Advisement 101: Advisement and Registration

Welcome to the College of Staten Island and the start of your college career!

2017-2018
Presentation Outline

• General Education
  • What is General Education?
  • Goals of General Education

• Advisement & Registration Process
  • Detailed review of academic advisement worksheet and Educational Plan
  • Course selection & registration
  • Checkout procedure
The Pathways to Degree Completion Initiative is CUNY’s general education framework.

- Pathways establishes a new system of general education requirements and new transfer guidelines across CUNY and by doing so reinforces CUNY's educational excellence while easing student transfer between CUNY colleges.

- The three elements of this framework include:
  - Required Common Core
  - Flexible Common Core
  - College Option Requirement (for students in bachelor's degree programs)
The Goals of Pathways

Through Pathways, CUNY seeks to provide students with:

✓ Well-rounded knowledge;
✓ A critical appreciation of diverse cultural and intellectual traditions;
✓ An interest in relating the past to the complex world in which students live today;
✓ The ability to help society create a fresh and enlightened future.

The framework also allows students to:

✓ Explore knowledge from various perspectives;
✓ Develop their critical abilities to read, write, and use language and symbol systems effectively;
✓ Develop intellectual curiosity and a commitment to lifelong learning.
Advisement Worksheet Review

- Detailed review of individualized New Student Academic Advisement Worksheet
  
  Sample of an Advisement Worksheet

- Detailed review of individualized Educational Plan

  Sample of an Educational Plan

*Tip*

Follow along using your personal Advisement Worksheet and blank Educational Plan
Online Registration and Course Selection Process

1. Open home.cunyfirst.cuny.edu using Internet Explorer
2. Log into your CUNYfirst Account
3. Select: HR/Campus Solutions > Self Service > Student Center
4. Hit “Enroll”
5. Open a second browser to Search for Classes
   1. Open http://www.csi.cuny.edu/
   2. Select “Schedule of Classes” from the Quick Link Box
   3. Enter search criteria
   4. Copy/paste course codes into CUNYfirst
   5. Enroll in each course as you select sections
6. Continue with the registration process
Special Initiatives and Restricted Sections

- **Hybrid Courses**: *(Ex: HY01-LEC, 16188)*
  - These courses meet for at least 50% of their class time online via CUNY Blackboard.
  - *Hybrid section are indicated with the letters HY at the start of the Section Code*

- **Restricted Sections**:  
  - These are courses that are only available to select populations, such as students in Honors programs or for whom English is a Second Language (ESL):
    - *Such sections are those that begin with AS##, CN##, VZ##, AR##, GF##, etc.*
  - Sections that begin with “D,” “E,” or “S” (D001, E017, etc.) are usually open to all students

- **Learning Communities**:  
  - Help students develop a sense of belonging to the CSI community by building relationships with faculty, peers, and other key personnel as they begin their college experience.
  - A learning community (LC) is made of several linked courses such as ENG 111 and COR 100. You must take all courses within a LC.
    - *Sections of Learning Communities begin with LC##*
Completing your Educational Plan

- Once you complete your course selection, write down the courses you enrolled in for Fall 2017 in “Year One”.
- Bring this document for future semester advising.

### My Educational Plan - Year One

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<th>Name:</th>
<th>Anticipated Date of Graduation:</th>
<th>Select a Graduation Date</th>
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<td>Year One</td>
<td>Fall</td>
<td>Requirement Satisfied*</td>
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<td>Credits Completed:</td>
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<th>Requirement Satisfied*</th>
<th>Rationale</th>
<th>Benefit</th>
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Preparing for Spring 2018

- All first-semester students (all of you) are required to attend a group session during your first semester at CSI in order to prepare for next semester.
- During the session, you will be advised in a group, based on your intended major, and your advisement “hold” will be removed.
  - To view your holds, log into the Student Center via CUNYFirst. Holds will appear on the right sidebar. Be sure to click into the hold to ensure it’s from CSI. Remember, negative holds will prevent you from enrolling in classes.
- To prepare for your session, review the majors offered at CSI using the Undergraduate Catalog and Degree Works.
- You will need to bring ID, pen and paper, your Educational Plan and Degree Audit to the group session.
- Once your hold is removed and your enrollment comes, you can enroll in classes for Spring 2018 via CUNYFirst.

*Tip*
Schedule your appointment for Advisement early using Advisor Trac.
Checkout Procedure

- Advisor review of course schedule and Educational Plan
- Confirmation of New Student Orientation selection
- Receive enrollment checklist upon completion of CART survey

Checkout is required. Students who do not properly checkout will have a negative service indicator placed on their academic record. You will not be able to change your schedule from home if this negative service indicator is posted and you will need to return to campus.

*Tip*
During the checkout process with your session leader, please bring up your advisement worksheet, your printed schedule and completed Educational Plan.
Conclusion

Visit the Enrollment Services Center (2A-106) immediately following this session to discuss your bill and Financial Aid. You may also check out the “Finances” tab in CUNYfirst.

Center for Advising and Academic Success (CAAS)
Building 1A, Room 101
718-982-2280
E-mail: advisement@csi.cuny.edu
Facebook: www.facebook.com/AcademicAdvisementatCSI
Twitter: www.twitter.com/CAASatCSI