CUNY School of Urban Public Health (SPH/UPH)
TIP SHEET

UPH – Urban Public Health – Hunter College campus of the CUNY School of Public Health (SPH) Consortium
COMHE - Community Health Education   **EOHS - Environmental & Occupational Health Sciences**
EPI/BIOS - Epidemiology and Biostatistics   **NUTR - Public Health Nutrition**
HPM - Health Policy & Management

♦ **Familiarize yourself with the curriculum for your degree program**
   o [Required coursework](#); click under each program for curriculum summaries
   o [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 and deposit payment clearance
   ♦ Your unqiue 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. Store this number in your cell or other handy location. 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 and
   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, for technological assistance with registration (Cuny First), or for software help or training.

♦ **Meet with a faculty adviser**
   ♦ Seek advisement on matters pertaining to academics, professional goals, career opportunities, etc
   ♦ Obtain course approval from your advisor during the advisement/pre-registration periods each semester; Inquire into each approved course number **AND** section if not provided by your advisor.
   ♦ Following advisement, and if during the active registration period, allow wait one week (10 business days) before attempting to register. This allows UPH Office of Student Services (OSS) the time required to enter clearance.
   ♦ *You may register only for* faculty approved and OSS cleared courses **AND** course sections.

♦ **Register for classes using** *CUNYfirst*
   ♦ View your Registrar assisnged registration start date and time for each semester via your CUNY First home page.
   ♦ New matriculants – Register for Fall advisor approved courses by July 10 or earlier. (seats will be held up to July 10 – note, this date differ from the Sept end date shown on your CF page.) *Email [Diane Brows](#) is there is a legitimate registration delay, OR if you will not register, OR if you drop any approved course* – this will help us to accommodate waitlisted students *(include your name, course number/section and your CF ID# in all emails)*
   ♦ In all communications requesting registration assistance (email, phone, in-person), include your legal name, CF 8 digit EMPL ID number, each course number & section, and block message received (if any.)
   ♦ Registration block? – if departmental in nature, email Diane Brows. Include ID#, course number/section and block message. For other block messages, contact the respective College division. Please DO NOT email your faculty/advisor for administrative registration assistance.. They cannot assist in these matters.
   ♦ Last official day to drop classes for a full refund is one day before the start of each semester (see [academic calendar](#).)

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♦ Last official day for each semester registration: see personal CF page, Registrar' website and/or academic calendar

Pay your tuition bill on time (or courses will be dropped -- UPH registration clearance is a 1x clearance)!
♦ Check tuition and fees in advance online at: http://orapp2.hunter.cuny.edu:7777/tuition_calculator/
♦ Drop unwanted courses before the first day of each semester to avoid tuition charges AND Diane Brows

♦ **Familiarize yourself with the schedule of UPH classes & Hunter building codes**
   ♦ **Web version**: http://www.hunter.cuny.edu/onestop/registration/searchable-schedule-of-classes
   ♦ *CUNYfirst* **version**: Log into your CUNYFirst Account: *UPH courses are located under Public Health on the CF online schedule*
   ♦ Confirm class room locations the week classes begin as rooms sometimes change
   ♦ Most UPH classes are offered at the Silberman campus (listed as "SB ###", HC = the 68th St. campus, GC-##= Cuny Grad Center, 34th St & 5th Ave)

♦ **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 , include the Registration Information link which contains a registration and tuition date table

♦ **Familiarize yourself with additional UPH web resources for students & the SPH website**

♦ **Sign up for your Program-specific listserv** to receive job and internship postings and notice of other events of interest to the public health community

♦ **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 UPH via an email to: Velvet Brown.

♦ **Become familiar with Hunter College policies & procedures**, such as:
   ♦ By late summer/early Fall, you will be receiving an electronic UPH 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, withdrawa --faculty advisor
   ♦ Concerns about an active course: speak to the instructor first; then Advisor
   ♦ Individual administrative matters: contact the appropriate College Office (e.g. Bursar, ICIT Tech Helpdesk)
   ♦ Individual CUNY UPH-specific administrative matters: including resolution of registration blocks pertaining to department clearances, contact: Diane Brows, OSAS, 3rd floor (cannot speak to financial or immunization matters.)
   ♦ Graduate Tuition Scholarships

♦ **Obtain required textbooks and materials**
   ♦ Instructors will post required texts/materials on the Course Bb site, Course CF site and/or
   ♦ 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.)

♦ Get involved in CUNY SPH Clubs (ex: **PHANYC)** and at least one public health professional organization, (e.g. APHA.org)
♦ Attend extracurricular events and volunteer

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