

WELCOME TO HUNTER SCHOOL OF SOCIAL WORK

Fall 2008 GETTING STARTED

Welcome to HCSSW! We're glad you are here. This information sheet includes basic information to get you started. You can read the 2007-2008 Student Handbook on our web site and you will be receiving a revised 2008-2009 copy in August.

Navigating the Building

- **INFORMATION AND HELP PORTAL**→ 5th floor
- **Admissions and Records**→7th floor
- **Bathrooms** are located on the basement, 2-5 floors, 8 and 10th floor. An All-Gender Bathroom is on the 4th floor. Best disability access bathrooms on the 10th floor.
- **Cafeteria**, Vending machines, Student Lounge & mailboxes, Student Government office→4th floor
- **Classrooms**→3rd and 8th floor
- **Computer lab**→10th floor
- **Dean's Office**→5th floor
- **Faculty Offices**→5th, 9th and 10th floor
- **Field Education**→7th floor
- **Library**→2nd floor
- **Registration Assistance & Waitlist**→Irene Vargas, 5th Floor Portal Area
- **Student Mailboxes**→4th floor Student Lounge
- **Student Services** including admissions, records, scholarship→7th floor

Navigating the Neighborhood

The neighborhood has many eating places and grocery stores within a few blocks. Many restaurants and food take out places are on Lexington located between 79th and 77th. There is a large cluster of restaurants on Third Avenue as well. There are several groceries that have salads and/or salad bars in the area. There is another commercial center around 86th between Lexington and Second Avenues as well. Staples, Barnes & Noble and Best Buys are also in that area.

How do I get the information I need?

Check the HCSSW website daily for new information. Check your Hunter e-mail as we communicate by blast e-mail to your Hunter account. You may also want to read the announcements on the flat screen television in

our lobby. Check with Wilma James, our Portal Representative on the 5th floor. Also read the bulletin boards, we post advisor assignments and important notices on the bulletin boards. E-mail is the best way to communicate with faculty and administrative staff. Our website includes e-mail addresses for all faculty and staff.

When do classes start and end and where will they be?

Fall 2008 classes begin on **Wednesday, August 27, 2008.**

All classes are held in our building. Room numbers are sometimes posted on ESIMS but please check the standing bulletin boards in the lobby for the most up to date room assignments.

What classes should I be registered for?

Two Year/ FT students: SSW 701 (Tuesday); SSW 711 (Tuesday); SSW 717 (Thursday); SSW 775 (Thursday [some Tues]); SSW 761 (Field)

OYR Students: SSW 717 (Thursday); SSW 775 (Tuesday)

How and when should I register?

Fall registration is done via ESIMS, Hunter's online registration system. Registration will take place **July 24-August 14**

Preference forms for SSW 717 will be sent to you after July 4th, 2008. These forms should be returned immediately to ssw.office@hunter.cuny.edu or in person at the school. Once we have your forms, we will assign you to sections of SSW 717.

Special scheduling request forms are available online for those with special needs, extraordinary travel requirements, etc. These requests require documentation and need to be submitted before registration begins.

How do I handle problems with my course schedule?

If you haven't been able to register for all courses you need due to courses being closed you should see Irene Vargas, assistant to Dean Savage on the 5th floor or by emailing to ssw.office@hunter.cuny.edu. Please be assured that you will have access to the courses you need but we cannot guarantee you will have the schedule you prefer.

Where and when should I pay tuition?

You must pick up your tuition bill at OASIS, 217 North, Hunter Main Campus at 68th Street. **Payment due date is August 18.**

Where do I get my Hunter Picture ID card?

You obtain your photo identification card from OASIS, 217 Hunter North after your tuition is paid directly or credited pending your loan or financial aid. You must have a photo id and will be asked for it each time you enter our building.

Where do I get a Validation Sticker so I can use the library?

Your identification card needs to have a validation sticker. These are available at OASIS.

Where can I buy Books and Course Packs?

Textbooks are usually ordered through the Barnes and Noble Campus Bookstore in the lobby of the Hunter West Building.

Campus Course Packs sets up a booth in the lobby of the School for the purchase of course packs which may have been ordered.

Please note not all courses have course packs.

Who do I talk to if I have other enrollment and school related problems?

Andrea Savage, Associate Dean. You can be in touch with her via email to arrange a meeting. Her e-mail is asavage@hunter.cuny.edu.