



Jay Express Services Center (Formerly One-Stop)

The Jay Express Services Center at John Jay College provides **Admissions, Bursar, Registrar, Financial Aid, and Testing** services and functions in one convenient location.

Location: New Building - Room L.79.00
Hours: Mon through Thurs: 10:00 am - 5:45 pm
Fri: 9:00 am - 11:45 pm
Phone: (212) 663-7867
Email: jayexpress@jjay.cuny.edu
Website: <http://jstop.jjay.cuny.edu/onestop.php>

Accessibility Services

John Jay's Accessibility Services provides comprehensive access to support services and programs for undergraduate and graduate students with hearing and visual impairments, mobility impairments, learning disabilities and attention deficit disorders, chronic illnesses and psychological impairments. It is our responsibility to ensure that students with disabilities have equal access to services and are not discriminated against because of a disability. This office functions to assist students in obtaining appropriate accommodations and services designed to encourage independence and self-advocacy, backed by a comprehensive system of support services.

Location: New Building - Room L.66.00
Hours: Mon, Tues, Thurs, Fri: 9:00 am - 5:00 pm
Wed: 9:00 am - 7:00 pm
Phone: (212) 237-8031
Website: <http://www.jjay.cuny.edu/2023.php>

Career Development Services

The mission of Career Development Services is to assist students and alumni in finding success in the career of their choosing, through career exploration, skill development, practical experience attainment, and building a professional network. Career Development Services offers assistance with career advisement and graduate school planning, internship and cooperative education opportunities, networking, and job search strategies.

Location: New Building - Room L.72.00
Hours: Mon, Thurs, Fri: 9:00 am - 5:00 pm
Tues, Wed: 9:00 am - 7:00 pm
Phone: (212) 237-8754
Email: careers@jjay.cuny.edu
Website: <http://www.jjay.cuny.edu/1614.php>

Children's Center

The John Jay College Children's Center, for the children of JJ students, enrolls children between the ages of six months and four years. The center offers an educational program in a warm, caring, and comfortable environment.

Location: North Hall - 445 W. 59th Street - Room 1500N; *Scheduled to move to the new building in October*
Hours: Mon through Thurs: 7:45 am - 5:30 pm
Fri: 7:45 am - 2:30 pm
Phone: (212) 237-8310/8311
Website: <http://www.jjay.cuny.edu/childrenscenter/x.asp>

Counseling Services Center

The Center provides students with a complete range of counseling and referral services. All of the services are **FREE** of charge and are available by walk-in or appointment. **The services provided include:** personal counseling, adjustment to college, career and personal development, choosing a major, study habits, test anxiety, low self-esteem, family and relationship concerns, depression and grief. We also provide academic advisement to in-service students (police, firefighters, corrections officers) and student veterans.

Location: New Building - Room L.68.00
Hours: See schedule below

Personal Counseling services are provided on an individual and group basis to students; consultations are private and confidential. Staff can address crisis or emergency situations.

Personal Counseling: By appointment only; crisis and emergencies will be seen as necessary.

Mon through Fri: 9:00 am - 5:00 pm

Counseling Liaisons are assigned to academic and student service departments. The purpose of the counselor liaison is to act as a consultant to faculty and staff that observe students with distressed, disruptive or dysregulated behaviors. The list of counselor liaisons can also be obtained from the Counseling Department website. During business hours Monday, Thursday, and Friday 9:00 am - 5:00 pm and Tuesday and Wednesday 9:00 am - 7:00 pm, you can call the Counseling Department (212 237-8111) and request a consultation. The counselor liaison will assist you in assessing concerns, gauging the safety risk and developing appropriate responses. When appropriate, the counselor liaison will recommend referral to Behavioral Intervention Team (BIT) or the Security Department.

Note: Public Safety provides emergency services, before 9:00 am and after 5:00 pm, for students in crisis.

Phone: (212) 237-8111
Website: <http://www.jjay.cuny.edu/2246.php>

Health Services **ALL HEALTH INFORMATION IS CONFIDENTIAL.*

The Health Services Center is staffed by a Registered Nurse, a Nurse Practitioner and a Health Educator; they assist students in need of medical attention, and refer them to collaborating hospitals, low-cost medical centers, or clinics.

Location: New Building - Room L.67.00
Hours: Mon, Tues, Thurs and Fri: 9:00 am - 5:00 pm
Wed: 9:00 am - 7:00 pm *only when classes are in session.*
Phone: (212) 237-8052/8053
Website: <http://www.jjay.cuny.edu/312.php>

Women's Center

This center provides education, outreach and activist opportunities on women's issues and gender justice. Direct services such as crisis intervention and individual counseling as well as a safe space for

women students and their allies are all provided at this center as well. Mission of the center is to advance knowledge of gender equity, of women's issues, and of the opportunities and barriers students can face on campus and in society.

Location: New Building - Room L.67.10
Hours: Mon, Thurs, Fri: 10:00 am - 5:00 pm
Tues, Wed: 10:00 am - 6:00 pm
Phone: (212) 237-8184
Email: womenscenter@jjay.cuny.edu
Website: <http://www.jjay.cuny.edu/1974.php>

SERVICE	DESCRIPTION	ELIGIBILITY (JJC Students)
<p>Academic Advisement Center (AAC) http://www.jjay.cuny.edu/academics/4032.php</p> <p>Main Office: (646) 557-4872/4816 Mon & Thurs: 9 am – 5 pm Tues & Wed: 9 am – 7 pm Fri: 9 am – 1 pm</p> <p>New Building Rm L.73.00</p>	<p>The mission of John Jay College's AAC is to help undergraduate students explore, define, and achieve their academic goals. Advising staff assist students in discovering both in-class and out-of-class educational opportunities to become self-directed learners, decisions makers, and productive members of society.</p>	<p>The AAC provides services for the following populations: Freshmen (Students who have 0-39 credits) Continuing Students in the B.A. or B.S. degree programs who need advising regarding the general education requirements. New Transfer Students; Readmitted Students; Students on Academic Probation.</p>
<p>Academic Integrity http://www.jjay.cuny.edu/academics/762.php</p> <p>Contact Person: Kevin Nesbitt or Jennifer Dobbins (212) 237-8801 or (646)554-4576</p> <p>knesbitt@jjay.cuny.edu jedobbins@jjay.cuny.edu</p> <p>Mon - Fri: By Appointment or Email</p> <p>Haaren Hall - Suite 621</p>	<p>The CUNY Board of Trustees adopted a new & revised “Policy on Academic Integrity” that provides more institutional support to our faculty as they exercise their responsibility to discuss academic integrity with their students, to use all tools at their disposal for guarding against plagiarism and cheating, to report breaches of academic integrity, and to apply academic sanctions when warranted. All faculty are encouraged to discuss and report any instances of plagiarism with Kevin Nesbitt, our current Academic Integrity Officer, or with Jennifer Dobbins, our Academic Integrity Specialist.</p>	<p>All students enrolled in any of the online, hybrid, or traditional courses can be reported for academic dishonesty.</p>
<p>Center for English Language Support (CELS) www.jjay.cuny.edu/academics/587.php</p> <p>Contact Person: Christopher Davis (646) 557-4631 CELS Tutoring Center (212) 237-8231</p> <p>Mon-Fri: 10:00 am – 5 pm</p> <p>New Building Rm. L2.75</p>	<p>CELS offers individual tutoring, workshops, in-class presentations and computer/online resources to help students develop proficiency in reading and writing academic English.</p>	<p>Individual tutoring is available to students whose native language is not English. *Some workshops are open for both native and non-native speakers.</p>
<p>Communication Arts Lab</p> <p>Contact Person: Mark Alonzo (212) 237-8126</p> <p>Mon & Weds 10 am – 5 pm; Tues, Thurs & Fri 10 am – 4 pm</p> <p>Haaren Hall - Suite 438T</p>	<p>The Center is available to all JJ students who are having difficulty with reading comprehension, study skills, and/or time management. Problems with reading are diagnosed via appointment by a qualified reading laboratory technician.</p>	<p>The Center is open to students enrolled in COM 101 & COM 102 who have been referred by a professor, or who are self-referred. The Center is also available to other JJ students who are experiencing academic difficulties.</p>

<p>Foreign Language Lab http://www.jjay.cuny.edu/academics/596.php</p> <p>Contact Person: Caroline O'Donovan Front Desk (212) 237-8707; (212)484-1140 Mon & Tues: 10 am – 8 pm Wed & Thurs: 10 am – 6pm Fri: 10 am- 5:30 pm</p> <p>New Building Rm. 7.64</p>	<p>Individual and small-group tutoring are available by appointment.</p>	<p>Students enrolled in any foreign language course are eligible.</p>
<p>Student Academic Success Programs (SASP)</p> <p>Contact Person: Katalin Szur (212) 237-8041</p>	<p>The office includes First Year Experience programs, sophomore and transfer experience programming, student recruitment efforts for the CUNY Justice Academy and conditionally-admitted students, academic services and summer immersion programming. Director Szur works closely with faculty and administrators throughout the College and university. She develops strategic retention and engagement initiatives for SASP. She also oversees multiple grants related to student academic success and participates in college-wide enrollment intake planning for undergraduates.</p>	<p>The FYE Extension Programs are open to students who have not passed one or more of the CUNY Assessment Tests. As of January 2011, the number of times a student may participate is limited. Check with FYE for eligibility.</p>
<p>Math & Science Resource Center http://www.jjay.cuny.edu/academics/592.php</p> <p>Contact Person: Michele Doney (646) 557-4595</p> <p>Front Desk (646) 557-4635</p> <p>Mon, Tues, Wed: 10 am – 8 pm Thurs, Fri, Sat: 10 am – 5 pm <i>*See website for Winter & Spring break hours.</i> ITP = Intensive Tutoring Program MAP = Math Advancement Program</p> <p>New Building Rm. 1.94</p>	<p>Small-group tutoring is available for students currently enrolled in most science and Mathematics courses. The ITP is available for students who need to pass the CAT in math and who are not eligible to take MAT100 or MAT103. The MAP is available for students repeating a course. The center also features a resource library and a computer lab. <u>Instructors in math and science may request to have repeat and make-up exams proctored in the center.</u></p>	<p>All students currently registered in:</p> <ul style="list-style-type: none"> -MAT 100, 103, 104, 105, 108, 141, 241, 242, 301 -BIO 101, 102, 103, 104, 315 -CHE 101, 102, 103, 104, 201, 202, 220, 315, 320, 321 -NSC 107 -PHY 101, 102, 203, 204
<p>STATLAB (Statistics Tutoring) Contact Person: Margaret Leland Smith</p> <p>(212) 237-8033</p> <p>ICJE – Suite 607B <i>*The schedule changes each semester and is posted on lab doors:1306N, 4201N, 413T & 436T</i></p>	<p>STATLAB is a project of daily, designated periods in College labs for supported practice in undergraduate statistics and other quantitative courses. STA 250 Teaching Assistants staff the labs.</p>	<p>All students. <i>*Students should bring their assignment(s) and the textbook(s).</i></p>

<p style="text-align: center;">Writing Center</p> <p style="text-align: center;">(212) 237-8569</p> <p>Mon & Thurs: 11 am – 8 pm Tues & Wed: 10 am – 7 pm Friday: 10 am – 4 pm</p> <p style="text-align: center;">New Building Rm. 1.68</p>	<p>The primary function of the Center is to help all undergraduate and graduate students learn to write papers for their courses and strengthen their overall writing skills. The Center offers one-to-one tutoring and many skills and content-oriented workshops, as well as CPE and CATW preparation.</p>	<p>Open to all students except those whom the college requires to attend other centers. The Center offers special help to English language learners who have completed EAP 131 and who are in mainstream higher level courses.</p>
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