Familiarize yourself with the curriculum for your degree program

- Required coursework: click under each program for curriculum summaries
- Course sequencing plans

Submit Proof of Immunizations
If not done, submit/fax the NY State required *Proof of Immunization* to Hunter’s Wellness Center (allow 1-3 weeks for processing. Not required for students who satisfied this requirement at another CUNY school) You may submit a non-Hunter form if it includes all required information (you may complete only Part 2 of Hunter’s form if the meningococcal statement is not a component of your non-Hunter immunization form.)

Learn about CUNYFirst. CF is a comprehensive portal to registration, course schedules, billing, grades, transcripts, and other important information.
- “Claim” you CUNYFirst (CF) account after receiving Hunter Admissions emailed admittance acknowledgement
- Store in your cell phone or convenient location your CF 8 digit EMPL ID number (also named CF ID#) which will appear upon your first CF login, on multiple CF pages including your CF unofficial transcript and on your Hunter ID card. This number replaces your SS# on all Hunter forms and is required for Hunter personnel to access various student electronic records. Include in all email communications to Hunter faculty and staff.
- Become familiar with CF functionality, including registration
  - http://www.hunter.cuny.edu/cunyfirst/students/benefits-for-students
  - http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html

Establish email and electronic communication
- Review information for new students -- including e-services, such as e-mail, CUNY Portal and Blackboard
- Obtain your Hunter email and check your account regularly (ex: juan.lopez##@myhunter. cuny.edu)
- Obtain your NetID and password - for College wireless access, College computer login and access to Library subscriptions.
- Activate your CUNY Portal account – required to access Blackboard & epermit
- Obtain access to Blackboard (Bb) - required for most classes and SPH functions
- Consult with the Student Helpdesk, if you need assistance establishing electronic communications, and for technological assistance with registration (CUNYFirst.)

Familiarize yourself with important on-line College and University resources
- Review the Academic Calendar
- Use Hunter’s online directory to locate office and people – including phone and email contacts
- Use Hunter’s online “One Stop for Students” for all academic, registration and course and other useful links

Familiarize yourself with the Schedule of Classes (CUNYFirst) & Hunter building codes
- Schedule of Classes select Hunter and the semester/year or log into your CUNYFirst Account:
- UPH courses are listed under Public Health-xxxx within the CF course selection
- Most SPH classes are offered at the Silberman campus (listed as “SB ###”, HC = the 68th St. campus, GC-##= Cuny Grad Center, 34th St & 5th Ave)

Course registration approval – faculty advise or UPH office registration clearance required
- As a non-degree student your advisor is:
  - EOHS – Elizabeth Geltman (eg86@hunter.cuny.edu)
  - EPI/BIOS - Lorna Thorp (lthor@hunter.cuny.edu)
  - NUTR MPH- Arlene Spark (aspark@hunter.cuny.edu)
- Seek advisement for course registration approval. Non-degree students generally receive advisement one month before the start of each semester, based on space availability. UPH office registration clearance follows 7 business day thereafter.
Register for classes using CUNYfirst

- View your Registrar permitted registration start date and time for each semester via your CUNY First home page, assuming you have UPH faculty and office approval/registration clearance. *UPH courses are listed under 'Public Health-xxxx' on the CF online schedule.*
- If you have course permissions and still receive a registration block related to the department: dept permission, requisite not met or similar, email OSS, and include your legal name, CF 8 digit EMPL ID number, each course number & section, block message received (if any.) Please DO NOT email the faculty advisor. For other block messages, email or call the respective Hunter department or the Student Helpdesk
- Last day to drop classes for a full refund is one day before the first day of each semester (see academic calendar)
- Confirm classroom locations the week classes begin as rooms can change. Also check course Blackboard messages, if Blackboard is active for the course

Pay your tuition bill on time (the Registrar/Bursar will otherwise drop you from classes!)
- Check tuition and fees in advance online at: [http://orapp2.hunter.cuny.edu:7777/tuition_calculator/](http://orapp2.hunter.cuny.edu:7777/tuition_calculator/)
- Drop unwanted courses before the first day of each semester to avoid tuition charge- inform Diane Brows

Familiarize yourself with additional School of Public Health (SPH) web resources

Obtain your Hunter ID Card

Keep Up-to-Date

- Check your Hunter email daily, save important emails and attachments, and delete unneeded emails regularly.
- Confirm that your personal data, course registration, tuition bills, grades, and other information is accurate in CUNY First. Contact appropriate departments for assistance (below)
- Keep your personal information up-to-date including address, private email & phone: there are three places to provide new information: 1. Permanent address change: submit a [paper change form](#) to the Registrar 2. Personal information (alt address, alt email, phone number, etc: update on CF via your student center page 3. Non-Hunter email change: in addition to on CF, also inform SPH via an email to: Attiqa Mirza.

Become familiar with Hunter College policies & procedures, such as:

- By late summer, you will be receiving an electronic SPH Student manual, with information on policies and procedures related to academics, transfer credits, e-permit (taking courses at other CUNY Schools), leaves & disruptions of study including military leave and degree audit and graduation. See also Hunter College’s online [Graduate Catalog](#) for College policies/procedures.

Know whom to contact for specific academic and administrative issues, for:

- General administrative and academic matters: consult on-line resources (above)
- Individual academic and professional matters, including academic struggles, leaves, withdrawal: consult your faculty advisor
- Concerns about an active course: speak to the instructor first.
- Individual administrative matters: contact the appropriate College Office (e.g. Bursar, ICIT Tech Helpdesk)
- Individual CUNY SPH-specific administrative matters: including resolution of registration blocks pertaining to department clearances, contact: Diane Brows, OSS, 3rd floor (cannot speak to financial or immunization matters.)
- For [Graduate Tuition Scholarships](#)

Obtain required textbooks and materials

- Instructors may post required texts/materials on the Course Bb site, Course CF site and/on the Syllabus (available by the first day of classes)
- Purchase texts online, by a vendor of your choice, or via the Hunter [Bookstore](#) at 68th Street and Lexington Avenue (see their weblink for hours and information.)

Attend extracurricular events and volunteer

Updated 4/17/15