BUILDING HOURS AND ACCESS

The School of Professional Studies occupies classrooms and administrative offices at the following locations. Access to each location varies in accordance with the public and private functions of each building.

119 W. 31ST ST. CLASSROOMS & OFFICES

**Standard Hours**

Monday to Thursday: 8a.m. – 10p.m.

Friday: 8a.m. – 6p.m.

Saturday: 8a.m. – 6.p.m.

Sunday: Closed

Access to 119 W. 31st St. is granted to faculty, staff, and students upon presentation of a valid ID card from the School of Professional Studies, the Graduate School and University Center, or another CUNY college. All other visitors must show another form of picture identification and sign in at the lobby security desk. **No one is permitted to enter the building during off hours.**

**Bicycle Policy**

There is no bicycle storage at the School of Professional Studies, and no bicycles are permitted in the building.

- Always lock your bicycle securely, whether you're gone for a few minutes or a few hours.
- Use a U-lock, securing both wheels and the frame to a stationary object such as a post, fence, tree, or bike rack.
- For extra security, add a chain or cable with a good padlock. Always park your bike where it can be easily seen.
- Report suspicious persons or anyone loitering around bike racks for no apparent reason.
101 WEST 31ST ST. OFFICES

101 West 31st St.
(6th & 7th Floors)
New York, NY 10001

101 West 31st St. is a public building with a staffed security desk in the main entrance lobby. The building landlord issues ID cards for employees’ building access. Students must show SPS ID to the building security guards for entry.

**Standard Hours**

- Monday to Friday: 6:00 a.m. – 10:00 p.m.
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: Noon – 6:00 p.m.

The SPS Office of Campus operations will distribute access cards for the 6th and 7th floors in coordination with the CUNY Central Office.

Only authorized employees with coded access cards will be able to enter SPS offices on the weekend at this location.

Visitors are required to show ID and sign in at the security desk. Staff are encouraged to use the building’s new guest pre-registration system.

**Bicycle Policy**

There is no bicycle storage at 101 W. 31st St., and no bicycles are permitted in the building.

- Always lock your bicycle securely, whether you’re gone for a few minutes or a few hours.
- Use a U-lock, securing both wheels and the frame to a stationary object such as a post, fence, tree, or bike rack.
- For extra security, add a chain or cable with a good padlock. Always park your bike where it can be easily seen.
- Report suspicious persons or anyone loitering around bike racks for no apparent reason.

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THE JOSEPH S. MURPHY INSTITUTE

25 West 43rd St.
(18th and 19th floors)
New York, NY 10036

**Standard Hours**

- Monday to Thursday: 9:00 a.m. – 10:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 10:00 a.m. – 5:00 p.m. (fall and spring semesters only)

Access to the 25 West 43rd Street is granted upon presentation of a valid ID card of the School of Professional Studies, the GSUC, or any other CUNY college. Visitors during office hours and off-hour event attendees must show another form of picture identification and sign in at the lobby security desk.

Students or employees wishing access to the Murphy Institute beyond regular building hours must receive authorization from Institute staff. Permission will be granted for special classes, events, or meetings on a case-by-case basis. Members of the general public attending special events or meetings held during off-hours must show a form of picture identification and sign in at the lobby security desk.

Any request for off-hours access to the Murphy Institute should include the requested days, hours, and number of rooms required. Space requests must also include: name of organization, coordinator’s contact information, flyer of the event, total number of attendees.

Requests for off hour access will be authorized only for critical needs, with Murphy Institute classes, events and meetings assuming priority.

**Bicycle Policy**

There is no bicycle storage at the Murphy Institute, and no bicycles are permitted in the building.

- Always lock your bicycle securely, whether you're gone for a few minutes or a few hours.
- Use a U-lock, securing both wheels and the frame to a stationary object such as a post, fence, tree, or bike rack.
- For extra security, add a chain or cable with a good padlock. Always park your bike where it can be easily seen.
- Report suspicious persons or anyone loitering around bike racks for no apparent reason.

16 W. 34th St.
New York, NY 10001

**Standard Hours**

Monday to Thursday: 5:00 p.m. – 10 p.m.

Access to the Murphy Institute at the Cornell ILR Conference center is granted upon presentation of a valid School of Professional Studies ID card. Visitors must show another form of picture identification and sign in at the lobby security desk.

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HRA OFFICE OF CHILD SUPPORT ENFORCEMENT TRAINING PROGRAM

2 Washington St., 10th Fl.
New York, NY 10004

**Standard Hours**

Standard work hours: 8am – 6pm Monday - Friday
Building access hours: 24 hours per day Monday through Friday; Saturday and Sunday require special permission in advance.

Security guards monitor all entrances and exits 24 hours per day, 7 days a week.