**Testing-High School Examinations:**

- Please note: You are responsible for reviewing the information on this worksheet with an advisor, and for asking all relevant questions concerning your placement, advisement, & the registration process prior to exiting this session.

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**Testing-CUNY Assessment Exams**

- **Exempt-Reading/Writing.**
- **Reading/Writing:**

**Directions:** You are able to select courses, or any course from an area, that is marked as **ELIGIBLE**.

**Required Remediation:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Introduction to College Writing, 3cr (Common Core-English Composition)</td>
</tr>
<tr>
<td>ENG 121</td>
<td>Finite Math, 3cr</td>
</tr>
<tr>
<td>ENG 130</td>
<td>Pre-Calculus, 3cr</td>
</tr>
<tr>
<td>ENG 135</td>
<td>Algebra &amp; Trigonometry, 4cr</td>
</tr>
<tr>
<td>MTH 121</td>
<td>Intermediate Algebra, 0cr. (Prerequisite for MTH 121 &amp; MTH 123)</td>
</tr>
<tr>
<td>MTH 123</td>
<td>College Algebra &amp; Trigonometry, 4cr</td>
</tr>
<tr>
<td>MTH 125</td>
<td>College Algebra &amp; Trigonometry, 4cr</td>
</tr>
<tr>
<td>MTH 323</td>
<td>College Algebra &amp; Trigonometry, 4cr</td>
</tr>
</tbody>
</table>

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**Introductory & Pre-Major Requirements**

- **Reading Remedial Course**
- **Writing Remedial Course**
- **Mathematics Remedial Course**

**Advisement Notes:**

- Course titles, and degree/major information can be found on our website @ www.csi.cuny.edu/academicadvisement/advisingtools.html. Please review this information carefully and make use of it during this process.

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**Please retain your copy of this form.**

Adviser's Initials & Date: ____________________
**Students must be exempt/pass both the Reading & Writing Assessment Examinations in order to enroll in these courses.**

** Students must be exempt/pass the Mathematics Assessment Examination or MTH 20 in order to enroll in these courses.

***Students intending to complete a BA/BS degree should select Science courses that include a Lab, ex: CHM 110/CHM 111.

1. STEM is an acronym for Science, Technology, Engineering & Mathematics.
2. At minimum, all Mathematics & Quantitative Reasoning, Life & Physical Sciences, and Scientific World courses require being exempt/passing the CUNY Assessment Examination in Math or passing MTH 20. However, some courses require placement in MTH 123 or higher, such as General Chemistry I & Lab, CHM 141 & CHM 121.

For additional Backpage Notes regarding requirements, regulations, and policies, as well as Placement Testing & Financial Aid information, please go to [www.csi.cuny.edu/academicadvisement/advisingtools.html](http://www.csi.cuny.edu/academicadvisement/advisingtools.html).
Important Information for First-Time College of Staten Island Students

1) **CUNY Assessment Exams:** Each undergraduate student, unless exempt, must successfully complete the CUNY Assessment Exams in Reading, Writing, and Mathematics. Achieving proficiency in these subjects is required to enroll in college-level Writing, Math, Science, and Business courses. **Students are required to achieve proficiency within one year of their initial matriculation.** ESL (English as a Second Language) students may have additional time for passing the Reading and Writing Assessment exams only. Student must continuously enroll in any remedial course(s) required of them every semester they are in attendance until they pass the required exam(s). Failure to register for required remedial courses will disqualify any student from taking part in free Summer or January Immersion programs.

2) **CUNY Math Assessment Exam:** Students who have failed Parts 1 & 2 of the Math Assessment Exam are **required** to take part in an Immersion Program. Failure to complete an Immersion Program will prevent students from being able to matriculate. If you have failed both parts of the exam and have not enrolled in an Immersion Program then you must contact the Office of Academic Support immediately: [www.csi.cuny.edu/oas/](http://www.csi.cuny.edu/oas/)

3) **Math Placement:** It is possible to place into MTH 30, which is a remedial math course, even if you have passed or are exempt from the CUNY Math Assessment Exam. Placement is determined by reviewing your scores on the assessment & NYS Regents exams. With certain scores, you may be eligible for MTH 35, which you may take as a corequisite with MTH 123.

4) **Financial Aid Eligibility:** Registering for courses not listed on this advisement worksheet may prevent payment of your TAP award. To be eligible, students must register for a **minimum** of 12 units towards their degree requirements. For more details on the New York State Tuition Assistance Program, please go to [www.csi.cuny.edu/finaid/tap_aptsw_hesc_scholarships.html](http://www.csi.cuny.edu/finaid/tap_aptsw_hesc_scholarships.html).

**Full-time students with New York State residency enrolled for 12-18 units pay the same flat rate for tuition.**

**CUNY SCHEDULE OF CLASSES:** You may view the current availability of courses you intend to enroll in by accessing the [CUNY Schedule of Classes](http://www.csi.cuny.edu). This is not linked to your CUNYFirst account, so you will not be able to place courses in your shopping cart. However, you may still use it to create several possible schedules that will enable you to complete the registration process at the end of your New Student Orientation more efficiently.

**Foreign Language Courses**—Must be reading & writing proficient. Students in any degree program may complete a 112-level Foreign Language course to satisfy the World Cultures & Global Issues bucket. All students wishing to enroll in a language they previously studied or have knowledge of should consider taking the Foreign Language Placement Examination in order to Fast Track their language acquisition and degree progress. For further information and a schedule of upcoming testing dates, please go to [www.ml.csi.cuny.edu/lab/](http://www.ml.csi.cuny.edu/lab/).

**Business & Accounting Degrees offered through the School of Business**

**Associate in Applied Science in Business:** The associate's degree program offers options in Accounting, Finance, Information Systems, International Business, Management, and Marketing. Graduates may enter directly into the job market or continue study toward the bachelor's degree and should consult an advisor and plan their programs accordingly. A 2.5 GPA is not a requirement for students to enroll in the AAS program.

**Bachelor of Science in Business:** This program offers students a strong general business education together with the opportunity for concentrations in Finance, International Business, Management, or Marketing. For admission, continuation, and graduation from the Bachelor of Science degree program in Business, students must maintain a minimum cumulative GPA of 2.5. A cumulative GPA of 2.5 is not required for students pursuing a minor in any School of Business program, or for students enrolling in individual courses.

**Bachelor of Science in Accounting:** The program offers preparation for careers in finance and managerial accounting. For admission, continuation, and graduation from the Bachelor of Science degree program in Accounting, students must maintain a cumulative 2.5 GPA. A cumulative GPA of 2.5 is not required for non-Accounting students pursuing an Accounting minor, or non-Accounting students enrolling in individual courses.
Create your Four-Year Education Plan: Click the link to access an Educational Plan template to plan your entire degree using your transcript, DegreeWorks, and this Advising Worksheet: www.csi.cuny.edu/academicadvisement/pdf/EducationalPlanTemplate.pdf

Graduation Requirements: Associate’s Degrees (AA, AS, and AAS) require a minimum of 60 credits. Bachelor’s Degrees (BA, BS) require a minimum of 120 credits. Additional Bachelor’s Degree requirement: 60 Liberal Arts credits for a Bachelor of Science degree and 90 Liberal Arts credits for a Bachelor of Arts degree.

Pathways General Education: Pathways provides a set of General Education Requirements that, starting in fall 2013, every new and some returning students, as well as continuing students that elect to opt-in, must complete to earn an associate in arts (AA), associate in science (AS) or bachelor’s degree from CUNY. Additionally, students in bachelor’s degree programs must meet the College Option requirement. For more information, click here.

DegreeWorks: This easy-to-use, web-based degree audit and academic advisement tool is intended to enhance the advisement process. Access your DegreeWorks account through the CUNY portal at www.cuny.edu and then click on Student Advisement/Degree Audit (DegreeWorks). You can find additional information regarding DegreeWorks, including a video tutorial, on our website: www.csi.cuny.edu/degreeworks

Repeating Failed Courses: You may repeat a maximum of 16 credits of failed courses, and if the subsequent grade is C or higher then only this grade will be used in the calculation of your cumulative GPA. (Although, the first course and grade will remain on your transcript.) If the subsequent grade is a D or lower, then both grades are calculated into the GPA. The repeated course must be the same course taken at the same college as the initially failed course. Access the catalog for more information.

Repeating Passed Courses: If you received a passing grade in a course (D or better) but wish to repeat it for any reason, then both grades will remain on your transcript, and both grades will be calculated in your GPA. However, you will only receive credit for the course once.

Advisement Notes

1) TAP Eligibility: Registering for courses not listed on your advisement worksheet may prevent payment of your TAP award. To be eligible for TAP, students must register for a minimum of 12 credits towards their degree requirements. For more information on NYS TAP eligibility, meeting progress & pursuit standards, and general information regarding Financial Aid and HESC scholarships, please go to www.csi.cuny.edu/finaid/

Please note: Full-time students with New York State residency registering for 12-18 credits pay a standard flat rate for tuition.

1a) Requirements of an Associate’s in Science-Liberal Arts (Pre-Science) degree: A minimum of 19 credits (16 credits in Science Sequences and 3 credits chosen from those in BOLD), as well as 6 Science or Math elective credits at the 200-level or above, can be applied to an Associate’s in Science Degree-Liberal Arts (Pre-Science) from each major listed on the front of that document. All courses are 4 credits each, including any labs, except where noted.

2) Academic Warning: You must achieve a minimum 2.0 cumulative GPA to be removed from Academic Warning. Students on Academic Warning or Academic Probation may not register for more than 14 credits in a semester.

3) Academic Probation: You must raise your cumulative GPA or risk dismissal at the conclusion of the Spring semester. Students on academic probation will not be dismissed as long as they achieve a minimum GPA of 2.5 in both the fall and spring semesters, or a minimum GPA of 2.75 in either the preceding fall or spring semester, immediately prior to dismissal.

4) General Education Exemption: The Associate in Applied Science (AAS) degree does not automatically exempt students from their General Education requirements. Students who have completed an Associate in Arts (AA), Associate in Science (AS), Bachelor of Arts (BA) or Bachelor of Science (BS) degrees are exempt from the General Education requirements of their degree. In Pathways, students will still be responsible for satisfying the stated requirements of the College Option.

5) General Education Catalog Year: If you matriculated fewer than 10 years ago, then your General Education catalog is determined by the first semester in which you completed at least 1 credit as a matriculated student at CSI.

6) Major Catalog Year: This is determined by the semester you officially declare your major, and can be different from the catalog from which your General Education requirements are determined. Click to access the current catalog: www.csi.cuny.edu/catalog/

7) CUNY Skills Assessment Exams: If you have not already passed the CUNY Skills Assessment Exams, then you are required to complete your remedial courses in 1 year. ESL students may have additional time. Students who have failed Parts 1 & 2 of the COMPASS Math Assessment Exam are required to take part in an Immersion Program prior to registering for any remedial Math course. In addition, a student must continuously enroll in any remedial course(s) required of them every semester in attendance at the college until they pass the required exam(s). Failure to register for required remedial courses will disqualify students from taking part in free Immersion Programs offered in the summer or January.

8) Fitness for Life: A current “MEDICAL CERTIFICATE FOR PARTICIPATION IN PED 190” or a request for exemption must be on file with the Health Center, 1C-112. Access the form @ www.csi.cuny.edu/registrar/forms/medicalcertification.pdf.

9) Math Placement: It is possible to place into a remedial math course (e.g. MTH 30), even if you have passed the COMPASS Math Assessment Exam. Assessment/placement exam scores, and/or any SAT or Regents scores from either Math A, Math B, Sequential 2 or Sequential 3, determines placement into all levels of math courses. Passing the remedial course(s) is required to move on to higher-level math, science, business, accounting and certain SLS courses.

10) “Double-Dipping” Courses marked with an * from either the 200-level Social Scientific Analysis, 200-level Arts & Communication, Literature, or The Contemporary World also satisfy the Pluralism & Diversity requirement. View the listings for the upcoming semester @ www.csi.cuny.edu/academicadvisement/general_education_courses.html.

11) Foreign Language Placement Examination: Students may take the exam to receive exemption from all or part of the language requirement. Credits are not granted for receiving an exemption. The exam is administered in the Modern Language Media Center, located in 2S-114. Visit their website for more details and the upcoming placement examination schedule: www.ml.csi.cuny.edu/lab/.

12) Biology Placement Exam: Students entering the Nursing program or other Health Sciences that require BIO 150 should take the exam, which may exempt them from BIO 106/107. Refer to College Testing, located in 1A-104, for information.
Searching for Pathway Requirements in CUNYfirst

1. Log into your CUNYfirst account
2. Select HR/Campus Solutions
3. Select Self Service
4. Click the “Search for Classes” box
5. Enter Search Criteria
   - **Institution:** College of Staten Island
   - **Term:** Select the term you wish to search for
   - **Requirement Designation:** Select the requirement you wish to search for

![CUNYfirst Search Interface](https://home.cunyfirst.cuny.edu//psp/cnyepprd/GUEST/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?FolderPath=PORTAL_ROOT_OBJECT)
Signing onto DegreeWorks

All users will need to create (if they have not done so already) a Username and Password through the CUNY Portal.

**Step by step instruction to register for CUNY Portal:**

**Step 1:** Go to [www.cuny.edu](http://www.cuny.edu)

**Step 2:** Click on the **Log-In** link on the left side of the page.

**Step 3:** Click **Register-Now!**

**Step 4:** Select your affiliation with the University from the next page (**Student**, **Faculty** or **Staff**).

**Step 5:** Enter your **name, social security number**, and **date of birth** on the User Validation page and click next.

**Step 6:** Once the above information is confirmed and validated, you will be asked to create your own Username and Password. After that, you will automatically be logged on to CUNY Portal.

**NOTE:** Please write down your Username and Password information.

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Signing onto DegreeWorks

Once you have an account, follow the following steps:

**Step 1:** Go to [www.cuny.edu](http://www.cuny.edu)

**Step 2:** Click on the **Log-In** link on the left side of the page.

**Step 3:** Enter your **Username & Password** and click the **Login** button.

**Step 4:** Click on the **Student Advisemen/ DegreeAudit** link.

**Step 5:** Enter your Portal Username and Password again.

**Step 6:** If your Username and Password is correct and you are a student, you will be taken to your own customized audit.

If you are an advisor or staff, you will have to enter student’s SSN and hit **ENTER** on your keyboard to pull the students degree audit.

**NOTE:** If you need help with CUNY Portal go to [www.cuny.edu](http://www.cuny.edu) and click on the **Portal Help** link on the left side of the page.

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DegreeWorks Features

**Audit Tab**

It displays students’ degree progress based on the student’s major on file. This also displays student’s CUNY Placement test results, remedial placement information, impoundment, if any, academic notes and student’s class codes.

**What If Tab**

What-If audits allow you to process speculative degree audits for a student using their current class history. You can use this tab if you are thinking of changing your major and would like to know where you stand in the new curriculum.

**Planner Tab**

The Planner contains a grid organized by academic term. The student planner creates a schedule plan. As an advisor you can plan student’s future schedule for as many as eight semesters. Students can only view planned schedule.

**Notes Tab**

Often advisors would like to make a permanent note of what was discussed and what needs to be done next. You may also want to see what has been discussed with the student by a previous advisor. The Notes feature of DegreeAudit can be used for this.