AN INSIDER’S GUIDE TO THE SPITZER SCHOOL OF ARCHITECTURE

2018 - 2019
Welcome!

Congratulations, you've made it to the Bernard and Anne Spitzer School of Architecture!

Use this guide to find your way around Spitzer and City College, including, most importantly, where to eat!
The AIAS Team

Nadeen Hassan  
Fundraising Chair  
nhassan002@citymail.cuny.edu  
Hi guys! I’m a fourth year student and my job includes fundraising!

Tuba Ahmed  
Social Media Chair  
tahmed015@citymail.cuny.edu  
I’m a second year student and I’m in charge of all the media and outgoing communications!

Alejandra Zapata  
Events Co-Chair  
alezapata10111@gmail.com  
Hello! I’m a fourth year and Elene and I get to come up with all the awesome ideas for events!

Elene Solomnishvili  
Event Co-Chair  
solomnishvilielene@yahoo.com  
Hello! I’m a fourth year and Alejandra and I get to come up with all the awesome ideas for events!

Renee Sasson  
Graphics Chair  
rinarenee@gmail.com  
Hello! I’m a fourth year and my job is to create posters and find creative ways to promote events!

Leslie Epps  
Conference Chair  
landlepps@gmail.com  
Hello! I’m a third year and my job is to organize and encourage all of you to come to AIAS conferences!
The AIAS Team

Meet the students behind AIAS CCNY!

Estefano Torres
Chapter President
etorres92796@gmail.com

I’m in my fifth year and am really excited to be this year’s Chapter President! We have a lot of fun things planned and I can’t wait to meet you all!

Kamila Jujka
Chapter Vice President
kamilajujka@gmail.com

I’m a fourth year and my job includes meeting with the various committees and making sure everything runs smoothly.

Benjamin Akhavan
Chair/Past President
benjaminakhavan@gmail.com

Hello! I’m a fourth year and the former Chapter President. My job is to run our mentorship program!

Evana Said
Treasurer
esaid000@citymail.cuny.edu

I’m in my third year and I make sure we have funding for our awesome events!

Jenine Shane Mangubat
Secretary
shnmn2339@gmail.com

Hi! I’m a second year student at Spitzer and I’m in charge of internal communications.

Letter From The President

Dear Students,

On behalf of AIAS CCNY, I want to congratulate and welcome everyone to The Spitzer School of Architecture!

The American Institute of Architecture Students is an international organization whose focus is to promote networking, practice and collaboration at a national level. The CCNY chapter embraces and excels in helping students get introduced to the world of an architect. Within our community of administration and our own members we have created a solid foundation for students to enhance their skills as well as work on professional development.

Our chapter is coming off a big year, one in which we hosted a regional conference and that showcased our school community. We learned a lot through this experience and with all this added knowledge we are ready to take on this new year! We have many events planned, such as firm tours, workshops, lectures, and networking opportunities.

Since our chapter began, the amount of members has grown exponentially. Every year we have more new energy that leads to AIAS reaching new heights. I cannot wait and I am truly honored to serve as this year’s Chapter President!

I look forward to meeting all of you!

Estefano Torres
AIAS CCNY Chapter President
Looking For Something?

Gordon A. Gebert  
Interim Dean  
RM 122  
GGEBERT@CCNY.CUNY.EDU

Julio Salcedo-Fernandez  
Chairperson  
RM 112  
JSALCEDO_FERNANDEZ@CCNY.CUNY.EDU

Camille Hall  
Director for Finance and Administration  
RM 121  
CHALL@CCNY.CUNY.EDU

Erica Wszolek  
Executive Associate to the Dean  
RM 123  
EWSZOLEK@CCNY.CUNY.EDU

Membership Benefits

When you join AIAS, you’re automatically eligible for awesome benefits from the organization, as well as the opportunity to attend national and regional conferences!

CONFERENCES / EVENTS

GRASSROOTS in DC  
FORUM in Seattle  
QUAD in Boston  
fall conf. in Detroit

LOCAL EVENTS

firm tours  
job site tours  
special events

AIA / LICENSURE

Earn 600 axp credits  
NCARB Info. Sessions  
advice, help, contacts

DISCOUNTED SERVICES

free subscription  
47% discount  
10% discount  
employment advice

When you join AIAS, you're automatically eligible for awesome benefits from the organization, as well as the opportunity to attend national and regional conferences!
Join AIAS

The City College chapter of the American Institute of Architecture Students is committed to engaging a community of architecture students and architects.

The AIAS brings you face-to-face with a side of architecture that you’ve never seen.

Firm crawls, national conferences, and a citywide events calendar are a few of the things we organize for our members that grant insider’s access into the architecture world at large.

AIAS CCNY has a professional network with firms, architects, and professional organizations that bring job offers to you.

Finding an internship is only as hard as picking a place to work.

How To Become A Member

Step 1
Your membership fee goes directly to AIAS national and has graciously been subsidized by the Spitzer School of Architecture for Fall 2018. The fee is typically $47. Final cost for you? $30.

Step 2
Find us at the main entrance at the AIAS table answering questions and signing you up. We will assist in creating an account and making sure the registration process goes smoothly.

The Spitzer Administration and Faculty are here to help! Here are some of the people you can go to for questions or concerns:

Michael Miller
Director of Operations

Hannah Borgeson
Graduate Student Services Manager

Jeremy Edmiston
Director of Undergraduate Advising and Coordinator

Sara Morales
Admissions and Academic Advisor

Come to me if there’s an issue with your studio or if you’d like to reserve a room for group study sessions!

Come to me if you are a graduate student and you have questions about registration and classes!

Come to me if you are an undergrad and have questions about the program!

Come to me if you are an undergrad and have questions about registration and classes!
**Spitzer First Floor Places**

- **Visual Resources**
- **Cityworks Archive**
- **Library**
- **Comp. Lab**
- **Print Room**
- **Periodicals**
- **Library Admin**
- **Model Shop Access Stair**

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**Specialty Supplies**

**Canal Plastic Center**
345 Canal Street
New York, NY
(212) 925-1032

“Acrylic sheets and custom shapes.”

- [canalplastic.com](http://canalplastic.com)

**Tape Direct Inc.**
330 Hendrickson Avenue
Lynbrook, NY
(718) 599-1799

“Cheapest place to buy a TON of plaster, hydrocal, ultracal, but you’ll need to take a car (Long Island)”

- [tapedirectinc.com](http://tapedirectinc.com)

**Micro-Mark**
(908) 464-1094

“If you ever need small hinges, handheld power tools, or anything special for modelmaking”

- [micromark.com](http://micromark.com)
Rosenzweig Lumber & Plywood
810 E 135th Street (Bronx)
(718) 585-8050

“Great selection of woods, helpful staff”

Nearby Trains:

National Balsa
(413) 277-9500

“For huge models that need a lot of basswood. Costs less than retail prices but should be ordered early. Plus, you can have it sent to school.”
Spitzer Resources

Library
Division Chief, Nilda Sanchez-Rodriguez

1ST FLOOR NORTH
NSANCHEZ@CCNY.CUNY.EDU

Model Shop
Director, Ali

CONCOURSE LEVEL
SHOP.CCNY@GMAIL.COM

SSA.CCNY.CUNY.EDU/RESOURCES/CREATIVE-SPACES/FACTORING-SHOP/

Computer Lab
IT Manager, Muhammad Ahmad

Hardware & Lumber

Sometimes, a project will call for lumber, MDF, insulation foam, plaster, or huge pieces of basswood. You’ll also probably need a bunch of tools too, like a sander, or saw, and lots of clamps.

Home Depot
40 West 23rd Street
(between 5th & 6th Ave.)
(212) 929-9571

“For tools, plaster, hardware, or plants“

Home Depot
400 Exterior Street (Bronx)
(718) 401-2520

“Closest place to get lumber, MDF, and other large building supplies; might need to take a cab back to school”
Materials & Supplies

BLICK
art materials

Blick Art Martials
261 West 125th Street
(212) 222 7000

“15 minute walk from school, great art supply store, 10% CUNY ID discount! Next to Starbucks”

Nearby Trains
A C B D

iBean Cafe

Hours
Monday 8:30am - 6pm
Tuesday 8:30am - 6pm
Wednesday 8:30am - 6pm
Thursday 8:30am - 6pm
Friday 8:30am - 6pm
Saturday 8:30am - 6pm
Sunday Closed

Hours
Monday 9am - 7pm
Tuesday 9am - 7pm
Wednesday 9am - 7pm
Thursday 9am - 7pm
Friday 9am - 7pm
Saturday 9am - 7pm
Sunday 11am - 7pm
Student Resources

Bursar
Wille Administration Building
Room 103
(212) 650-8700
bursaroffice@ccny.cuny.edu

Registrar
Wille Administration Building
Room 102
(212) 650-7850/7852
registrar@ccny.cuny.edu

Financial Aid
Wille Administration Building
Room 104
(212) 650-6656
financialaid@ccny.cuny.edu

Scholarship Office
Wille Administration Building
Room 101
(212) 650-8716
ccnyscholarships@ccny.cuny.edu

Office of On-Campus Student Employment
Shepard Hall
Room 53A
(212) 650-6065
sgreen@ccny.cuny.edu

Housing and Residential Life
The Towers at CCNY
Kern Williams
(917) 507-0070
towers@ccny.cuny.edu

Off Campus Housing Referral Service
Wingate Hall, Room 107
(212) 650-5370
studenthousing@ccny.cuny.edu

Student Health Services
Marshak, Room J-15
(212) 650-8222
shs@ccny.cuny.edu

Counseling Center
Marshak
Room J-15
(212) 650-8222
counseling@ccny.cuny.edu

Blick Art Materials
148 Lafayette
(212) 431-3864

"When you need to stop by Canal Plastics or are hungry for Chinese food"

Janoff's Stationary
2870 Broadway
(between 111th and 112th street)
(212) 533-2444

“For last minute or hard to find basswood products, a little pricey”

Hours
Monday - Friday 9am - 8pm
Saturday 9am - 7pm
Sunday 11am - 6pm

Nearby Trains
6 N Q R J Z

Hours
Monday - Friday 8:30am - 6:30pm
Saturday 9am - 6:30pm
Sunday 10am - 6:30pm

Nearby Trains
1
Materials & Supplies

You’ve probably gotten a long list of supplies to buy and have no idea what half of those things are. These are the stores that will have everything you need:

**Blick Art Materials**
650 6th Ave.  
(212) 524-9611  
(20th & 19th street)  

“Reliable foamcore stock, Chipotle next door.”

**Blick Art Materials**
1 Bond St.  
(212) 533-2444  

“Everything you need and more, Herzog & de Meuron and Selldorf buildings nearby”

**Student Life and Leadership Development**
NAC  
Room 1-210  
(212) 650-5002  
studentlife@ccny.cuny.edu

**International Student and Scholar Services**
NAC  
Room 1-107  
(212) 650-8106

**Career Center**
NAC  
Room 1-116  
(212) 650-5327  
careercenter@ccny.cuny.edu

**Writing Center**
NAC  
Rudin Center, Cohen Library  
(212) 650-7349  
writingcenter@ccny.cuny.edu

**Student Disability Services**
NAC  
Room 1-218  
(212) 650-5913  
TTY/TTD:  
(212) 650-8441  
disabilityservices@ccny.cuny.edu

**Recreation and Campus Fitness, Gym**
Wingate Hall  
3rd Floor  
Gym: (212) 650-6595  
Office: (212) 650-7556  
krahman@ccny.cuny.edu

**Office of Public Safety**
NAC  
Room 4-201  
(212) 650-6911  
Emergencies: 212) 650-7777

**College Shuttle Bus & Escort Service**
Office of Public Safety  
(212) 650-6911  
Emergencies:  
(212) 650-7777

* NAC: North Academic Center  
* Marshak: Marshak Science Building
**Student Safety**

**CCNY Shuttle**

“Convenient & safe way to get to 125th & 145th Streets”

- **125th St. Shuttle**
  Stops: 125th St. / 138th St. (NAC)

- **145th St. Shuttle**
  Stops: Marshak / 145th St.

**Campus Escort Service**

Sometimes you’ll find yourself at school much later than you want to be; When you need a ride to the train, call the CCNY Escort Service to get you there. They will pick you up at Spitzer and drop you off at any designated CCNY Shuttle Bus stop.

(212) 650-6911

**Visual Studies Apps**

Your Visual Studies professor will tell you about all the programs you’ll be learning, here’s what we think are necessary to install:

- AutoCAD
- Rhinoceros + Grasshopper
- Illustrator
- InDesign
- Photoshop

[www.adm.ccny.cuny.edu/nextbus](http://www.adm.ccny.cuny.edu/nextbus)
You’ll receive a list from your studio professor of the recommended supplies list, but from upperclassmen to you, this is what you’ll really need:

**Essentials:**
- Drafting Board
- Laptop with Dedicated Graphics Card, 16GB RAM
- Flash Jump Drive

**For Drafting:**
- Roll of 36" or 48" 70 or 90lb white paper
- Roll of 12" White trace paper
- 2 Lead holders
- Rotary lead pointer
- Lead; 2H, 2B, 8B are the most necessary lead weights
- Soft white eraser
- Kneaded Eraser
- Erasing shield
- 30/60 and 45/90 triangles; clear for drafting, metal for cutting
- 1/2" Drafting Tape
- Drafting Brush
- 36" - 48" Metal T-Square (for cutting paper)
- 12” or 18” Architectural Scale

**For Modelmaking:**
- 18”x24” cutting mat (or larger)
- Clear 12” T-Square
- OLFA twist-lock knife
- Extra OLFA blades
- X-Acto knife
- Extra X-Acto blades
- 12-24” Cork-backed Metal Ruler
- White and/or Wood Glue
- 1” Artist’s Tape

**For Presentations:**
- Clear pins

**Safety Tips**
- The CCNY Dept. of Public Safety provides 24/7 law enforcement, security, fire safety, and medical emergency services on campus.
- In case of emergency, use the blue light emergency telephones across campus. They will connect you to the Emergency Dispatch Center.
- Walk in heavily traveled areas and through well-lit areas at night.
- Don’t get distracted while walking! Limit phone and device usage when traveling.
- Ride the shuttle during the day or a Public Safety Escort vehicle after hours.
- The Public Safety Department is located in Room 4/201 in the NAC.
Nearby Noms: Fast Food

Like most of us, you may get a once in a blue moon craving for a Checkers burger or a Dominos pizza party. We’ve got you covered:

1. **McDonald’s**
   “Everyone has that Big Mac craving once in a while”
   138th St. & Broadway
   125th St. & Saint Nicholas Ave.

2. **Burger King**
   “When you’re craving a Whopper Jr. or chicken fries”
   Btwn 140th & 141st & Broadway

3. **Checkers**
   “Milkshakes when the ice cream truck isn’t around and great fries”
   145th St. & Saint Nicholas Ave.
   125th St. & Saint Nicholas Ave.

4. **Dominos**
   “Order with friends and have an impromptu pizza party”
   125th St. & Convent Ave.
   149th St. & Broadway

5. **Popeye’s**
   “After a quick supplies run to Artist & Craftsman”
   125th & Saint Nicholas Ave.

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Model-making Tips

- The wood shop staff has one job... to make sure everyone leaves in one piece. If you have questions about equipment, don’t be afraid to ask! They’re super friendly, we promise.

- Clean your drafting tools often. Believe it or not, dirty triangles and rulers can push around graphite which will smudge drawings. We like using dry cleaning pads (that are filled with erasing powder) to clean up drawings & drafting tools.

- Keep all your blades covered when not in use, and cover used blades in tape before you toss them!

- Use a small plastic T-square (can be found 12” long) for marking model-making materials to cut! And remember: measure twice, cut once.

- You’ll need a lot of different tools over the course of your years at Spitzer. Sometimes, it makes sense to borrow from a friend, but always remember to ask first and to return the favor.

- Label all your tools! We like a swatch of brightly colored artists tape in a signature color, that way everyone knows who belongs to the misplaced neon pink ruler.
Pro Tips

Surviving Spitzer

- **Plan accordingly.** Everything will take 2-4 times longer than you expect they will, it’s hard not to escape it.
- **Make sure your studio time is ultra-productive.** You’ll do better work faster-then you can go home early!
- **Set aside some time every week to relax and take a breather** from school work and studio, especially during midterms and finals. We like coffee dates with friends and visits to our favorite museums.
- **Pay equal attention to your other classes,** they count just as much as studio does. You need to pass all your general requirements in order to make it to third year!
- **Never leave laptops, phones & other valuables unattended.** Use the hall or in-studio lockers to store them! Don’t assume your belongings left anywhere are safe.

- **Record all your work!** Take photos of sketch models and final models while they’re in progress, and photograph all final work after your presentation. You’ll thank yourself when it’s time to create a portfolio. Need help? Ask us!
- **Always ask for advice.** From your professor, a mentor, a friend, a classmate, anyone! But you don’t always have to follow what others advise: Maintain a strong project objective and make decisions that support it.
- **Try explaining your project to someone outside of architecture.** This will help prepare you for future presentations because you have to completely “dumb it down” to a short and concise explanation.

Nearby Noms: The Routine

One of the first things you’ll need to do at City College is find something to eat, here are the student-friendly spots close by that we visit the most often.

- **Suhail Deli**
  “The best spot for late nights and breakfast sandwiches”
  Open 24/7
  136th & Amsterdam

- **Subway**
  “For cheap sandwiches that fill you up or you can save for later”
  Closes at 7PM
  135th & Amsterdam

- **Cafe One**
  “Worth the walk; good coffee, great service, great food”
  Closes at 8PM M-F; 7PM Sat; 6PM Sun
  140th & Amsterdam

- **Fruces**
  “Local juice bar. ❤ that place.”
  7AM-8PM M-F; 8AM-6PM Sun
  134th & Amsterdam
**Nearby Noms: The Treat**

Sometimes you'll want to shake things up a bit. Here are a couple of places where you might want to sit down and really enjoy a meal:

1. **Fumo**
   "Culinary Italian food: simple and delicious"
   138th St. & Amsterdam Ave.
   on Seamless

2. **The Handpulled Noodle**
   "Some of the best noodles outside of Chinatown"
   148th St. & Broadway

3. **137 Bar and Grill**
   "For grilled bites, the game, and happy hour"
   137th St. & Broadway
   on Seamless

4. **Maison Harlem**
   "A French bistro in the middle of Harlem; neighborhood favorite"
   127th St. & Saint Nicholas Ave.

5. **Clove**
   "A lunch buffet that you’ll keep coming back for"
   138th St. & Amsterdam Ave.
   on Grubhub & Seamless

6. **Oso**
   "New Mexican delights full of ambiance"
   140th St. & Amsterdam Ave.
   on Grubhub & Seamless

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**Nearby Noms: Coffee**

Are you hooked up to an IV that feeds you a steady stream of caffeine? Well when you’re in architecture, coffee can be a lifeline.

1. **Filtered**
   "Closest place to get a good cup of Counter-Culture; cute signature pink Marzocco"
   139th St. & Amsterdam Ave.

2. **Sugar Hill Cafe**
   "Consistently great coffee; designed by SSA alumni"
   145th St. btwn Saint Nicholas Ave & Convent

3. **Manhattanville Coffee**
   "Gorgeous lighting and great buzzy atmosphere; coffee and baked goods are very yum"
   142nd St. & Edgecombe Ave.

4. **The Chipped Cup**
   "Eye-catching signature blue decor to draw you to this basement cafe; great coffee"
   Broadway btwn 138th St. & 139th St.

5. **Dunkin Donuts**
   125th St. & Amsterdam Ave.
   125th St. & St. Nicholas Ave.
   145th St. & St. Nicholas Ave.

6. **Starbucks**
   145th St. & Bradhurst Ave.