

Support Services / Campus Resources

Access & Technology Center

Room 205, Thomas Hunter Hall

Monday-Thursday, 11:00am-8:30pm

Friday, 11:00am-5:00pm

Saturday, 12:00pm-4:30pm

The Access Center is a place to study, to meet with readers, and to network with other disabled students. The Center has state-of-the-art assistive technology and technology specialists to enable students to accomplish, graduate, and succeed.

Admissions Office

Room 203 North Building

Monday-Thursday, 10:00am-6:00pm

Friday, 10:00-4:00pm

The Admissions Office processes applications for undergraduate and graduate admission and all applications for re-admissions to the College. It also evaluates advanced standing credit for transfer students.

Bookstore

First Floor, West Building

Monday-Thursday, 9:00am-7:00pm

Friday, 9:00am-5:00pm

The Bookstore sells textbooks for classes, study aides, school supplies, and Hunter College apparel, including shirts, sweaters, and hats.

Bursar's Office

Room 238, North Building

Monday-Wednesday, 9:00am-6:00pm

Thursday, 9:00am-7:00pm

Friday, 9:00am-4:00pm

The Bursar's Office handles all financial transactions, including tuition payments and any other fees.

Cafeteria

Third Floor, West Building

Monday-Thursday, 7:30am-7:30pm

Friday, 7:30am-5:00pm

First Floor, West Building

Monday-Thursday, 7:30am-8:00pm

Friday, 7:30am-2:30pm

Dining services provide the Hunter community with both breakfast and lunch options. The third floor facility features pizza, hot entrees, deli and grill areas, soups, salads, yogurt, and refreshments. The first floor facility offers Starbucks coffee, packaged desserts, light fare, and refreshments.

Career Development Services

Room 805, East Building

Monday-Friday, 9:00am-5:00pm

evening walk-in hours:

Tuesday-Thursday, 4:00pm-7:00pm

The Career Development Services Office offers career counseling, job listings, job fairs, career seminars, on-campus recruiting, and internships.

Center for Student Achievement

Room C001, North Building

Monday-Thursday, 10:00am-7:00pm

Friday, 10:00am-5:00pm

The Center for Student Achievement helps students develop and improve their skills through its workshops in time management, note-taking techniques, test-taking strategies, and more. It also assists students who are experiencing academic difficulties. The Center's programs include group workshops, information on study skills, and group and individual assistance to students on academic probation.

Children's Learning Center

Room 207, North Building

Office Hours

Monday-Friday, 9:00am-1:00pm;

2:30pm-6:00pm

Center Hours

Monday-Thursday, 7:30am-8:30pm;

Friday, 7:30am-6:00pm

The Children's Learning Center is available to students of Hunter College while they attend classes or perform other college-related activities. The *early childhood program* is for children 2.5 years old to age 5. The *kindergarten* is for children who will turn five by the end of the year. The *school-age program* is for children 6 years old to age 12. For further information, stop by the Center or call at 212.772.4066.

Dolciani Math Center

Room 300, North Building

Monday, 9:00am-8:00pm;

Tuesday, 9:00am-9:00pm

Wednesday, 9:00am-7:00pm

Thursday, 9:00am-5:30pm

Friday, 9:00am-4:00pm

Saturday, 10:00am-4:00pm

The Dolciani Math Center provides multimedia support, computer, video, slides, and tutoring for students in most mathematics and statistics courses; and "brush-up" help for students enrolled in non-math courses. It is also a classroom for selected courses as well as the site for workshops in mathematics problem solving and critical thinking skills. The coordinator is also responsible for overseeing the CMAT workshops and the Pre-101 workshops.

Education Abroad

Room 1420, East Building

Monday-Friday, 10:30am-5:30pm

The Hunter College Education Abroad/National Student Exchange Office provides opportunities for Hunter students to study in almost any location in the world, including the United States, for a semester or for a year. It also provides short term (3weeks-2months) study abroad programs during summer and winter intersessions.

Financial Aid**Room 241, North Building**

Monday-Wednesday, 10:00am-6:00pm

Thursday, 10:00am-7:00pm

Friday, 10:00am-1:00pm

Financial Aid provides students with information about federal and state funded grants, federal work-study programs, loans, and scholarships.

Film and Media Labs**Digital Editing Lab****Room 503, North Building**

Monday-Friday, 9:00am-5:00pm

The lab consists of 14 apple computers running Final Cut Pro 3 and is used in post-production classes. It is open only to students who are enrolled in classes offered by the Film and Media Department.

The J-Lab**Room 432, North Building**

Monday-Friday, 9:00am-5:00pm

The J-Lab is used for most journalism and interactive design courses, but when it is not occupied, it is an open lab for students to work.

The G-Lab**Room 430, North Building**

Monday-Friday, 9:00am-5:00pm

The G-Lab is open exclusively to students in advanced graphics courses or with permission of the department.

Instructional Computing Services**Room 1001, Tenth Floor, North Building**

Monday-Thursday, 8:00am-10:00pm

Friday, 8:00am-6:00pm

Saturday, 11:00am-6:00pm

Sunday, 11:00am-6:00pm

Instructional Computing Services provides 170 Windows and Macintosh computers in nine labs with high-speed Internet access and many software titles, including MS Office, Netscape, Internet Explorer, SPSS, Mathematica, Photoshop, and QuarkXPress. Assistance is available from Front Desk staff and in the Lab Manager's Office. Free software workshops are offered on a limited basis during the Fall and Spring semesters. Cost for laser printing is \$.07 per page.

International Students Office**Room 1109, East Building**

Monday, 10:30am-12:00pm; 2:00pm-4:00pm Tuesday, 10:30am-12:00pm; 2:00pm-4:00pm Thursday, 10:30am-12:00pm; 2:00pm-4:00pm

appointments:

Monday, 5:00pm-7:00pm

Wednesday, 11:00am-1:00pm

Wednesday, 2:00pm-5:00pm

Friday, 11:00am-1:00pm

The International Students Office helps international students apply for immigration-related processes: obtaining a Social Security Card, authorization to work off campus; extension of academic programs, and change of status. It also helps students to open bank accounts, explains academic rules and regulations; provides information about taxes, health insurance, and housing; offers personal counseling related to cross-cultural issues. Other services include referrals to attorneys and immigrant centers for those students interested in adjusting their status to permanent residency ("Green Card") and assistance to those students interested in participating in the "Green Card" lottery.

Leona and Marcy Chanin Language Center**Room 209, West Building**

Monday-Thursday, 10:00am-6:55pm

Friday, 10:00am-3:55pm

Saturday, 11:00am-3:55pm

The Chanin Language Center is a state-of-the-art multimedia facility at which students can supplement their language learning from elementary to advanced levels of study. Resources to choose from include CD-ROMs, computerized study modules, digitized audio and video programs based on textbooks and lab manuals, as well as an extensive foreign language film collection on VHS and DVD. The Center also provides writing programs and Internet access to dictionaries and online research tools. Audio materials on cassette and CD are available for at-home viewing by students enrolled in foreign language courses. Tutoring assistance is available for SEEK-status students enrolled in Spanish, French, and Italian.

Library**Main Entrance, Third Floor, East Building**

Monday, Thursday, 8:30am-11:00pm

Friday, 8:30am-6:00pm

Saturday, 12:00pm-8:00pm

Sunday, 12:00pm-8:00pm

The Library houses reference materials, circulating books, CDs, videos, DVDs, and hundreds of online databases for student use. Internet access/e-mail is available on floors B1, 1, 2, 3, and 4, with a wireless area on the first floor. In the Library Computer Learning Center on the seventh floor, students can use word processing software, the CUNY+ tutorial, and access other computer software applications. The Reserve Desk on the second floor has course-related materials that faculty have placed on reserve for use within the Library. Other campus libraries are the Art Slide Library 1602 North; Social Work, 129 East 79 Street; Health Professions, 425 East 25 Street.

OASIS**Room 217, North Building**

Monday-Thursday, 9:00am-7:00pm

Friday, 9:00am-5:00pm

The OASIS is an information center for students that offers a variety of services: transcript requests, major/minor declaration, the registration system, permits, and changes of address. The OASIS also handles the Direct Loan intake, Pell verification, Hunter Photo I.D., and passport pictures.

Office of Health Services/Wellness Education**Room 307, North Building**

Monday-Thursday, 10:00am-6:00pm

Friday, 10:00am-3:00pm

Health Services, part of the Wellness Education Program, provides direct health care administered by NYS Emergency Medical Technicians, part-time physicians, and nurse practitioners. The office also maintains state-mandated immunization records and administers physical activity cards for participation in campus athletic and recreation programs.

Office of Residence Life**Room 117, Brookdale Campus**

Monday-Friday, 9:00am-5:00pm

Tuesday-Thursday, 6:00pm-11:00pm

Residence Life helps students to find housing. Once students become residents, the staff encourages personal growth, responsible living, and community development.

Office of Student Services**Room 1119, East Building**

Monday-Thursday, 9:00am-7:00pm

Friday, 9:00am-5:00pm

The primary mission of Student Services is to help students. Its advisors and counselors provide academic advising and personal counseling, and peer advisors are available to answer academic questions.

Part-Time Placement Office**Room 805, East building**

Monday-Friday, 9:00am-5:00pm

This Office has an extensive up-to-date listing of part-time jobs that are available throughout New York City. There are job opportunities in various areas, such as tutoring, medical office work, retail, office assistant, computer work, bookkeeping, and customer service.

Reading and Writing Center**Room 416, Thomas Hunter Building**

Monday-Thursday, 9:00am-8:00pm

Friday and Saturday, 10:00am-4:00pm

The Reading and Writing Center provides tutoring assistance in reading and writing for undergraduate and graduate students at Hunter. Students can register for a weekly tutorial session throughout the semester or can utilize the Center on a drop-in basis during scheduled hours. Throughout the semester, it offers a variety of workshops designed to improve reading and writing skills and word processing abilities. Students can use the computer labs during scheduled hours throughout the semester.

Recreation/Intramurals**West Building, Levels B2-4****Recreation Office****Room B315, West Building**

Monday-Friday, 11:00am-7:00pm

Reservation and Guest Pass**Room B315, West Building**

Monday-Friday, 11:30am-7:00pm

Recreation/Intramurals sponsor events for students, staff and faculty. Currently, there are over 20 different individual and group activities. To participate, a member of the Hunter community must have a valid ID and a physical activity card. Recreation hours include time for basketball, racquetball, tennis, volleyball, aerobics, weight room training, swimming, and martial arts.

Intramural events include the Turkey Trot, Full Court Basketball, Flag Football, Racquetball, and many other events. Check the Recreation schedule for further information concerning events and dates.

Lockers are available for students from 7:30am until 9:15pm, Monday through Thursday, and from 7:30am until 8:15pm on Friday.

Intercollegiate Athletics**Rooms B317/B324, West Building**

Monday-Friday, 9:00am-9:00pm

This office sponsors 19 intercollegiate athletic teams during the fall, winter, and spring seasons, and competes in the CUNY Athletic Conference.

Fall sports include men's soccer, women's tennis, women's volleyball, and men's and women's cross country. Winter sports are comprised of men's and women's basketball, men's and women's fencing, wrestling, women's swimming, and men's and women's indoor track.

Spring sports are women's softball, men's tennis, men's track, and women's track. The Hunter Sportsplex is located on the B2 and B3 levels of the West Building. Admission is free to all athletic events at the Sportsplex and generally takes place after 6pm. Athletic schedules may be picked up in WB 312 or WB317.

Department of Public Safety and Security**Central Control Office****Room B125, West Building**

24 Hours/7 Days a Week

Administrative Office**Room B122C, West Building**

Monday-Friday, 8:00am-5:00pm

Law enforcement/peace officers provide security/protection to the college community. They conduct foot, mobile, and bike patrols throughout campus buildings and surrounding areas and perform various security-related services for the college community. Upon request, they will provide security escort service for students, faculty, and staff members who need assistance.

Security personnel are located at fixed posts in each building lobby, and they assist with general information questions about the college and provide public safety information to the public.

Social Science Computer Lab**Room 606, West Building**

Monday-Friday, 9:00am-5:00pm

walk-in hours: TBA

The Lab has 18 personal computers available to students. The PCs run Windows 2000 and Microsoft Office XP, as well as specialized applications such as SPSS, Stata, SAS, and MapInfo. Lab assistants are available to answer questions. When classes are not being held in the lab, walk-in hours are scheduled. Class schedules change weekly, so students should check the lab's website for the current week's schedule of walk-in hours: <http://urban.hunter.cuny.edu/ss/>

Socrates Center**Room 919, North Building**

Monday-Thursday, 10:00am-9:00pm

Friday, 10:00am-6:00pm

Saturday, 11:00am-3:00pm

This is a learning center for biology students, but all Hunter students are welcome to use the facilities in the Center. It offers tutoring in biology, and features study programs on Macintosh computers. Textbooks, study aides, and informational videotapes also are available. Copico printing cards may be used.

Special Services Program**Room 1236, East Building**

Monday-Friday, 9:00am-5:00pm

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

Student Government**Room 121, North Building**

Monday-Thursday, 10:00am-6:00pm

Friday, 10:00am-5:00pm

Student Government represents the student body on matters of school policy. They also allocate the student activity fee and deal with chartering student organizations.

The Student Center

Room 417, West Building

Monday, Tuesday, Thursday, 9:30am-6:00pm

Wednesday, 9:30am-7:00pm

Friday, 9:30am-5:00pm

The Student Center, an extension of the Office of Student Services, was created for the purpose of helping students become members of the Hunter College community. The goal is to provide a safe, friendly, educational, and supportive environment for all students and to help them build a strong foundation for their education.

Student Resource Center

Room 202, Thomas Hunter Hall

Monday-Thursday, 10:00am-8:00pm

Friday, 11:00am-6:00pm

The Student Resource Center offers free but limited photocopying, a fax machine, computers, and a microwave for student use. The lounge area may be reserved for student activities. The Center also sponsors different programs centering on student leadership.

Testing Center

Room 150, North Building

Monday-Thursday, 10:00am-6:00pm

Friday, 10:00am-4:00pm

The Testing Center currently administers the following tests:

The Basic Skills Assessment Tests

This battery of tests includes reading, writing, and mathematics and is administered to incoming students.

Mathematics Placement Exam

This exam assesses a student's knowledge of intermediate algebra, trigonometry, and pre-calculus, and is a pre-requisite for all math courses except MATH 100. This exam is administered to incoming and current students.

CUNY Proficiency Exam (CPE)

The CPE is designed to test a student's ability to understand and think critically about ideas and information and to write clearly, logically, and correctly at a level associated with success in upper-division courses. This exam is administered to currently enrolled Hunter students.

The NLN Exam

This exam is administered to students who wish to apply to the Generic Pathway nursing program.

The Sylvia and Danny Kaye Playhouse

First Floor, North Building

Monday-Saturday, 12:00pm-6:00pm

The Kaye Playhouse features various shows and performances to the Hunter Community. Students can obtain discounted or free tickets for most shows.

Welcome Center

Room 100, North Building

Monday-Thursday, 9:00-6:00

Friday, 9:00-5:00

The Welcome Center, the recruitment office of Hunter College, reaches out to prospective students throughout the metropolitan New York area. In the Center, counselors meet with drop-in visitors and schedule counseling sessions with prospective students, new and returning and undergraduate and graduate, who have particular concerns.

Recruiters visit high schools, community colleges, and community organizations to meet with prospective students, college advisors, transfer advisors, and others who influence college choice. It distributes Hunter literature across the country and throughout the world via e-mail and regular mail.

The call center is staffed from 9am to 6pm, Monday through Friday, to answer questions regarding the admission process, programs of study, and general questions concerning Hunter College. After hours, prospective students can request applications or literature by leaving a voice message on a 24-hour answering system. The staff also converses with prospective students via e-mail.

Women's Center

Room 1214, East Building

Monday-Thursday, 10:00am-5:00pm

The Women's Center offers free counseling, guidance, and referrals to all Hunter students. It is a safe haven for anyone in crisis. The Center has an extensive database of referrals for free and low cost services available in NYC. It schedules workshops, exhibitions, information fairs, and open house events.

Your Personal List of Other Important Resources