This student handbook is designed to assist enrolled undergraduate students, majoring in Community Health. Enclosed are materials and information about this program.
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# Welcome

Updated November 2016
Dear Students,

Welcome to the Community Health (COMHE) Bachelor of Science (BS) program at the School of Urban Public Health at Hunter College. This is an exciting time to be a Community Health major. Our undergraduate curriculum is intended to be an applied program, reflecting the critical thinking and innovative solutions needed to address public health problems. We also have highly qualified faculty. Graduates from our Community Health major go on to find jobs in a wide variety of settings, such as community-based and human rights organizations, family planning clinics, mental health centers, homeless shelters, research centers, media organizations, and city and state health departments.

The link to the COMHE academic website is http://www.hunter.cuny.edu/communityhealth. You can also follow us on Twitter (@CUNYSPH).

If you have any questions or concerns please feel free to contact me at palcabes@hunter.cuny.edu or Program Administrator Diane Brows, at dbrows@hunter.cuny.edu.

We look forward to a stimulating year!

Best,

Prof. Philip Alcabes
COMHE Program Director
Mission

School of Public Health

At the School of Urban Public Health at Hunter College, learning, research, and service are aimed at creating and sustaining a healthier New York City. We seek to promote equitable and realistic solutions to pressing health problems facing urban populations around the world. Our mission is to provide a collaborative and accessible environment for excellence in education, research, and service in public health, to promote and sustain healthier populations in New York City and around the world, and to shape policy and practice in public health for all.

Informed by the values of public health, social justice and democracy, the school seeks to become a platform for collaboration to:

- Examine the causes of and solutions to pressing health problems,
- Engage the public in an ongoing dialogue on public health policy, and
- Develop a workforce with the capacity to plan and implement health-promoting programs and policies.

For more information about the Community Health Program, please visit http://www.hunter.cuny.edu/communityhealth
Policy on Academic Integrity

As a student at Hunter and in this program, you are agreeing to abide by our code of academic integrity. Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty

1.1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.

Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, asking, or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else’s work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.
1.2. **Plagiarism** is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and footnotes or citations attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3. **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using, or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

1.4. **Falsification of Records and Official Documents**

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.

For more information, please visit: [http://www.hunter.cuny.edu/studentaffairs/student-conduct/academic-integrity](http://www.hunter.cuny.edu/studentaffairs/student-conduct/academic-integrity)
Faculty

Our faculty in the Community Health Department at Hunter College holds an extensive array of research interests and internationally recognized expertise, including but not limited to: health disparities, health literacy, community engagement, reproductive health, health communication and urban health. Below is a brief overview of our current faculty and their interests:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact</th>
<th>Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip Alcabes, PhD</td>
<td>Professor and Program Director</td>
<td><a href="mailto:palcabes@hunter.cuny.edu">palcabes@hunter.cuny.edu</a></td>
<td>History and social constructions of psychiatric diagnoses; cultural responses to psychoactive medication; community mental health; public health policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Silberman, Room 503</td>
<td></td>
</tr>
<tr>
<td>David Himmelstein, MD, FACP</td>
<td>Professor</td>
<td><a href="mailto:dhimmels@hunter.cuny.edu">dhimmels@hunter.cuny.edu</a></td>
<td>Health Care Finance &amp; Policy; Health Services Research; Health Care Inequality; Social Justice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Silberman, Room 548</td>
<td></td>
</tr>
<tr>
<td>Stephanie Woolhandler, MD, MPH, FACP</td>
<td>Professor</td>
<td><a href="mailto:swoolhan@hunter.cuny.edu">swoolhan@hunter.cuny.edu</a></td>
<td>Health Care Finance &amp; Policy; Health Services Research; Health Care Inequality; Social Justice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Silberman, Room 548</td>
<td></td>
</tr>
</tbody>
</table>

For more information, please visit: [http://hunternutrition.org/faculty/](http://hunternutrition.org/faculty/)
Program Overview

WHAT IS COMMUNITY HEALTH?

Community health professionals work to improve the health and wellbeing of entire communities. Clinical health professionals might treat an elderly diabetic, a victim of a gunshot wound, or a child with asthma. By contrast, community health professionals will work to understand and reduce a community's elevated risk for diabetes, violence, or asthma. They look at how social structures (including poverty, discrimination, employment challenges, etc.), physical structures (neighborhood infrastructure, environmental exposure), and behavioral choices shape a community's health. They might address compromised health through advocacy, institutional change, and culturally appropriate programs and communications.

PROGRAM OVERVIEW

In the COMHE program, students learn analytic, organizing, and communications skills that will prepare them for work in community-based organizations, family planning clinics, mental health centers, homeless shelters, research centers, media organizations, and in city, state, and national health agencies. Community health majors use educational skills and a sound knowledge of public health to encourage effective individual and group action designed to maintain and improve the health of people in the community. Graduates with this degree develop, implement, and coordinate programs and campaigns that promote health. They also organize communities, neighborhoods and other large groups around issues related to health and disease. The goal of those with a BS in Community Health is to find ways to help communities maintain good health, prevent disease, and secure treatment.

*Please note that this is designed as a full time program (see Course Schedule below). If you are unable to take courses as a full time student, please contact the Program Director.*
Program Requirements

The Program Director will send an email with dates/times for you to sign up for advising once per semester, to ensure you are on track to graduate. To complete this program, the student will need to complete the following courses, with a minimum grade of C:

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMHE 301</td>
<td>Introduction to Community &amp; Public Health</td>
</tr>
<tr>
<td>COMHE 302</td>
<td>Principles of Health Promotion</td>
</tr>
<tr>
<td>COMHE 303 (W)</td>
<td>Social Structure and Health</td>
</tr>
<tr>
<td>COMHE 304</td>
<td>Introduction to Health Communication Theory &amp; Practice</td>
</tr>
<tr>
<td>COMHE 306</td>
<td>Social Disparities in Health</td>
</tr>
<tr>
<td>COMHE 325</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>COMHE 328</td>
<td>Public Health Biology</td>
</tr>
<tr>
<td>COMHE 330</td>
<td>Principles of Epidemiology</td>
</tr>
<tr>
<td>COMHE 405</td>
<td>Health Care Systems &amp; Health Policy</td>
</tr>
<tr>
<td>COMHE 408</td>
<td>Digital Media &amp; Health</td>
</tr>
<tr>
<td>COMHE 411</td>
<td>Seminar in Community Health Assessment</td>
</tr>
<tr>
<td>COMHE 412</td>
<td>Directed Field Work Practicum</td>
</tr>
<tr>
<td>COMHE 413</td>
<td>Research Symposium</td>
</tr>
<tr>
<td>NFS 141</td>
<td>Introduction to Nutrition</td>
</tr>
<tr>
<td>SOC 301</td>
<td>Medical Sociology (<em>Students are encouraged to take this course prior to entry into the major)</em></td>
</tr>
<tr>
<td>1st ELECTIVE</td>
<td>Any 300 or 400-level COMHE, SOC, or ANTHC course (or NFS131)</td>
</tr>
<tr>
<td>2nd ELECTIVE</td>
<td>Any 300 or 400-level COMHE, SOC, or ANTHC course (or NFS131)</td>
</tr>
</tbody>
</table>

**Please note this list includes only the courses required to fulfill the COMHE BS program. You need to contact your Hunter College Academic Advisor (see below) to ensure you have met all of the other Hunter requirements for completion. Note that a HUNTER requirement is that you have a minimum of 120 credits total to graduate so please be sure to review your Degree Works and CUNY First records to ensure you are on track. **
# Course Schedule

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Year 1</strong></td>
<td><strong>Fall 1</strong> (12 or 15 credits)</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 30100</strong> Intro to Community &amp; Public Health</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 32800</strong> Public Health Biology</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 33000</strong> Principles of Epidemiology</td>
</tr>
<tr>
<td></td>
<td><strong>SOC 30100</strong> Medical Sociology* (students are encouraged to take this course <em>prior</em> to entry into the major)</td>
</tr>
<tr>
<td></td>
<td><strong>Major Elective</strong>, if desired: A 300 or 400 level COMHE, SOC, or ANTHC course or NFS 13100</td>
</tr>
<tr>
<td><strong>Spring 1</strong></td>
<td>(12 or 15 credits)</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 30400</strong> Intro to Health Communication, Theory &amp; Practice</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 30600</strong> Social Disparities in Health</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 40500</strong> Health Care Systems &amp; Health Policy</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 41100</strong> Community Health Assessment</td>
</tr>
<tr>
<td></td>
<td><strong>Major Elective</strong>, if desired: A 300 or 400 level COMHE, SOC, or ANTHC course or NFS 13100</td>
</tr>
<tr>
<td><strong>Summer 1</strong></td>
<td>(0 or 3 credits)</td>
</tr>
<tr>
<td></td>
<td>Elective, if desired: A 300 or 400 level COMHE, SOC, or ANTHC course or NFS 13100</td>
</tr>
<tr>
<td></td>
<td>Students should use the summer to develop a fieldwork project.</td>
</tr>
<tr>
<td><strong>Major Year 2</strong></td>
<td><strong>Fall 2</strong> (12 or 15 credits)</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 30200</strong> Principles of Health Promotion (&quot;Program Planning &amp; Implementation&quot;)</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 41200</strong> Directed Fieldwork Practicum</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 30300</strong> Social Structures &amp; Health (Writing Intensive)</td>
</tr>
<tr>
<td></td>
<td><strong>NFS 14100</strong> Intro to Nutrition (may also be taken during Summer 1 or another semester)</td>
</tr>
<tr>
<td></td>
<td><strong>Major Elective</strong>, if still needed: Any 300 or 400 level COMHE, SOC, or ANTHC course or NFS 13100</td>
</tr>
<tr>
<td><strong>Spring 2</strong></td>
<td>(9 or 12 credits)</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 41300</strong> Research Symposium</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 40800</strong> Digital Media &amp; Health</td>
</tr>
<tr>
<td></td>
<td><strong>COMHE 32500</strong> Environmental Public Health</td>
</tr>
<tr>
<td></td>
<td><strong>Major Elective</strong>, if still needed: Any 300 or 400 level COMHE, SOC or ANTHC or NFS 13100</td>
</tr>
<tr>
<td></td>
<td><strong>GRADUATION</strong></td>
</tr>
</tbody>
</table>
Course Rotation
The COMHE BS Major is intended as a full time program. However, if you need to take certain courses out of order than suggested above (see Course Schedule) please be aware that certain courses may be only offered once a year. Below is the course rotation schedule to assist in planning your schedule.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMHE 301</td>
<td>Introduction to Community &amp; Public Health</td>
<td>Fall</td>
</tr>
<tr>
<td>COMHE 302</td>
<td>Principles of Health Promotion</td>
<td>Fall</td>
</tr>
<tr>
<td>COMHE 303</td>
<td>Social Structure and Health</td>
<td>Fall</td>
</tr>
<tr>
<td>COMHE 304</td>
<td>Introduction to Health Communication Theory &amp; Practice</td>
<td>Spring</td>
</tr>
<tr>
<td>COMHE 306</td>
<td>Social Disparities in Health</td>
<td>Fall</td>
</tr>
<tr>
<td>COMHE 325</td>
<td>Environmental Health</td>
<td>Spring</td>
</tr>
<tr>
<td>COMHE 328</td>
<td>Public Health Biology</td>
<td>Fall</td>
</tr>
<tr>
<td>COMHE 330</td>
<td>Principles of Epidemiology</td>
<td>Fall, Spring (only a few seats for COMHE students in Spring)</td>
</tr>
<tr>
<td>COMHE 405</td>
<td>Health Care Systems &amp; Health Policy</td>
<td>Spring</td>
</tr>
<tr>
<td>COMHE 408</td>
<td>Digital Media &amp; Health</td>
<td>Spring</td>
</tr>
<tr>
<td>COMHE 411</td>
<td>Seminar in Community Health Assessment</td>
<td>Spring</td>
</tr>
<tr>
<td>COMHE 412</td>
<td>Directed Field Work Practicum</td>
<td>Fall</td>
</tr>
<tr>
<td>COMHE 413</td>
<td>Research Symposium</td>
<td>Spring</td>
</tr>
<tr>
<td>NFS 141</td>
<td>Introduction to Nutrition</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>SOC 301</td>
<td>Medical Sociology*</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>

(*) Students are encouraged to take this course prior to entry into the major
Fieldwork

All students pursuing the BS degree in Community Health must complete a fieldwork project. Students select their own fieldwork site and design their own community health research project, with faculty guidance. Students are required to spend 120 hours in the field on their project.

Overview: Fieldwork Project and COMHE Coursework
The fieldwork project is central to the learning objectives of the BS degree in Community Health, thus there are connections to it throughout the coursework. Students should begin thinking about their fieldwork project in their first semester in the major (in COMHE 301), as they do informational interviews at potential fieldwork sites. In the Community Health Assessment course (COMHE 411), students should be thinking about the community they want to work in and its health needs. Although students register for COMHE 412, the Fieldwork course, in the Fall semester of year 2, fieldwork itself should begin during the summer between Year 1 and Year 2. The final project is completed in the Research Seminar (COMHE 413).

You are responsible for securing your own fieldwork placement site prior to the start of fieldwork in the summer after year 1. Your fieldwork placement does not have to be in Manhattan or New York City, but it does need to be related to community health. If you are currently employed at a health-related facility or organization, have a mentor with an advanced degree, and can create a project separate from your job responsibilities which may serve as your fieldwork project. The instructor of the fieldwork course will make the determination as to what projects are considered acceptable.

Fieldwork will be discussed at the new student orientation in the fall, and in detail at an information session in January.
Potential Fieldwork Sites

The School of Urban Public Health is actively developing a more formal structure to connect students with potential fieldwork placement sites. Several potential sites that former students have worked at include the following:

**Aging**

**At-Risk Youth, LGBT**

**Children, Child Services**

**Clean Water**

**Communications, Social Media**
- Big Duck  [http://www.bigducknyc.com/about/internships](http://www.bigducknyc.com/about/internships)

**Community Gardening**
- Just Food  [http://www.justfood.org/](http://www.justfood.org/)

**Community Health Centers**
- Access Community Health Center  [http://www.accessCHC.org](http://www.accessCHC.org)

**Dept.'s of Health**

**Disability & Independence**
Disease Associations & Organizations
- Crohn's Disease Association  http://www.ccfa.org/
- The Leukemia & Lymphoma Society  http://www.lls.org/
- Kyoto Intractable Disease Empowerment Center
- American Cancer Society  http://www.cancer.org

Environmental Health
- WE ACT for Environmental Justice  http://weact.org/

Health Promotion
- Health Promotion Learning Lab, Children's Health Fund, Harlem Children's Zone  http://chf.childrenshealthfund.org

Hospitals/Health Care
- Montefiore  http://www.montefiore.org/
- North Westchester Hospital  http://www.nwhc.net/default
- Kingsbrook Jewish Hospital  http://www.kingsbrook.org

Immigrant Health
- DWA FANM (Haitian Women & Girls Rights Organization)  http://www.dwafanm.org/
- Diaspora Community Services  http://www.diasporacs.org/

Literacy
- Queens Library  Contact: Scott J. McLeod  Scott.J.McLeod@queenslibrary.org

Nutrition
- The Nourishing Kitchen of NYC  http://www.nourishingnyc.org/
- Corbin Hill Food Project:  www.corbinhillfoodproject.org
  Contact: Carey King king@corbinhillfarm.com

Physical Activity
- I Challenge Myself  http://ichallengemyself.org/

Reproductive Health
- Bronx Health Link  http://www.bronxhealthlink.org/bronxhealthlink/

Research
- SJS  http://www.socialjusticesexualty.com
- Visiting Nurse Service of New York:  http://www.vnsny.org/
  Contact: Melissa Trachtenberg, melissa.trachtenberg@vnsny.org

Substance Use
- Harm Reduction Coalition  http://www.harmreduction.org/
- Washington Heights Corner Project  http://www.cornerproject.org/
Transportation
Transportation Alternatives  http://www.transalt.org/

Yoga
Urban Zen  http://www.urbanzen.org/

E-Portfolios
Throughout the COMHE curriculum, students will reflect on their coursework and fieldwork by creating an e-portfolio. Upon graduation, students can share their portfolios with potential employers. Instruction on these elements will be provided across a number of courses (COMHE301, COMHE412, COMHE408).

Resources:

Faculty & Staff Contacts

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>NAME</th>
<th>TITLE</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current student advising, Graduation requirements, Course Scheduling, General program management</td>
<td>Philip Alcabes</td>
<td>Program Director</td>
<td><a href="mailto:palcabes@hunter.cuny.edu">palcabes@hunter.cuny.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>Nzinga Ajani</td>
<td>Recruitment and Admissions Coordinator</td>
<td><a href="mailto:najani@hunter.cuny.edu">najani@hunter.cuny.edu</a> 212 396 7729</td>
</tr>
<tr>
<td>Registration issues</td>
<td>Diane Brows</td>
<td>Academic Program Administrator</td>
<td><a href="mailto:dbrows@hunter.cuny.edu">dbrows@hunter.cuny.edu</a> 212-396-7721</td>
</tr>
<tr>
<td>COMHE Listserv</td>
<td>Philip Alcabes</td>
<td>Program Director</td>
<td><a href="mailto:palcabes@hunter.cuny.edu">palcabes@hunter.cuny.edu</a></td>
</tr>
</tbody>
</table>
Registering for Classes

Register Online (CUNYFirst)
http://www.hunter.cuny.edu/cunyfirst/students/student-self-service-guides

Registration for upcoming semester

You must see an academic advisor before registering for upcoming terms. You will not be allowed to enroll in courses if you have not seen an advisor for approval of your schedule. You may register on or after your registration appointment and during periods when registration is available. Your appointment start and end periods are shown on your CUNYFirst page shortly before the start of each registration period.

Auditing a Course
NY State residents 60 years or older may audit undergraduate courses at Hunter College on a tuition-free, space-available basis. Auditors do not receive grades or academic credit.

How to Register for Classes
To register for classes, log into your CUNYfirst account. COMHE classes are listed under ‘Public Health’ on the CUNYFirst schedule. There are two ways to register for classes in CUNYfirst. For help on how to register for classes, view:

1. Registering for Classes guide (Option 1, PDF)
2. Registering for Classes guide (Option 2, PDF)
   http://www.hunter.cuny.edu/cunyfirst/repository/files/QG_Reg2.pdf

Registration Checklist

- Read your Hunter email regarding registration
- Confirm registration appointment time
- See an academic (COMHE faculty) advisor
- Clear any holds/stops/negative service indicators on your record
- Make sure immunization requirement is satisfied
- Review your Degree Works report (undergraduates only)
- Check the catalog for major requirements, pre-requisites and other critical course information
- Review the schedule of classes (includes requisites and textbook information)
- Ensure pre-requisites met for courses in which you wish to enroll
- Meet with your advisor
- Read the annual FERPA announcement

For more information, please visit: http://www.hunter.cuny.edu/onestop
**Accessibility**

The Office of AccessABILITY’s goal is to enhance the educational experience for students with disabilities at Hunter College. Our mission is to ensure a comprehensively accessible college experience for all students with disabilities. The program is also committed to promoting access and awareness as a resource to all members of the Hunter College community.

While complying with the letter of the law, the Office of AccessABILITY also embraces its spirit by providing services to all students with permanent or temporary disabilities to ensure that all Hunter College programs and activities are accessible. We work in collaboration with all departments and divisions of the college to facilitate and advocate for our students and, assist students to maximize their potential while helping them develop and maintain independence. Our philosophy is one that promotes self-awareness, self-determination, and self-advocacy in a comprehensively accessible environment. If students with disabilities require accommodations to allow greater accessibility to the academic environment, these students should contact the Office of AccessABILITY in Student Services, Room 1214, East Building at 68th Street, 212-772-4857, in order to make the appropriate arrangements.

For more information, please visit: [www.hunter.cuny.edu/studentservices/access](http://www.hunter.cuny.edu/studentservices/access)

**Student Listserv**

After formally enrolling in the COMHE major, you will be added to our **Community Health Student Listserv, COMHE-L**. This is the primary mode of communication for the Program Director to make announcements for all COMHE students. If you are currently enrolled and have not yet subscribed, please do the following:

1. Click [here](http://www.hunter.cuny.edu/?) (if the link does not work, please cut and paste this address into your browser: `https://hunter.listserv.cuny.edu/Scripts/wa-hc.exe?GETPW1`)

2. Enter your name and *whichever email address you prefer*.

3. Leave the list pull-down set as it is (COMHE-L).

4. Leave the Subscription Type set to "Regular."

5. Hit the "Subscribe (COMHE-L)" button at the lower LEFT.

**If you fail to sign up for the listserv you will not be notified of important deadlines and requirements!**
Information Technology (IT)

Instructional Computing and Instructional Computing and Information Technology (ICIT) provides hardware, software, training and support to students, faculty and staff of Hunter College. The Hunter College Instructional Computing and Information Technology (ICIT) department consists of a talented group of professionals, many of whom are Hunter College students, with a wide range of knowledge and experience, and a strong service orientation.

Below is information regarding how to set up, access and use the BlackBoard & CUNYFirst websites. For help with your email, BlackBoard or CUNYFirst or any other IT issues, please contact the Helpdesk:

Email: studenthelpdesk@hunter.cuny.edu
P: 212-650-3624
F: 212-772-5799
Thomas Hunter Hall, 4th Floor

Hunter College Instructional Computing and Information technology website can be found at: http://www.hunter.cuny.edu/it

BlackBoard
Blackboard (Bb) is a web-based learning management system, which provides instructors with tools for organizing and designing virtual classroom space. Your instructor will make the website for each course available to students shortly before the start of the semester. This will be the primary mode of communication for instructors. Please make sure your BlackBoard is set up to send emails to your hunter email address, which you should check regularly.

For information regarding BlackBoard, please visit: http://www.hunter.cuny.edu/it/blackboard/blackboard-information-page

CUNYFirst
CUNYfirst is The City University of New York’s fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff. Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more.

For more information regarding CUNYFirst, please visit: https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html
Library

Main Library (East Building, 68th Street and Lexington Avenue)
Main Office Phone: 212-772-4143
Reference Desk Phone: 212-772-4187
Circulation Desk Phone: 212-772-4166
Hours of operation:
  - Monday-Thursday: 8am-11pm
  - Friday: 8am-6pm
  - Saturday: 10am-8pm
  - Sunday: 11am-8pm

Schools of Social Work and Public Health Library (2180 Third Avenue, New York, NY 10035)
Public Health Librarian: John Pell (jpell@hunter.cuny.edu)
Main Office Phone: 212-396-7654
Hours of operation:
  - Monday-Thursday: 8am-10pm
  - Friday: 8am-6pm
  - Saturday: 11am-6pm
  - Sunday: 12pm-6pm

For more information (including updated hours and directions), please visit:
http://library.hunter.cuny.edu/hours/leon-and-toby-cooperman-library

Bookstore

Store Location
695 Park Avenue (corner of 68th and Lex. West Bldg)
New York, NY 10065

Contact
Hunter College Bookstore
Main: (212) 650-3970
Fax: (212) 650-3743
Email: huntercollege@bkstr.com

Hours*: Monday-Thursday 9:30am-7pm; Friday 10am-3pm; Saturday 10am-2pm;
CLOSED Sunday (*Hours are subject to change, please call ahead.)

For more information, please visit:
http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=230906
Writing Center

The Hunter College Reading/Writing Center Mission Statement

The Hunter College Reading/Writing Center provides tutorial services that help students become better academic writers. It is the goal of tutoring to improve students' reading and writing processes, how they engage texts and write papers, and in the effort help students actively participate in their own education and to appreciate the educational value of all the courses offered in the college’s curriculum.

The Center’s mission is realized through tutorial practice based on the following principles:

A tutor at the Hunter College Reading/Writing Center should work as a PEER with student writers, focusing on the writing PROCESS, QUESTIONING students about their writing and PRIORITIZING the most critical issue in every session, while creating a NON-JUDGMENTAL learning environment.

The Reading/Writing Center is a PEER tutoring program. Successful student writers are the experts in how to write successful academic papers. They can explain the process and advise their peers with authority—and, in the process, add to their own learning and improve their own writing.

The Center’s tutorial services are PROCESS oriented. Tutors aid students in improving and strengthening the academic writing process they practice, from reading (whether assigned texts or researched sources) to thinking (e.g., thesis development) to organizing (through outlines or drafting) to writing, revising, and proofreading. Through creating better products—richer readings, more persuasive arguments, more polished prose—student writers will enhance their processes, and vice versa.

The Hunter College Reading/Writing Center is a comprehensive service for the entire college community, offering tutorial and computer-assisted instruction to students and technical support and development to faculty and staff. Registered students can receive tutoring in reading and writing skills, critical reading, and the writing process. Students can apply for a weekly appointment with a tutor and/or use drop-in services during scheduled hours. Students may also attend workshops offered at the Center throughout the academic year. For more information, see the Student Guide.

Location: Thomas Hunter Building, Rom 416
Phone: (212) 772-4212

For more information (including staff contacts), please visit: http://rwc.hunter.cuny.edu/
Center for Student Achievement

The Center for Student Achievement provides students with opportunities to develop and enhance their study methods. Students on academic probation who need to schedule an appointment for Academic Success Coaching should schedule an appointment by contacting our office.

For more information about the services and resources, visit the Center in Room 417 in the West Building, or call (212) 772-4890.

Coordinator Arthur Ford: arthur.ford@hunter.cuny.edu

Counseling and Wellness Services

Counseling & Wellness Services (CWS) provides mental health, health and wellness services aimed at enhancing students’ quality of life and maximizing personal and academic growth and development.

COUNSELING SERVICES
provides short-term individual counseling, crisis intervention, psycho-education, outreach, and referral to the Hunter College student body, as well as consultation services to faculty, staff, students and others.

WELLNESS SERVICES
strives to reduce health-related barriers to students' personal and academic success by providing a range of services through Health Services, as well as outreach, workshops, information, and resources through Health Promotion & Education.

- **Health Services**
  helps students achieve personal and academic success by reducing health related barriers. Services include immunization record processing, free HIV and STI testing, and blood glucose testing. Students can also obtain a Physical Activity Card (PAC) through the Office of Health Services to obtain access to Hunter’s Athletics and Recreation programs and facilities.

- **Health Promotion & Education**
  is dedicated to educating students about health-related topics and equipping them with skills to make informed decisions about their health and well-being. By developing healthy lifestyle practices, students can reach their highest academic potential and overall level of success.

For more information, please visit: [http://www.hunter.cuny.edu/studentservices/counseling-and-wellness](http://www.hunter.cuny.edu/studentservices/counseling-and-wellness)
Graduation Requirements

GER/ Common Core Requirements

The majority of the GER/ Common Core classes should be completed before entrance into the major. For more information about these requirements please go to the office of Student Advising or visit: http://www.hunter.cuny.edu/studentservices/advising/faq

Major Requirements- See above “Program Requirements”

For more information (including a checklist to prepare for graduation), please visit: http://www.hunter.cuny.edu/commencement/checklist

Advising

The Program Director is your academic advisor for questions related to the Community Health major. You should also visit with a professional advisor in Student Services at the main campus (11th Floor of the East Building) once per semester. This advisor can answer any questions related to the core requirements, taking foreign language, etc. Please contact: Maureen O’Conor: moconor@hunter.cuny.edu or Arthur Ford: arthur.ford@hunter.cuny.edu in the Advising office to set up an appointment.
Frequently Asked Questions (FAQs)

Q1. Can I enroll as a part time student?
A1. This is a full time program. If a student needs to register as part-time because of personal or extenuating circumstances, they should consult with the COMHE undergraduate director.

Q2. Do I have an academic advisor in COMHE?
A2. Yes, The COMHE program director and other designated faculty will serve as program advisors for COMHE-related concerns. For the 2016-2017 Academic year the advisor is Prof. Philip Alcabes.

Q3. What do I do if I have problems registering?
A3. If it is a COMHE class, check that you have the prerequisites and that the class is being offered. Also check if the registrar has a hold on your registration for financial or document submission reasons. If you still have trouble contact Diane Brows or the Program Director for help troubleshooting. In that email, please include your full name, 8 digit CF EMPLID (also known as ID), course number and block message received.

Q4. Can Medical Sociology (SOC301) also count as an elective?
A4. No. Medical Sociology (SOC301) is a required course and cannot also count as an elective.

Q5. How do I join the COMHE Student listserv?
A5. Please visit: http://cuny.edu/site/sph/hunter-college/campus-resources/listserv.html and click on COMHE-L to join. If you are having trouble or not receiving these emails, please contact Prof. Alcabes at palcabes@hunter.cuny.edu.

Q6. Can I have a minor with the COMHE major?
A6. You are encouraged to primarily focus on the COMHE major requirements and Hunter core requirements. If you have room in your schedule (within 120 credits) to add a minor, you can meet with someone in Advising (see A6) to discuss declaring a minor.

Q7. Where can I learn more about COMHE?
A7. You will be added to the Listserv group entitled “COMHE_BS_Majors”. This group has recent announcements posted, links to fieldwork opportunities and more. To join the listserv, send a request to: https://hunter.listserv.cuny.edu/Scripts/wa-hc.exe?GETPW1