

# Administrative forms/Information essential to your student career in Urban Public Health, Hunter College, and CUNY

## General

### [Academic Calendar](#)

[Bursar information](#), including [Tuition Calculator](#)

**UPH Student Tip Sheet:** Skim [this sheet](#) for information and links for your journey as a new student to a graduate, including how to obtain your Hunter email and access Blackboard. Please be certain to check this tip sheet.

**Listserv subscribe/unsubscribe:** On [this webpage](#), select Comhe-L, NFS-L. Login using your chosen email and password, scroll through the alphabetical Hunter listserv list, and subscribe or unsubscribe.

**Career Info:** Read about jobs, salaries, and prospects nationwide in nutrition and public health.

[What Can I Do With This Major?](#)

[Bureau of Labor Statistics](#)

## Admissions

### [Graduate Admissions](#)

**Undergraduate Admissions:** See also the [NFS](#) or [Public Health required major](#) application forms on the NFS or Public Health websites.

### **Immunization information and form**

All students new to CUNY must [submit proof of immunizations](#) in accordance with NY State law. Note: If you have clearance for all but the [Meningococcal Meningitis Requirement](#), you submit this last part online within your CUNYfirst page (see instructions at prior link). You must have immunization clearance in advance of registration (ignore the Sept 25th deadline given in the instructions). Submit the required proof soon after admittance, and follow-up with Hunter's Wellness Center directly if the immunization block is not lifted. Email only from your Hunter email, and include the 8 digit CUNYfirst EMPLID number (aka ID number).

## Academic forms

### **Independent Study (UPH)**

If approved for independent study, complete [this UPH form](#).

### **Leave of Absence** (Graduate NUTR-MS)

Submit [this form](#) to the [UPH office](#) in advance of any leave (email attachment accepted). Though the form states otherwise, list your start date and your return date. At least three months before you plan to return, complete the [Graduate Admissions Readmissions](#) form to activate registration for your return

semester. Note: Hunter officially allows a maximum of one-year leave. If you are extending the leave beyond the given date, complete a new form *before* the deadline.

#### **Graduate Admissions Readmissions** (Graduate level, Hunter Graduate Admissions Office)

If you are on leave of absence, submit [this form](#) ideally two or more months in advance of your returning semester or returning year so that your CUNYfirst record shows a registration date and time to allow early registration for your return semester. Direct readmissions questions to the Hunter Graduate Admissions office. Additionally, please email Academic Administrator Diane Brows at [dbrows@hunter.cuny.edu](mailto:dbrows@hunter.cuny.edu) in the UPH office to confirm your readmittance.

#### **Grade Appeal** (All students, Hunter College Senate)

If you are seeking a grade appeal, speak first to your course instructor. If the matter is not satisfactorily resolved, consult your UPH faculty advisor and/or Dr. Navder, UPH Director. Should the matter remain unresolved, please review [the College grade appeal information and process](#) as mediated by the Hunter Senate. Be attentive to the very narrow timeline following course grading to apply for an official appeal.

#### **Academic Dismissal** (Graduate level, Registrar)

Graduate students must maintain a minimum cumulative GPA above 3.0 to remain in good academic standing. If you fall below 3.0 for one semester, you will be placed on probation. If you fall below 3.0 for two consecutive semesters, you will be academically dismissed. Before probation, please speak to your advisor to develop a plan in aim to avoid probation or dismissal. Complete [this form](#) if the Program Director and School of Public Health Campus Director support your continuance.

#### **Transfer of Credits** (Graduate level, Hunter Graduate Admissions)

If you are a graduate student seeking to transfer graduate level courses, complete [this form](#) and send the form to your faculty advisor. For 'department', write 'UPH'. If Hunter Admissions already received an official transcript from your transfer school, make a note of this and attach an unofficial transcript. If Hunter Admissions did not receive an official transcript from your transfer school, attach an official transcript. Once your request is received by Admissions, it will take approximately 1-2 weeks for your transferred course(s) to show on your Hunter transcript (viewable on CUNYfirst.)

#### **Transcript Request** (All students, Registrar/Records)

Refer all questions to the [Registrar or Records Division](#) of the Registrar.

## **Registration Forms and Information**

#### **CUNYfirst Graphic Guides** (All students)

See [these guides](#) on how to locate registration (enrollment date); register; check financial information; and drop and **withdraw from classes** up to the 10th week. Review Hunter's policy [regarding withdrawal after the 10th week of the semester](#).

**Note: To see both open and closed courses**, in the course search page, uncheck 'show open courses only', add two course criteria, and click 'search.'

**Epermit** (All students)

If you are approved to take courses at a different CUNY campus, you must [apply for an epermit](#). It's a CUNY-wide program. The epermit grants you access to register at a host CUNY college. Login and track your epermit on CUNYfirst. Contact the Helpdesk for assistance.

[Paper permit](#) if you are taking a course outside of CUNY and registered the same semester at Hunter College.

**Registration Appeals** (All students, Hunter College)

Complete [this form](#) if you did not register by Hunter's registration deadline and your course instructor(s) supports an appeal for retroactive registration. Direct all questions regarding the appeal to the Hunter Registrar.

**Excess Credits Request** (Undergraduates who seek to register for more than 17.5 credits in Fall or Spring)

Complete [this form](#) if you wish to register for more than 17.5 credits in the Fall or Spring. This request is handled by the main campus Office of Advising (vs the Registrar). You may bring the form to the Office of Advising or fax it per instructions.

## Graduation Forms and Information

**Graduation Forms and Information**, Hunter Registrar's My Diploma

Review this [Registrar's info and complete these forms](#) as needed. The Registrar's Degree Audit office handles all aspects and questions regarding the graduation process. You must file for graduation approximately eight months in advance of your graduation. Failure to adhere to UPH and Degree Audit deadlines or address audit issues identified will prevent graduation. When communicating with Degree Audit and UPH, please use your Hunter email only AND include your EMPLID.

**Degree Audit:** Apply to graduate via CUNYfirst within the time period for your graduating semester as shown on the Registrar's website under 'Graduation Information.' About one month after you file for graduation, Degree Audit will perform an initial review to ascertain and report any outstanding classes or requirements for graduation. You will receive all audit communications to your Hunter email, so check it regularly.

You may follow the general audit process via CUNYfirst: Self-Service -> Degree Process/Graduation -> View Grad Status. You may see updates such as "Applied" or "Pending." Once your graduation is posted, you will no longer see "View Grad Status." Instead, check your unofficial transcript (under Self Service -> Academic Records) to see your degree conferred. If you have questions about your graduation status or CUNYfirst message regarding your graduation, email the [degree audit division](#).

*For more details, see also our [UPH graduation information help document](#).*

**Graduate Time Extension** (Graduate level, Hunter)

[This form](#) must accompany the degree audit form if any class you are applying to the degree is older than four and a half years counting back from the *start* of your graduating semester. Though the form states otherwise, you should list all required course information requested on this form.

### **Maintenance of Matriculation** (Graduate level, Hunter)

CUNY requires all graduating students to be “active” or registered for at least a half credit your graduating semester. If you are completing incompletes and you require no further credits, you must apply and pay for maintenance of matriculation in your graduating semester. This status also allows you to use Hunter and CUNY facilities including the libraries. Find this form by keyword “matriculation” in [this list](#).

### **Cancellation of Degree Audit/Graduation Declaration** (All students)

Email the degree audit powers-that-be at [ddgraudt@hunter.cuny.edu](mailto:ddgraudt@hunter.cuny.edu) from your Hunter email only if you need to cancel your declaration to graduate. Also inform the [UPH office](#) and your advisor. Please remember to include your EMPLID and track/degree in all emails.

### **Diploma Information and Mailer** (All students)

Submit [this form](#) to Degree Audit if you would like your diploma mailed to you vs picking it up from the Registrar at 68th Street, main campus. Diplomas are available for pickup or mailing 4-6 months *after* commencement. Degree Audit notifies you when your diploma is available by a message to your Hunter email.

### **Commencement** (Hunter College and School of Public Health Recognition Ceremony)

[Commencement](#) is twice per year. Fall and Winter graduates may attend in January. Spring graduates may attend in late May or early June. In addition, UPH also holds a smaller graduation, a Recognition Ceremony, usually late May or early June for UPH graduates and undergraduate academic year graduates. Graduating students will receive an invitation to rsvp from UPH in April.

## **Other Forms**

### **Certified Dietician Nutritionist (CDN) instructions** (NUTR-MS DP students)

[This form](#) is for Nutrition MS graduates who are applying for the NY State CDN licensure.

## **Personal Forms**

### **Change of name, address, phone, or Social Security number** (All students, Hunter College)

Email the UPH office of any changes in your name, alternative email address, phone number, or home address. Please also [update your phone numbers and alternative email within CUNYfirst](#). Keep your personal information current in CUNYfirst.

### **International Students CUNY websites** (International students)

After viewing the websites, please contact Hunter’s International Student office for all matters related to your international status, including questions on visa and work authorization

[CUNY’s International Students](#) includes health insurance information for international students.

[Hunter International Students](#) includes information on financial resources and fellowships available to international students.

*When communicating with UPH, please use your Hunter email only and include your EMPLID.*

**[NFS Listserv](#)**

**Subscribe to the Hunter [NFS-I listserv](#) so as to receive general information and job/internship messages. Upon graduation unsubscribe and subscribe to the [NFSalumni-I listserv](#)**

**[UPH Student Club Facebook page](#) (for undergraduate PH, NFS & NW majors)**

**See the page for past & current event. Also, consider becoming a club officer in future.**