorter hours are in effect during semester breaks, summer session and the day before major holidays.
- (d) Vending: there are vending machines throughout the Main Campus buildings, with the largest concentration located on the 2nd floor of Hunter West.

**Brookdale 425 East 25th Street** A full service cafeteria for the Hunter health sciences community has many of the same options as the main campus cafeteria. Hours: Monday through Thursday, 7:30 am to 7:30 pm; Friday, 7:30 am to 2:30 pm. The Brookdale cafeteria is closed during semester breaks, summer session and the day before major holidays.

**School of Social Work 79th St. & Lexington Avenue** At the School of Social Work on 79th Street and Lexington Avenue, a limited product cafeteria (no hot meals) is located on the 4th floor. Sandwiches, soups, drinks, breakfast baked goods are available. Hours: Monday and Friday, 8:00 am to 2:00 pm; Tuesday through Thursday, 8:00 am to 6:00 pm. This facility is closed during semester breaks, summer session and the day before major holidays.

### DEPARTMENT OF PUBLIC SAFETY

B122 Hunter West; (212) 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 large silver boxes identifiable by their "For Emergency Use" label. These phones are to be used in the event of all emergencies. If, however, one of these phones is not available, the department can be reached from any telephone on campus by dialing (212) 772-4444.

**Non-emergencies** All calls for Public Safety services from all Hunter College campuses should be made to (212) 772-4447. This number is staffed 24 hours daily. 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-Hours** 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. to 10:00 p.m.  
Saturday, Sunday, holidays 7:00 a.m. to 6:00 p.m.

To enter the buildings at times and days other than those scheduled above, 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.

Information and Complaints Requests for information or complaints concerning security services should be made to Louis Mader, Director of Public Safety, (212) 772-4521.

