



CONTINUING EDUCATION PROGRAMS at **HUNTER**

Continuing Education

Student
Guidebook

Contents

Welcome!	3
About Us	3
Our Programs	3
Prospective Students	4
Our Mission.....	4
Program Admission Graduation Requirements	5
Class Location :	6
Standards of progress	6
Graduation Requirements: Grade Policy	7
Reasons for Probation & Dismissal	8
Attendance Policy	8
Class Schedule	9
Retake, Refund & Discount Policies.....	9
If the student withdraws:	10
Registration	10
Method of payment	11
Registration Fees	12
Late Fees	12
Past Due Accounts	12
Financial Responsibility.....	12
Syllabus	12
Transcript, Completion Letter and Certificate Requests.....	13
What You Can Expect from Faculty.....	13
Academic Integrity.....	14
ACADEMIC MISCONDUCT	14
Accommodations Statement.....	15
Student Portal	15
Online Classes.....	19
An Overview of Student Tools Online Portal	23
Course Information:	23
Gradebook:	23
FAQs	24
Certificate Program Requirements.....	27

Welcome!

Welcome to Continuing Education Programs at Hunter College. Your decision to improve your life, your base of knowledge, your values, and your skills is one of the most significant decisions in your life. Our Student Handbook details the curriculum and academic policies and procedures developed over many years to ensure that our programs and courses meet the standards of quality, integrity, fairness, and completeness that assure you the highest standards of academic excellence.

Our goal is to give you quality training taught by knowledgeable and professional instructors. We continually strive to make improvements in our programing, instructors and services by listening to you and our faculty.

About Us

Continuing Education Programs at Hunter College (CEP) serves as the non-credit educational arm of Hunter College, of the City University of New York. CEP meets the professional, academic and cultural needs of our rapidly changing global community. Our programs -- the International English Language Institute (IELI), Continuing Education, Parliamo Italiano, CEP Online, and The Writing Center-CE -- **offer over 250 courses and certificate programs. More than 8,000 students annually** enroll in CEP courses offered in spring, summer and fall semesters. The International English Language Institute (IELI), created in 1976, offers all levels of English as a Second Language instruction. Continuing Education has offered a rich variety of certificate programs, personal enrichment and professional development courses since 1998. Parliamo Italiano, a leader in Italian language instruction, joined CEP in June 2011. CEP Online e-learning launched summer 2015. The Writing Center-CE has offered an annual Writers' Conference and an exciting cultural showcase of literary events since joining CEP in September 2010. Become a part of CEP at Hunter and learn the skills you need to excel in today's world.

Our Programs

The International English Language Institute at Hunter College (IELI) is the place to come to master English language skills. Whether you are just beginning to learn English or know it pretty well, our academic and professional language programs will give you the level of skills you need. So come join us as 2,500 other students do each year, and start on the road to success.

Continuing Education (CE) is the program to take to learn the latest professional skills needed to get and keep the job of your dreams or simply to broaden your knowledge of the world around you. We offer a variety of cutting-edge Certificate Programs in the hottest fields today including: Graphic Design, Web Programming, Marketing, Medical Coding, Interpretation/Translation, Legal Studies, TESOL, and many more. Let us help you unlock the key to career success and personal enrichment.

Parliamo Italiano, our Italian language institute, has a 30 year track record of giving you the cultivated Italian skills you need for professional and social success. We offer all levels of Italian courses, conveniently scheduled during daytime, evening or weekend hours. Come join us and start speaking and writing the language of great opera and literature today.

CEP Online, the department's online division, offers classes in academic and business writing, Microsoft Office hybrid courses, online driver's education and more.

The Writing Center-CE at Hunter College is the premier showcase for writers to perfect their writing skills. Our special events offer you the opportunity to get to know and meet your favorite authors. Perfect your craft with successful, published authors in the literary field of your choice at our annual Writers' Conference which features keynote speakers, exciting panels, and a networking reception.

Prospective Students

If you are a prospective student who is considering whether to enroll in this course or program, you might find the information given in this manual to be helpful in making your decision. To be successful in classes requires a certain amount of self-discipline, independence, motivation, and time management. Students who tend to procrastinate and complete assignments at the last minute will not do very well, and are advised not to enroll without consulting your advisor.

Our Mission

Continuing Education Programs at Hunter College (CEP) serves as the non-credit educational arm of Hunter College, of the City University of New York.

Our mission is to support the credit-bearing academic activities at CUNY Hunter College by offering quality, low-cost, skills-based, non-credit training programs, and to provide remedial instruction, vocational preparation, community based services, avocation and college transition programs.

Continuing Education Address

695 Park Avenue, Room E1022
 NY, NY 10065
 Phone: 772-4292 / 212-650-3850
 Fax: 212 772-4302
 Email: ce@hunter.cuny.edu
<http://www.hunter.cuny.edu/ce>

Parliamo Italiano

Casa Lally
 132 East 65th Street
 NY, NY 10065
 Phone 212-396-6654
Parliamo@hunter.cuny.edu
<http://www.hunter.cuny.edu/parliamo>

IELI

695 Park Avenue, Room E1022
 NY, NY 10065
 Phone: 772-4292 / 212-650-3850
 Fax: 212 772-4302
 Email: IELI@hunter.cuny.edu
<http://www.hunter.cuny.edu/IELI>

Silberman School of Social Work

2180 Third Avenue
 New York, NY 10035
 T: (212) 396-7500
 F: (212) 396-7639
ce@hunter.cuny.edu
<http://sssw.hunter.cuny.edu/>

Brookdale

2180 Third Avenue
 New York, NY 10035
 Phone: (212) 396-7835
 Fax: (212) 396-7852
info@Brookdale.org
<https://brookdale.org/>

Program Admission Graduation Requirements

A high school diploma or its equivalent is required to enroll in our Certificate Programs. Students must be proficient in English, both oral and written. For the Translation and Interpretation Certificate Programs, students must be proficient in both Spanish and English. For a detailed list of admission program requirements, please see page 25. For the Silberman School of Social Work and Brookdale programs, please visit their websites for program admission requirements.

Certificate Completion

Students must complete certificate requirements within two years. Requests for extension must be sent in writing to Continuing Education. Attention to: Cristian Gallardo, Deputy Director of Continuing Education & Special Programs, email cgallard@hunter.cuny.edu.

If a student doesn't complete the requirements for the certificate in two years and did not ask for an extension they will be required to pay the tuition for the remaining courses. Students who did not complete the program will receive an incomplete. We will only issue a completion letter indicating the grades.

Courses need to be taken in order.

Most Certificates have a particular order in which you must take the courses. Please check the certificate requirements listed in the catalog and brochures.

Class Location:

Continuing Education program uses classrooms within the Hunter campus which are equipped with smart boards, WIFI and computers.

Course Status

If enrollment for a course does not reach a required level, the course will be canceled. However, when maximum enrollment is reached, the course will be closed immediately and the names of interested registrants will be put on a wait list and notified on a “first come” basis if an opening occurs. Please register early to avoid disappointment.

Prior credit policy

This institution will inquire about each veteran or veteran benefits eligible person’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Course Load

Students are required to attend all class sessions. For every 2 hour class, students must set aside 3 hours of study. This time should be used to review the material covered in class, to practice or do homework.

Standards of progress

Regular Evaluation

The Office of Continuing Education will review academic records after each term for students seeking a Certificate to monitor that students are making progress towards their certificate of completion. Students are required to maintain qualitative and quantitative standards, and may not exceed the maximum time frame for their program.

Time Frame:

Students must complete certificate requirements within two years. Requests for extension must be sent in writing to Continuing Education. Attention to: Cristian Gallardo, Deputy Director of Continuing Education & Special Programs, email cgallard@hunter.cuny.edu.

If a student doesn’t complete the requirements for the certificate in two years and did not ask for an extension they risk dismissal and will be required to pay the tuition for the remaining courses. In addition, students who did not complete the program will get an incomplete grade. We will only issue a completion letter indicating the grades.

Graduation Requirements: Grade Policy

Student progress is measured through examinations, research and writing assignments, and classroom participation. A grade of A, B, or C is required in each certificate course. A passing grade is 73=C. Note: The passing grade for the Certificate in Translation and Interpretation Studies is a B and 75% of attendance.

In order for students to get their certificate of completion, students must get a passing grade in all classes and a minimum of 75% attendance.

Attendance	10%
Quiz 1/Quiz 2	20%
Homework	10%
Class Participation	10%
Final Written and Oral Research Project	50%

Grading parameters follow the college academic grading policies for C and above:

A	96-100	C+	77-79
A-	90-95	C	74-76
B+	87-89	C-	70-73
B	84-86	D	No passing grade
B-	80-83	F	

I= Incomplete (meaning that a student did not submit any/all of the assignments.) They will have up to 2 weeks to complete the assignments after the class finishes. If not, 'Incomplete' will be left in our registration system, CERS. Students will get a completion letter and a transcript reflecting the grades.

Effect of Incompletes

Courses with incomplete grades are included in the student's record. However, these courses cannot be used as credits earned toward the certificate. Incomplete grades will be treated as an F when calculating a student's standards of satisfactory academic progress.

Withdrawals

Withdrawals are recorded on a student's permanent record and will be included as cumulative attempted credits and will not have an adverse effect on a student's capability to complete the program.

Course Repetitions

All courses with an F grade must be repeated and will be on the student's record. However, for graduation purposes we will record and print the passing grade shown in student's transcript.

Note: Student cannot repeat the course more than 3 times, this will be considered as dismissal and students will get a completion letter for courses successful completed and not the certificate.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grades are permitted only when a computational or input error has been made. A grade change will not be made when a student turns in missing or late work after the last day of the semester/term unless an Incomplete was arranged. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within fifteen (15) calendar days from the date that the grade is recorded. All grades are final one month after they are posted.

Reasons for Probation & Dismissal

Probation

Students who fail to meet the attendance and academic requirements of the program may be placed on probation as determined by the Program Director. Irregular attendance, repeated poor academic performance, disruptive behavior or any other form of improper conduct in class are reasons for probation.

Probation becomes effective immediately after the Program Director has met with the student and established the terms and conditions for the probation. During the probationary period, the student's attendance and performance are monitored and reviewed. Students who do not demonstrate significant improvement in the problem areas will be dismissed or asked to transfer out.

Dismissal

Students may be dismissed from the program if they fail to meet the terms and conditions of their probation or engage in behavior that is deemed inappropriate or inconsistent with CEP and Hunter College policies on student conduct. A complete copy of the Hunter College Academic and Sexual Harassment Policies are available from the Hunter College Student Services office in room 1103 East Building. Or

<http://catalog.hunter.cuny.edu/content.php?catoid=6&navoid=793>

Please note: **An F-1 student who has been dismissed from the IELI may not be eligible to transfer to another school and may lose his/her immigration status in the U.S.**

Students who wish to appeal their probation or dismissal may do so by filing a formal request through the Department.

Attendance Policy

Your attendance is crucial for your success. Attendance for all sessions is required. If a student cannot attend one session, it will be the responsibility of the student to master the information covered. Repeated absences will result in a reduction of the student's grade for attendance. Absences of more than 50% result in an F.

Attendance

Students must attend 75% of classes in each skill in order to pass.

Students who do not attend the first week of classes and do not notify the office may be dropped from class.

Students who miss two or more weeks of classes due to illness or a personal emergency must bring official documentation if they wish to resume classes.

F-1 students are required by Immigration to register for full-time classes and attend regularly. Failure to do so is a violation of their legal status in the U.S.

Class Schedule

Semester Calendar

Please remember that Continuing Education courses are non-credit and cannot be applied toward a non-graduate or graduate degree. Our semester calendar is available on our website and in our catalog:

<http://www.hunter.cuny.edu/ce/catalog>

All Continuing Education courses/programs are Noncredit and do not follow the traditional credit classroom semester. Courses are short-term classes offered through the Continuing Education Programs department.

Note: ALL non-credit classes are not applicable toward a degree.

Federal Financial Aid is not available for non-credit classes.

Fall Semester is divided into 2 sub Semesters	September –October	November –December
Spring Semester is divided into 2 sub Semesters	February –March	April-May
Summer Semester		

Retake, Refund & Discount Policies

RetakeRepeating Classes for Students Enrolled in Certificate Programs Only:

If a student fails a course, he or she can retake this course free of charge within one year.

This privilege can be exercised only once for the duration of the program, for students enrolled in the entire certificate program.

If a student is unable to complete or has to drop a course, please state the reason in writing and send to Continuing Education via email: ce@hunter.cuny.edu.

With all retakes, the registration fee must be paid, if applicable, when registering.

Refund

Refund requests must be accompanied by your receipt. The processing of refunds takes one to four weeks. If Hunter cancels a course, students are entitled to a 100% refund (including registration fee).

If the student withdraws:

Prior to the first class meeting, tuition is refunded minus the \$35 registration fee and a \$10 drop fee. After the first class meeting, no refunds will be issued.

Certificate Program students will have a \$100 penalty deducted from tuition upon withdrawal. For the certificate program, in addition to the drop fee, students will be charged the entire course tuition even if they attend only one session.

Refund Policy for Online Courses

The first class session begins the moment a student logs into the system. No refunds will be granted after this point.

Refund requests must be made in writing (via fax, email or in person).
Credit card refunds are credited back to the card used to register for the course.
Check refunds will be mailed 4 to 6 weeks after cancelled registration.

Please note: Students with a verified disability, please notify your instructor of your needs for accommodations as soon as possible. Authorized accommodations and alternative media will be provided accordingly.

Registration

Class schedules are posted on each certificate webpage.
Obtaining advisement and early registration is highly encouraged since many course selections close out early.

Online Registration

Students can register online at least a week before the start of the semester. This means that you will pay the whole tuition for the certificate program. Once you have registered online for the certificate, you must email or call registration staff to be placed in the individual courses. If you do not, you will lose your seat and will not be listed on the class roster.

<https://ceweb.hunter.cuny.edu/cers/GetSemester.aspx>

Registration by Mail

If you have chosen a payment plan, please mail the registration form along with the payment plan option (if you have a guarantor, please make sure to include an authorization form plus a picture ID of the guarantor).

Send to:

Hunter College, Continuing Education
695 Park Avenue, Room E1022
New York, NY 10065

Registration by Phone and Fax

If you have chosen a payment plan, please fax the registration form along with the payment plan option (if you have a guarantor please make sure to include an authorization form plus a picture ID of the guarantor).

FAX to: 212-772-4302

Registration in Person

You can register in person Monday-Friday from 9:00am to 5:00pm at the Main Campus on 68th Street. We are located on the 10th Floor, East Building, Room 1022.

Open Houses

Open houses are listed on our website:

<http://www.hunter.cuny.edu/ce/pressroom/seminars/open-houses>

Continuing Education Catalog: (class schedules for each certificate are outlined in the brochures available on our website and in our registration office)

<http://www.hunter.cuny.edu/ce/catalog>

Parliamo Class Schedule

<https://indd.adobe.com/view/89a826e2-7537-46b1-9bac-619fb6f9e9d0>

IELI Class Schedule

<http://www.hunter.cuny.edu/ieli/class-schedules>

Method of payment

All tuition and fees for classes must be paid in full before the start date of the class.

1. Checks, money order or credit cards are accepted. Do not mail cash. Payments may also be made via website.
2. Vouchers from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.

- For Certificate programs: We do not offer financial Aid. However, we do offer payment plans for all of our certificate programs. Please visit our website and choose the program that you are interested in to see the payment plan options.

Registration Fees

All Continuing Education classes have a \$35 registration fee per semester. Certificate Program pay only once. For individual class tuition please check the CEP catalog

Late Fees

For payment plans, students are subject to a \$25 fee if the credit card on file is declined on the due date.

Past Due Accounts

If a student leaves CEP with an open balance, his or her receivable balance is placed in collection status. These accounts will be assigned to an external collection agency after 90 days past due.

Financial Responsibility

CEP will not release transcripts, diplomas, certificates of attendance, or certain other official documents if a student has financial indebtedness. There must be zero balance on the student account for the student to be permitted this privilege.

If a student leaves CEP with an unpaid balance, the school will hold the student responsible for any legal and/or collection fees incurred by CEP in collecting the unpaid balance.

By enrolling in and attending CEP certificates or courses, students acknowledge and agree that they are responsible for all charges occurring as a result of their educational activities. In many instances, some of the charges may be settled by a student's sponsor, employer, or other interested party; however, the student is ultimately responsible for his or her account.

Students with an unpaid balance may be denied registration and blocks placed on his or her account, issue of an official transcript, completion letter and certificate. A \$25 fee is assessed for any returned checks.

Syllabus

A syllabus is a map of your course. It is an essential document because it provides you with important resource information, as well as your instructor's expectations. CEP syllabi follow a standard format so that students know what to expect. The following components will be found in your syllabus regardless of the course for which you have enrolled.

CEP Syllabus Components

Course Number and Course Name

Welcome

Course Dates
 Textbook Information
 Instructor Contact Information and Availability
 Due Dates and Late Penalties Policy
 Course Purpose
 Learning Objectives
 Discussion and Interaction Requirements:
 Course Outline
 Grading
 Withdrawal Policy
 Attendance Policy
 Academic Integrity Policy
 Individual Instructor Policies
 Equal Opportunity Statement

Transcript, Completion Letter and Certificate Requests

Official transcripts, completion letter or Certificate may be released to a student or to others with the student's written permission. Requests for these documents must bear the student's signature. Each request must contain the student's complete mailing address to which each document is to be sent. CEP will provide a transcript/completion letter upon request and upon completion of at least one course. <https://ww3.hunter.cuny.edu/ce/view.php?id=12>

Students requesting transcripts must be financially cleared at the time the request is received. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to five working days.

What You Can Expect from Faculty

An important ingredient in academic success is an instructor who makes their presence known and who is eager to provide the help that you need in order to be productive. To that end, CEP instructors pledge to:

- Provide a syllabus to assist you in understanding expectations and in managing time
- Provide tips, due dates, rubrics, handouts or whatever type of supplemental material they deem necessary for your success
- Provide opportunities for collaboration through discussion – and join in to ensure that your thinking is right on track
- Provide weekly previews and summaries to help you focus on the crucial components of each lesson
- Respond to questions via email if desired
- Return assignments within one week (7 days) with helpful feedback

Academic Integrity

Students are expected to follow the School's Academic Integrity Policy. If you are caught plagiarizing, you risk failing the course. To read the conditions of the AIP, visit the following website: <http://www.hunter.cuny.edu/provost/academic-integrity> and click on "Academic Integrity" for the policy.

ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to, the following categories. Misconduct can result in suspension and termination of the student's account:

A. **Cheating:**

- Providing or receiving academic work to or from another student without the permission of the instructor/professor.
- Buying or selling academic work.
- Violating test conditions.
- Forging academic documents.
- Copying computer programs.

B. **Plagiarism:**

- Stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source whether that source is authored by a professional or a peer.
- Submitting an article or quoted material from a periodical or the internet as one's own.
- Retyping or re-titling another student's paper and handing it in as one's own.
- Intentionally or unintentionally failing to cite a source.

C. **Complicity:**

- Helping another student commit an act of academic dishonesty.

D. **Misrepresentation:**

- Resubmitting previous work, in whole or in part, for a current assignment without the written consent of the current instructor(s).
- Having another student complete one's own assignments, quizzes, or exams.
- Lying to a professor instructor.
- Fabricating a source.

CELL PHONES

All cell phone use is prohibited in class without the instructor's permission. The instructor will take away your cell phone, or ask you to leave the class, if they see you using them.

Cell phones should be placed on vibrate while students are in class. Instructors will either explain to classes or include cell phone policies on syllabi. Students must abide by the requirements of the instructors or administration.

Accommodations Statement

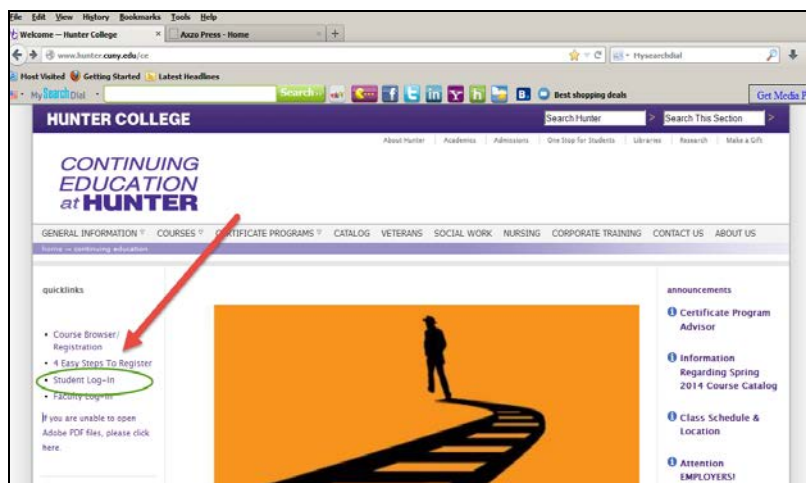
CEP is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at www.ods.appstate.edu or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.

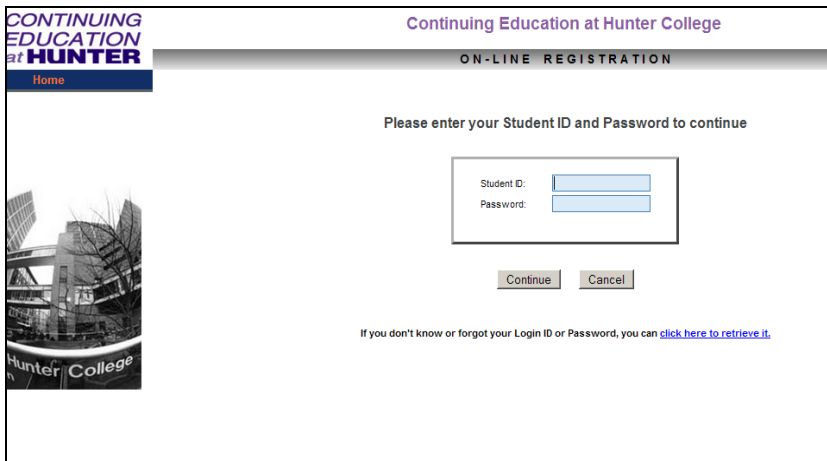
Student Portal

Getting into your classroom is the first step to beginning your class. Be sure you have all of your materials ready and off you go!

First, you must access your account through the portal. The portal can be located at <https://ceweb.hunter.cuny.edu/cers/logon.aspx?ID=1>

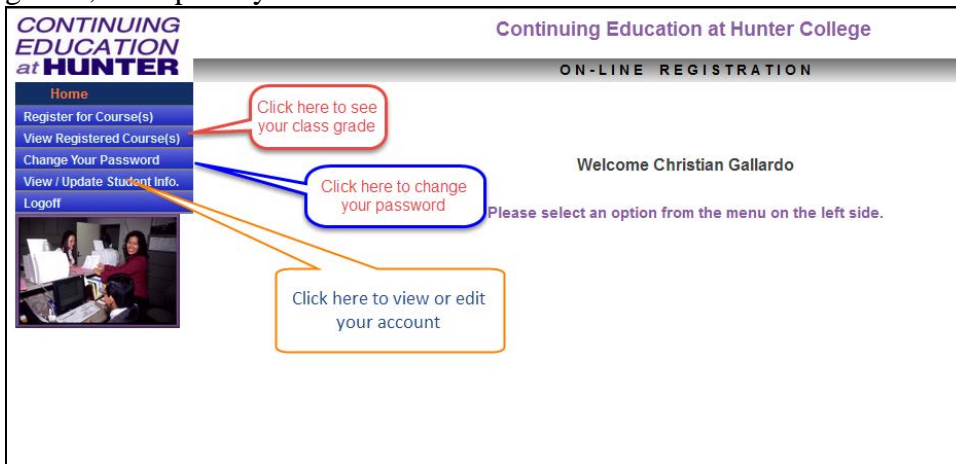


From here you will go to log-in page

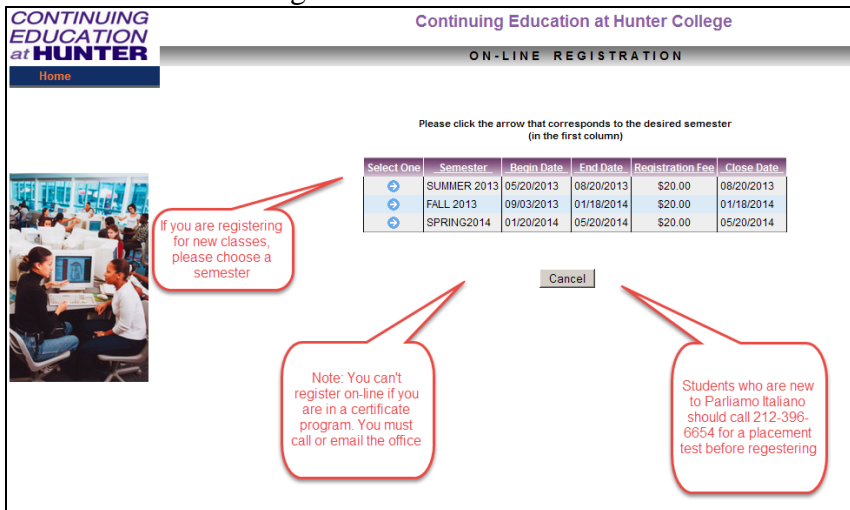


You must enter your Student ID and Password to log in.
 This should be on your statement class confirmation.

Once you log in you will see the page below, where you will be able to see your classes, your grades, and update your information.



Return students can register for new courses



Continuing Education at Hunter College
ON-LINE REGISTRATION

Home
Enter Keyword(s):
Search Courses
Course(s) Selected: Label
VIEW SELECTED COURSE(S)

Course Category/Program
ACADEMIC AND COMMUNICATION SKILLS
ARTS
CERTIFICATE
CERTIFICATE COMPUTER
FOREIGN LANGUAGES
HEALTH AND FITNESS
HISTORY
NURSING
PROFESSIONAL DEVELOPMENT
SCHOOL OF EDUCATION
SEMINAR
SILBERMAN SCHOOL OF SOCIAL WORK COURSES
THE WRITING CENTER

There are 9 courses found in Semester SPRING2014
1 Type the course name, code or scroll down on the left.
2 Enter the key words in the search text box. If you have more than one key word, use ";" to separate.

Cancel

Continuing Education at Hunter College
ON-LINE REGISTRATION

Home
Enter Keyword(s):
Search Courses
Course(s) Selected: Label
VIEW SELECTED COURSE(S)

Course Category/Program
ACADEMIC AND COMMUNICATION SKILLS
ARTS
BUSINESS
FILMS
MUSIC
PERSONAL ENRICHMENT
VISUAL ARTS
CERTIFICATE
CERTIFICATE COMPUTER
FOREIGN LANGUAGES
HEALTH AND FITNESS
HISTORY
NURSING
PROFESSIONAL DEVELOPMENT
SCHOOL OF EDUCATION
SEMINAR
SILBERMAN SCHOOL OF SOCIAL WORK COURSES
THE WRITING CENTER

9 courses found in Semester SPRING2014
Next Last
Show Detail & Register

BEGINNING TO INTERMEDIATE ACTING TECHNIQUE / BEGINIAC
Students will learn relaxation, preparation, the fundamentals of learning an acting craft based on Strasberg/Meisner/Staniavski technique, and basic exercises such as sensory, repeat, and improvisations to allow the student to get in touch with their emotions on stage/film so that they can bring an honesty to their work. The point is to learn how to be REAL on stage/film and not "act". As the course progresses, students will be required to learn one contemporary monologue and one contemporary scene, both to be presented for the class.

BUILDING AN AFFORDABLE ART COLLECTION / SEAFART
The premise that one has to be rich in order to purchase art is put to rest thanks to a lively presentation given by Carole Pinto covering topics such as: what constitutes value in a work of art, where to obtain viable information on the art market, interpreting the auction house figures, different venues for buying and selling works of art, factors impacting art as an investment vehicle, speculation in the contemporary art market, and the historical performance of art funds.

COLLEGE CHOIR / CHOIR
Please note: An audition is required. Do not register for this course until you have successfully passed the entrance audition at the first meeting of the class as outlined below under "Rehearsals"

The Hunter College Choir is a mixed chorus (SATB) of approximately 75-100 singers performing repertoire from all periods, both acappella and with orchestra. The ensemble is open to members of the NY metropolitan area and all students, staff and faculty at Hunter College. An audition is required, though prior choral experience is not a prerequisite (see schedule below). The Hunter College Choir is actually two choirs! The EVENING section of the Hunter College Choir rehearses on Thursday evenings (6:00-8:30) while the DAY section rehearses twice a week, Monday and Thursday (1:10-2:25). Members of the community who work during the day choose the evening section because of convenience of time and location while others find the day section can easily be combined with many interesting courses at Hunter College.

If this is the class click here

Continuing Education at Hunter College
ON-LINE REGISTRATION

Home
Enter Keyword(s):
Search Courses
Course(s) Selected: Label
VIEW SELECTED COURSE(S)

Course Category/Program
ACADEMIC AND COMMUNICATION SKILLS
ARTS
BUSINESS
FILMS
MUSIC
PERSONAL ENRICHMENT
VISUAL ARTS
CERTIFICATE
CERTIFICATE COMPUTER
FOREIGN LANGUAGES
HEALTH AND FITNESS
HISTORY
NURSING
PROFESSIONAL DEVELOPMENT
SCHOOL OF EDUCATION
SEMINAR
SILBERMAN SCHOOL OF SOCIAL WORK COURSES

9 courses found in Semester SPRING2014
Next Last
Show Detail & Register

BEGINNING TO INTERMEDIATE ACTING TECHNIQUE / BEGINIAC
Students will learn relaxation, preparation, the fundamentals of learning an acting craft based on Strasberg/Meisner/Staniavski technique, and basic exercises such as sensory, repeat, and improvisations to allow the student to get in touch with their emotions on stage/film so that they can bring an honesty to their work. The point is to learn how to be REAL on stage/film and not "act". As the course progresses, students will be required to learn one contemporary monologue and one contemporary scene, both to be presented for the class.

BUILDING AN AFFORDABLE ART COLLECTION / SEAFART
The premise that one has to be rich in order to purchase art is put to rest thanks to a lively presentation given by Carole Pinto covering topics such as: what constitutes value in a work of art, where to obtain viable information on the art market, interpreting the auction house figures, different venues for buying and selling works of art, factors impacting art as an investment vehicle, speculation in the contemporary art market, and the historical performance of art funds.

Course/Section:	SEAFART/2	1 Session(s)	3 Hour(s)	Tuition: \$99.00	Register
Day(s) Meet	Tuesday	Date:	03/18/14-03/18/14	Time:	06:00PM-09:00PM
Location:	CS 71 94 ST/316				
Instructor(s):	PINTO, CAROLE				

COLLEGE CHOIR / CHOIR
Please note: An audition is required. Do not register for this course until you have successfully passed the entrance audition at the first meeting of the class as outlined below under "Rehearsals"

Click here to register for this course

Hunter College, Continuing Education Programs
695 Park Avenue, Room E1022. NY, NY 10065

INTRODUCTION TO DIGITAL PHOTOGRAPHY / INDIGPHO [Show Detail & Register](#)

Build on the basics and master the skills and ideas advanced photographers use in a fun, low-pressure class. Open to anyone able to shoot a photo and import it into a computer (and welcoming advanced students as well), in this class we'll use the digital camera as a fast way to learn the essentials of photography. We'll learn-by-doing, exploring professional techniques while creating a portfolio project (on any topic of your choice) to show your advanced skills. If you've always been interested in photography, but have put off becoming great at it, this is your chance.

INTRODUCTION TO PORTRAIT PHOTOGRAPHY / INPORPH [Show Detail & Register](#)

How to make powerful portraits
 A great portrait reveals the magical moment of connection between photographer and subject. This course introduces the basics of portraiture and encourages students to photograph people in a new, original way.
 Students will explore techniques such as camera placement, movement, gesture, and selective focus. Weekly assignments include both studio and on-location photography, such as photographing at night, photographing on location versus in a studio, and photographing people in various settings.
 Class will also cover the history of portrait photography, guest speakers and other topics.

[Next](#) [Last](#)

[View Selected Courses](#) [Cancel](#)

After you selected the course scroll down and click here

CONTINUING EDUCATION at HUNTER Continuing Education at Hunter College

ON-LINE REGISTRATION

BUILDING AN AFFORDABLE ART COLLECTION [Remove](#)

The premise that one has to be rich in order to purchase art is put to rest thanks to a lively presentation given by Carole Pinto covering topics such as: what constitutes value in a work of art, where to obtain viable information on the art market, interpreting the auction house figures, different venues for buying and selling works of art, factors impacting art as an investment vehicle, speculation in the contemporary art market, and the historical performance of art funds.

Course/Section: SEAFART/2 1 Session(s) 3 Hour(s) Tuition: \$99.00
 Day(s) Meet: Tuesday Date: 03/18/14-03/19/14 Time: 09:00PM-09:00PM
 Location: CS 71 94 ST/16
 Instructor(s) [PINTO, CAROLE](#)

\$99.00

[Continue to Register](#) [Cancel](#)

This window will come up to confirm that this is the course click here to process registration

CONTINUING EDUCATION at HUNTER Continuing Education at Hunter College

ON-LINE REGISTRATION

Christian Gallardo

[Registration History](#)

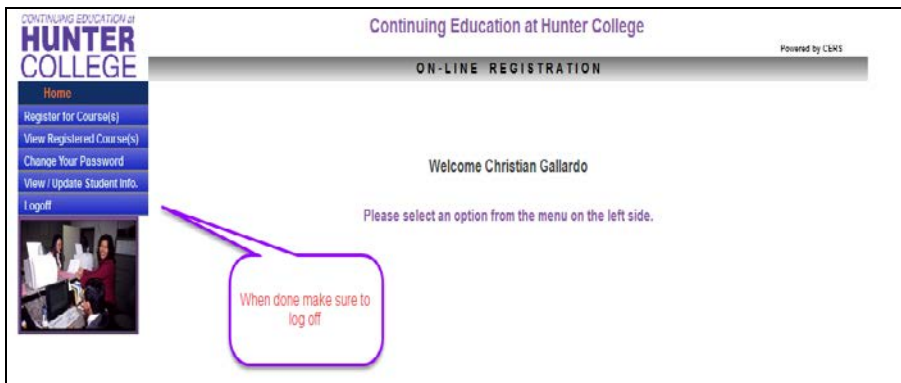
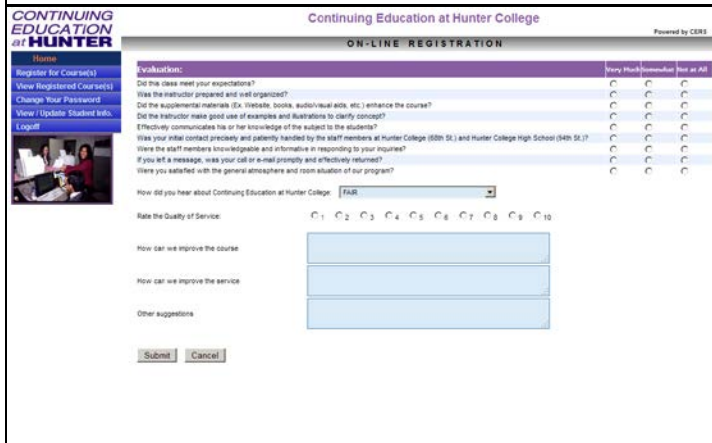
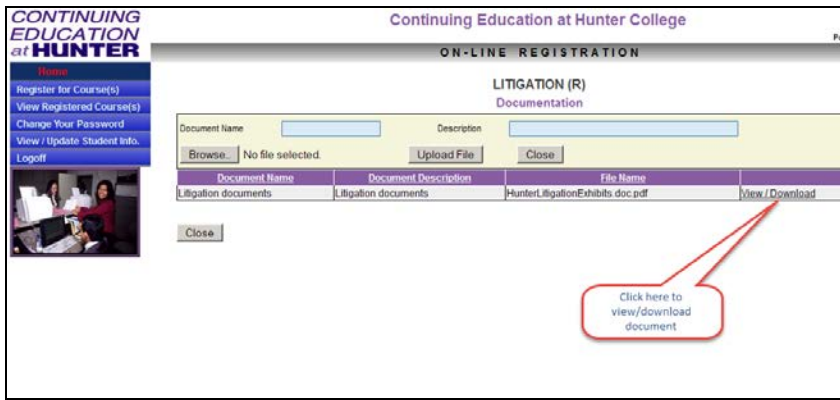
Semester	Start Date	Course Title	Credits	Grade	Evaluation	Documents
FALL 2013	10/21/2013	ADOBE INDESIGN 2	12	A	Evaluation	Documents
FALL 2013	11/05/2013	LITIGATION (R)	15		Evaluation	Documents

[Close](#)

all your grades will be listed here

Click here to view your courses and grades

click here to upload or view documents



Online Classes

Orientation to Online Learning at CEP at Hunter College

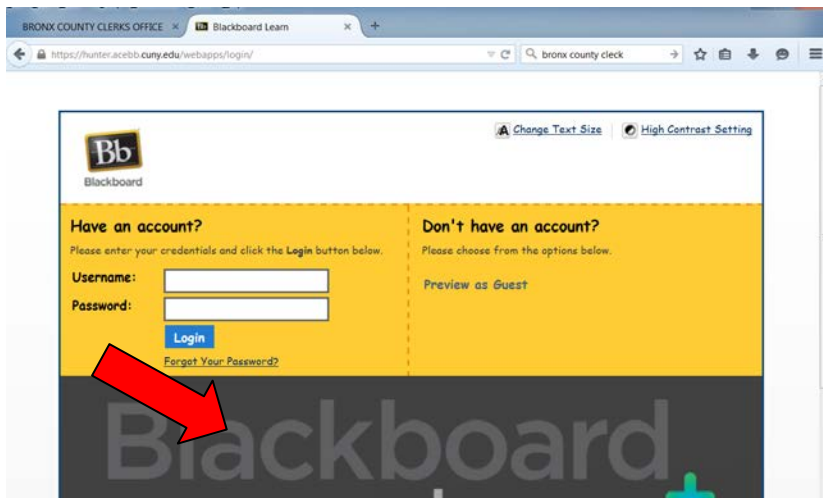
Getting into your classroom is the first step in beginning your online class. Be sure you have all of your materials ready and off you go!

First, you must access your online class through the portal. The portal can be located at <https://hunter.acebb.cuny.edu/webapps/login/>
Add this to your favorites so that you will not have to return to this page to retrieve it.

For a New Student Orientation to Blackboard, visit:

[https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/090_Tools/Discussion Board](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/090_Tools/Discussion_Board)

You must enter your Student ID and Password to log in.

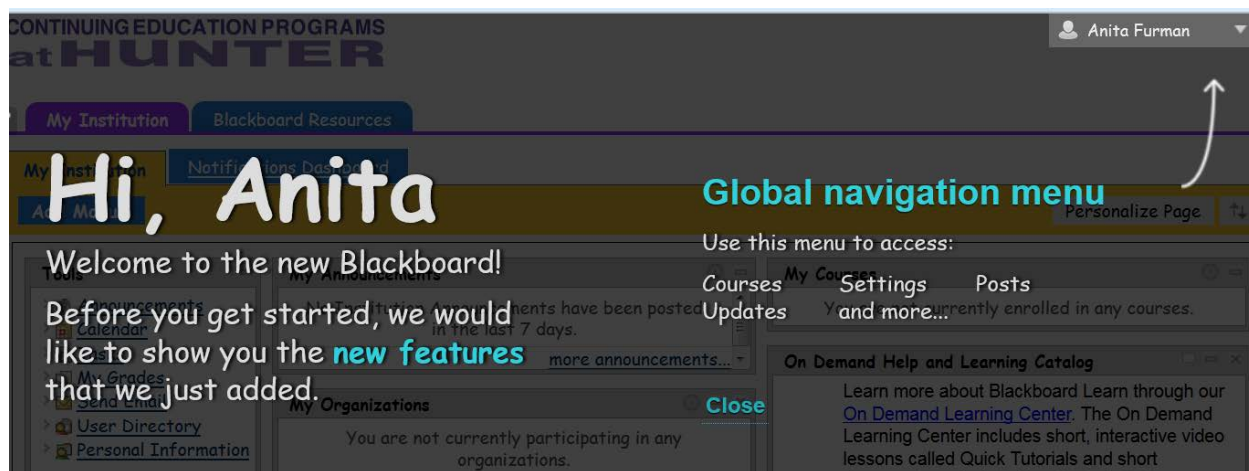


Contact Tech Support if you are having technical difficulties accessing the portal or if you are unsure of your Student ID or Password. The contact information is as follows:

CE@hunter.cuny.edu

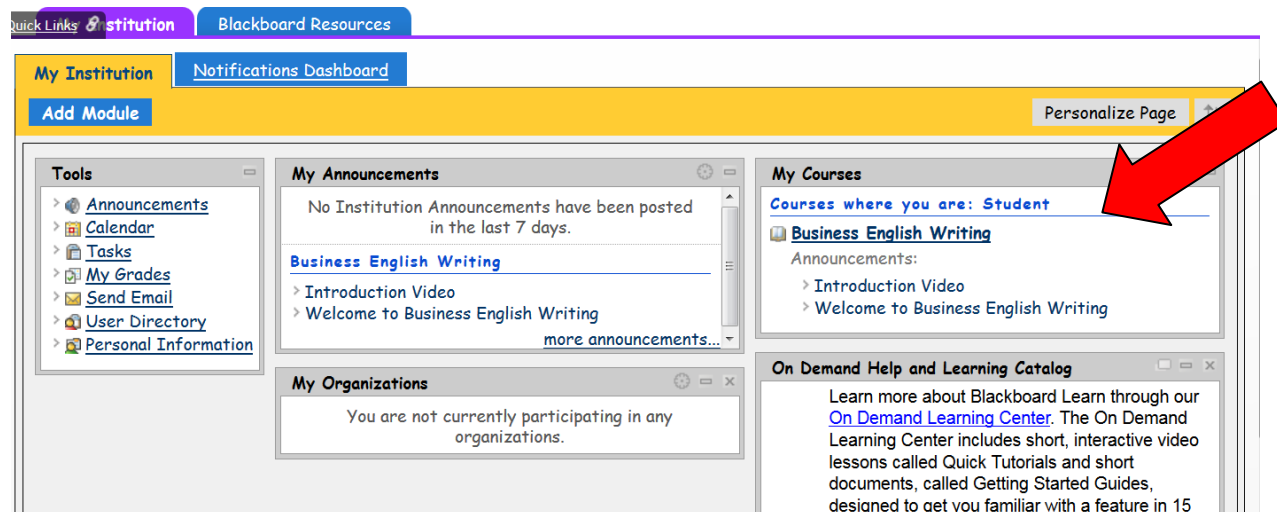
Also, please make sure that the information you provided during registration is current. This includes your mailing address, your phone number, and most importantly, a current email address.

Once you log in, you will see the Welcome page, which you can click to see new features or close.

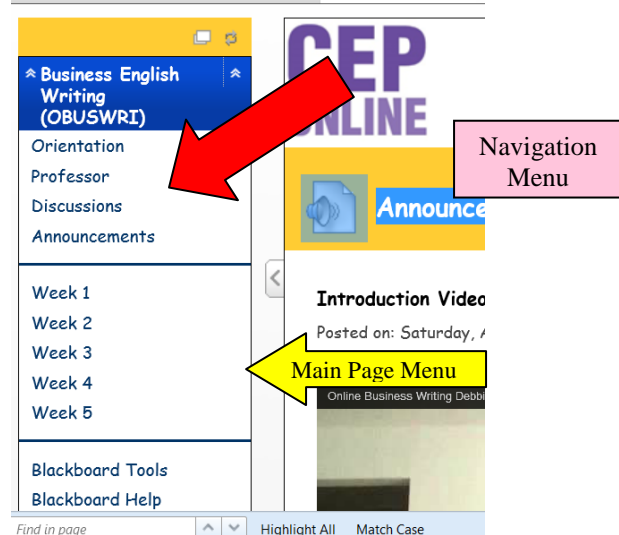


Hunter College, Continuing Education Programs
695 Park Avenue, Room E1022. NY, NY 10065

If you close, you will see 'My Courses' on the upper right corner of your screen. Click on this to view your online courses.



Click on the link for the course you wish to enter and you are ready to get started! Your course navigation menu is on the left. It begins with a link for Attendance and ends with a link for your Syllabus.

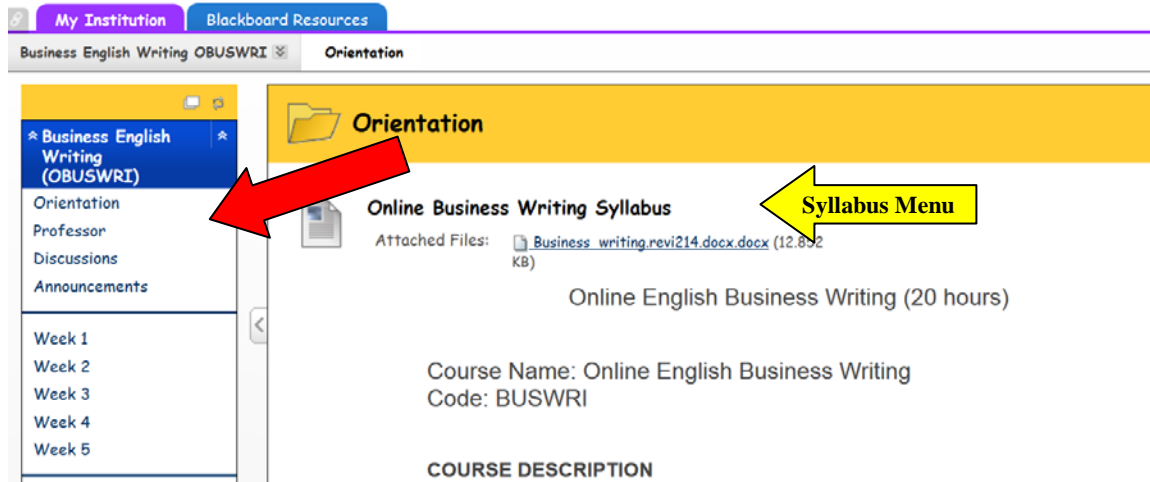


The Main page, which loads automatically upon your log in, contains About This Course, Calendar, Announcements, Handouts and Bookmarks. This is everything you need to work successfully.

- About This Course will provide you with a general welcome.
- Calendar will list your due dates.
- Announcements will provide reminders or special information from your instructor.
- Handouts will offer the tools necessary to complete assignments.
- Bookmarks provide additional resources to enhance your understanding of the course material.

The next link in the menu is Course Information. Here you will see your course name and number, the term, the faculty information and a course description. If you click under Orientation, you will find *The Syllabus* is the most important! The Syllabus is your map for the course. It contains all information necessary to meet the course requirements with ease, **including the titles of your text books**. Open it to view your instructor's expectations, grading, assignments, due dates and more. You will also find due dates marked on the calendar.

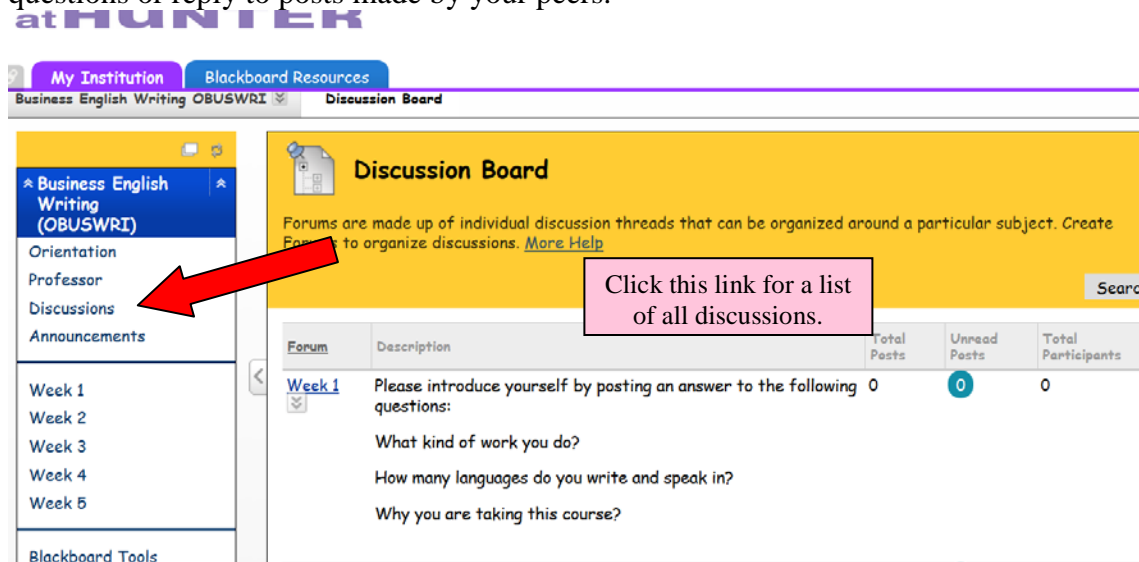
- You will also see on the left menu that there is a list with each week's class content.



Discussion

Is where you will find your Discussion Questions. This is an important way to interact with your classmates and instructor during the class.

Under the discussion link you will see Discussion Boards and Chat. Forums are threaded discussions. These are asynchronous, which means that they are not live in real time and that you can post at your leisure. However, your instructor will set a due date by which time you must respond to any posted questions or reply to posts made by your peers.



Please remember that if you are ever lost as you navigate the course, your instructor is there to help you! Also, you can contact us at ce@hunter.cuny.edu so that we can assist you in getting back on track right away. Our goal is your success!

An Overview of Student Tools Online Portal

Once in your course, you will notice a menu to the left that includes the following:

Attendance:

Your attendance is crucial for your success. Be sure to post no less than six replies per week for discussion questions. This should be spread across at least three days rather than all at once on one or two days.

Zoom.us:

Hold virtual office hours through Chat are done here.

Course Information:

This is where you can find the course name and description, the term and the instructor name.

Coursework:

Weekly assignments and directions can be found here.

Gradebook:

This feature keeps track of your grades.

Main Page

- **About This Course:** You are here now. This contains your welcome along with supplementary materials listed below.
- **Handouts:** This link includes handouts and reading to help you understand the material more clearly.
- **Bookmarks:** This link contains web addresses that add to your learning experience.
- **Announcements:** College and class events can be found here.
- **Calendar:** The calendar contains due dates and helps you to plan effectively.

Syllabus:

The syllabus is your course guide. It presents information on objectives, assignments, assessments, grading, expectations and more

FAQs

The following questions are those asked commonly by students. If you have one that does not appear here please contact us at ce@hunter.cuny.edu so that we can answer your question and add it to the list.

Q: How can I get my password for CEP's Student Portal?

A: please email us @ ce@hunter.cuny.edu or call us @ 212-650-3850

Q: How can I get my Grades and/or Student Schedule?

A: First, see question above to get your portal password. Then, after you sign in, click on the Academics tab. If there is an "Access Suspended" message at the top of the page, then you will need to call the tech support phone number before you can see the Academics tab.

<https://ceweb.hunter.cuny.edu/cers/logon.aspx?ID=1>

Q: I have Microsoft Works / Microsoft Office 2007 on my home computer/laptop. Will my files work in the labs?

A: Only in the correct file format. When saving your document, make sure you save the document as a .rtf (Rich Text File) or .txt (Text Document). These are universally compatible with most word processors, including all of those on campus. You also will need to read your class syllabus and see what is required for your class.

Q: How do I submit an attachment or email my instructor?

A: This should be explained in the class syllabus

Q: Do you offer Job placement or Internship?

A: Continuing Education at Hunter does not have placement services for certificate students. However, we do get requests from companies asking for students who have finished our program; in these cases, we email our students and it is up to them to follow through.

Q: Can I get 'Credit', meaning can I waive a course from the certificate program, for courses that I have taken in other schools?

A: Yes, if you have taken any of the classes that belong to the certificate within 2 years. To receive credit you must bring us a transcript. Or, if you are already working in one of the Certificate fields and would like to earn the certificate, we will need to see a portfolio of the work that you have done within the last 2 years plus a letter from your company stating your functions in the company. These waivers are beneficial for students with proven prior experience that would like to be awarded their certificate in a shorter amount of time. If you receive credits for classes, tuition will be adjusted.

Q: Where is my class?

A: In general, computer classes and weekend classes take place on our Main Campus located at 68th St. and Lexington Avenue. Evening classes take place at Hunter Campus Schools at 71 E. 94th St. Your registration receipt includes your official class schedule. This schedule confirms your registration and indicates your course meeting days, times, and classroom location(s). Please carry this to your first class as proof of registration. Please visit our website to check your schedule and confirm class location, or call 212-772-4292 or 212-650-3850 (Mon–Fri, 9:00am–5:00pm) the day before classes start, as rooms and locations may change.

Q: What if I have a question after business hours?

A: For help after 5:00 pm, please call 646-963-6311 Mon-Thu, 5:00pm-9:30pm or email us any time at ce@hunter.cuny.edu.

Q: What are the policies and procedures regarding class changes?

A: Circumstances sometimes necessitate a change to courses and schedules. For complete information concerning changes (including adding courses, withdrawals, and refunds), please check our website or contact our registration office.

Note: Hunter reserves the right to cancel classes, change rooms, locations, alter times, dates, instructors and/or tuition without prior notification if necessary. We regret any inconvenience this may cause and will make every attempt to accommodate students.

Q: Can I register for classes that already started?

A: Yes, if space is available you might be able to register for a class after the first session. However, you must remember to check the attendance and grade policies because if the class is part of a Certificate program, you might not be permitted to miss more than one class.

Q. What about Individual Class Cancellations & Make-Up Classes?

A: Occasionally, a class may be cancelled due to an unforeseen emergency or instructor's illness. Make-up classes are scheduled by the instructor.

Q: What if I take the first class and do not want to continue?

A: There are no refunds once the course has begun.

Q: How long does it take to process a refund?

A: Credit card refunds are credited back to the card used to register for the course in 3-5 business days. Check/money order registrations will be refunded via a check mailed 4-6 weeks after cancelled registration.

Q: How do I get my Student ID Card?

A: You can get a Hunter College ID card two business days after registering for a CE class. Go to the West Building Room 233 and bring your confirmation letter.

Q: Can I get a Letter of Completion, Transcript or a Certificate?

A: Yes. Upon completion of your class or certificate program and full payment you can get a certificate, letter of completion or transcript. Please contact the office at 212-772-4292 or 212-650-3850 to request them.

Q: How can I find out about upcoming new classes, events, and seminars?

A: For any new courses, events or seminars, please check our website or call the office for specific information at 212-772-4292 or 212-650-3850, Mon–Fri, 9:00am–5:00pm.

Q: Can you earn college (degree) credits by taking Continuing Education courses?

A: No. All Continuing Education courses are non-credit.

Q: Do I have to pay a registration fee each time I register for a course?

A: Registration fees for Certificate Programs are only paid once for the duration of the program. Students registering for individual courses must pay the registration fee for each semester in which they register for courses.

Q: Can I get a discount if I am a senior, Hunter Employee, CUNY employee, veteran etc.?

A: For Certificate Programs there are no discounts because these programs are already discounted. For any other classes, please check our website for our discount policies.

Q: Do you accommodate students with Disabilities?

A: If you wish to inquire about disability services, please contact Cristian Gallardo at (212) 772-4247 to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four (4) weeks in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner. Download the disability form.

<http://www.hunter.cuny.edu/ce/general-information/forms>

Certificate Program Requirements

Program Name	Clock Hours	Passing Grade	Requirements
CERTIFICATE IN MARKETING	108	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN SMALL BUSINESS AND ENTREPRENEURSHIP	107	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN REAL ESTATE	78	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written. Complete the 78 hours course
CERTIFICATE IN TESOL	193	C	60 college credits will be considered. Non-native speakers of English must demonstrate oral competency and score at least 80 on the TOEFL exam, including at least a 20 on the verbal section. IELTS score of 6.5-7.0+ is accepted in place of TOEFL ibt. All applicants should complete the application form, and submit college transcripts and a 300-word writing sample explaining your interest in teaching ESL
MY OFFICE 2013 ONLINE CERTIFICATE	102	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer
COMBINED CERTIFICATE IN MICROSOFT OFFICE & MY OFFICE 2013 ONLINE	186	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer and how to navigate online
COMBINED CERTIFICATE IN MICROSOFT OFFICE, OFFICE ASSISTANT AND MY OFFICE 2013 ONLINE	222	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer and how to navigate online

COMBINED CERTIFICATE IN OFFICE ASSISTANT AND MY OFFICE 2013 ONLINE	170	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer and how to navigate online
CERTIFICATE IN ITALIAN LANGUAGE	250	C	High school diploma or its equivalent.
CERTIFICATE IN HUMAN RESOURCES	210	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN MICROSOFT OFFICE	84	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer
CERTIFICATE IN OFFICE ASSISTANT	71	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer
COMBINED CERTIFICATE IN MICROSOFT OFFICE AND OFFICE ASSISTANT	123	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and know how to use a computer
CERTIFICATE IN FITNESS INSTRUCTOR	144	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN MEDICAL OFFICE ASSISTANT	278	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN MEDICAL CODING AND BILLING	229	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
COMBINED CERTIFICATE IN MEDICAL ASSISTANT AND MEDICAL CODING & BILLING	293	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written

COMBINED CERTIFICATE IN MEDICAL OFFICE ASSISTANT AND OUTPATIENT & INPATIENT FACILITY CODING	341	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
COMBINED CERTIFICATE IN OUTPATIENT & INPATIENT MEDICAL BILLING	227	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN GERIATRIC CARE MANAGEMENT	108	C	A Bachelor's degree in any field of study with four years of paid experience in human services; OR Master's degree in any field of study with two years of paid experience in human services. Plus fill out Application Form.
CERTIFICATE IN AGING	78	C	(complete 26 units): A Bachelor's degree or higher in any field of study Plus fill out Application Form.
CERTIFICATE IN TRANSLATION STUDIES	182	B	Fluency in English and Spanish with strong writing skills in both languages. Students must also take a placement test and pass an oral interview
CERTIFICATE IN INTERPRETATION STUDIES	182	B	Fluency in English and Spanish with strong writing skills in both languages. Students must also take a placement test and pass an oral interview
COMBINED CERTIFICATE IN TRANSLATION & INTERPRETATION	234	B	Fluency in English and Spanish with strong writing skills in both languages. Students must also take a placement test and pass an oral interview
CERTIFICATE IN MEDICAL INTERPRETER	48	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and any other second language
CERTIFICATE IN LEGAL ASSISTANT	126	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN LEGAL STUDIES	120	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written

COMBINED CERTIFICATE IN LEGAL STUDIES AND LEGAL ASSISTANT	179	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written
CERTIFICATE IN WEB DESIGN	212	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
CERTIFICATE IN WEB PROGRAMMING	190	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
COMBINED CERTIFICATE IN WEB PROGRAMMING AND WEB DESIGN	358	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
CERTIFICATE IN GRAPHIC DESIGN	210	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
COMBINED CERTIFICATE IN GRAPHIC, WEB DESIGN & WEB PROGRAMMING	395	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
COMBINED CERTIFICATE IN GRAPHIC & WEB DESIGN	261	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
COMBINED CERTIFICATE IN GRAPHIC AND WEB PROGRAMMING	380	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills
COMBINED CERTIFICATE IN MARKETING AND GRAPHIC DESIGN	318	C	High school diploma or its equivalent. Students must be proficient in English, both oral and written and strong computer skills