CSI Webpage; Library Webpage:
The main CSI, CSI Library, and the Student Helpdesk webpages provide you with access to a wide range of services and information. Their webpage addresses are as follows:
www.csi.cuny.edu
www.library.csi.cuny.edu
www.csi.cuny.edu/studenthelpdesk

Student CIX E-Mail
Access your e-mail through your “Live@CSI” homepage: http://login.live.com. Your username/e-mail address is firstname.lastname@cix.csi.cuny.edu. (Example: John.Smith@cix.csi.cuny.edu.)
Your password is Csi + yourEMPLID (Example: Csi + 98765432 = Csi98765432)

CSI Administrative Offices and Student Services Listing

The Enrollment Services Center (formally known as The Hub): Located in Building 2A, Room 106, this is an integrated student service facility which serves as a central resource for student inquiries. Staff assist with questions that include, but are not limited to, financial aid, tuition payment, new student orientation, and registration issues.

For your reference, here are the office locations (building-room number) and telephone numbers for other services on campus:

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Building/Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support</td>
<td>1L-117</td>
<td>718-982-3963</td>
</tr>
<tr>
<td>Admissions (Recruitment &amp; Admissions)</td>
<td>2A-103</td>
<td>718-982-2010</td>
</tr>
<tr>
<td>Bookstore</td>
<td>1C-105</td>
<td>718-982-3030</td>
</tr>
<tr>
<td>Bursar</td>
<td>2A-105</td>
<td>718-982-2060</td>
</tr>
<tr>
<td>Center for Career and Professional Development</td>
<td>1A-105</td>
<td>718-982-2300</td>
</tr>
<tr>
<td>Center for Advising and Academic Success</td>
<td>1A-101</td>
<td>718-982-2280</td>
</tr>
<tr>
<td>Center for Student Accessibility</td>
<td>1P-101</td>
<td>718-982-2510</td>
</tr>
<tr>
<td>College Testing</td>
<td>1A-104</td>
<td>718-982-2380</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>1A-109</td>
<td>718-982-2391</td>
</tr>
<tr>
<td>CUNY Language Immersion Program (CLIP)</td>
<td>4N-207</td>
<td>718-982-3069</td>
</tr>
<tr>
<td>CUNY Start</td>
<td>2A-201</td>
<td>718-982-2182</td>
</tr>
<tr>
<td>Emergency Number, i.e. School Closings</td>
<td>718-982-3333</td>
<td>718-982-4444</td>
</tr>
<tr>
<td></td>
<td>or 718-982-3333</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>2A-401</td>
<td>718-982-2030</td>
</tr>
<tr>
<td>Health and Wellness Center</td>
<td>1C-112</td>
<td>718-982-3045</td>
</tr>
<tr>
<td>Immersion Programs</td>
<td>1L-117</td>
<td>718-982-3964</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>2A-208</td>
<td>718-982-2529</td>
</tr>
<tr>
<td>Parking &amp; DolphinCard Services</td>
<td>3A-106</td>
<td>718-982-2294</td>
</tr>
<tr>
<td>Public Safety</td>
<td>2A-108</td>
<td>718-982-2116</td>
</tr>
<tr>
<td>Registrar</td>
<td>2A-107</td>
<td>718-982-2120</td>
</tr>
<tr>
<td>Student Housing</td>
<td>1C-212</td>
<td>718-982-3019</td>
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<tr>
<td>Student Life</td>
<td>1C-201</td>
<td>718-982-3088</td>
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<tr>
<td>Technology Systems</td>
<td>2A-306D</td>
<td>718-982-3695</td>
</tr>
<tr>
<td>Veterans Support Services</td>
<td>1C-216</td>
<td>718-982-3108</td>
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</table>
On behalf of the Center for Advising and Academic Success (CAAS), welcome to the College of Staten Island. It is our pleasure to help you take the first steps in planning your academic career. You are now one day closer to graduation!

The information included in this brochure is based upon the 2017—2018 undergraduate catalog. The undergraduate catalog can be viewed at www.csi.cuny.edu/catalog. The catalog is the definitive source on academic requirements. It is a valuable resource that should be used as a reference tool from semester to semester as you select your courses.

**Advisement at CSI**

CAAS provides you with the information you need to understand your degree requirements, make accurate informed decisions regarding course selection, and to take control of your academic career.

**What is the advisement process for first-time freshmen in the Center for Advising and Academic Success?**

The components to advisement in preparation for registration are as follows:

- You attend a group Advisement & Registration session in which the requirements of your degree, and those options available to you in the upcoming semester, will be provided to you in order to help you make appropriate course selection.

- At the conclusion of the advisement session, you will be assisted by advisors, peer advising leaders, and peer mentors as you create a semester schedule.

- A staff member will assist you in registering for your classes via CUNYFirst, the City University of New York's fully integrated resources and services tool.

- You will also enroll in a New Student Orientation program which must be completed prior to start of classes.

**What if I have additional questions after my Advisement and Registration session?**

Once you complete the Advisement and Registration session, you may return to CAAS if you have additional questions. You are also encouraged to refer to our website, specifically our Frequently Asked Questions (FAQ) section.

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The following is a listing of basic terms used in college that you need to understand in order to prepare for registration:

**Academic Plan:** Area of study within a career or program (major).

**Academic Sub-Plan:** Concentration within a plan.

**Academic Program:** The degree track in which a student is participating in such as an Associate of Science [AS] or Bachelor of Arts [BA] track.

**Catalog:** The Catalog includes all the information you need regarding your academic career at CSI based upon the year you enter the College. Become familiar with the information in your catalog. The Catalog can be accessed via the web by going to: [http://www.csi.cuny.edu/catalog](http://www.csi.cuny.edu/catalog).

**Corequisite:** A course that must be taken simultaneously along with a particular designated course. For example, BIO 107 (laboratory class) is a corequisite for BIO 106 (lecture class).

**Degree Credits vs. Equated Credits:** Equated credits are generally the same as degree credits except for courses below the 100-level. In courses below the 100-level, equated credits are equivalent to the contact hours of the course. For example, a remedial class might offer zero degree credits, but account for four equated credits towards the student’s full or part-time status. Students with 12 or more equated credits in a semester are considered to have full-time status.

**Prerequisite:** A course that must be successfully completed prior to the semester that you are registering for a particular course. For example, you must pass Psychology 100 in order to take a 200-level Psychology course. In some cases, the prerequisite is an examination, such as passing a CUNY Skills Assessment exam or a departmental placement examination. Certain courses will have both a prerequisite and a corequisite.

**Schedule of Classes:** The Schedule of Classes is a listing of all the courses offered in a particular semester. It provides the course name and number, section numbers, days and times of class meetings, classroom locations and, in many cases, the instructor’s name. The Schedule of Classes is available online through CUNYFirst, [www.home.cunyfirst.edu](http://www.home.cunyfirst.edu).

**Section:** Most courses offer more than one option as to the times during the week that the class will meet. In order to differentiate between meeting times, a section number is assigned to the particular class. You will need to use the appropriate section number when registering online.
Special Programs at CSI:

Listed below are the coordinators for special programs at CSI (subject to change):

Education
Ms. Diane Brescia
Building 3S, Room 211A
718-982-3877

Medical Technology
Dr. Nancy Liu-Sullivan
Building 6S, Room 136A
718-982-4189

Physical Therapy (Clinical Doctorate)
Dr. Zaghoul Ahmed
Building 5N, Room 211
718-982-2980

Pre-Law
Dr. Michael Paris
Building 2N, Room 235
718-982-3011

Pre-Med/Biology
Dr. Jimmie Fata
Building 6S, Room 129
718-982-3862

Pre-Med/Biology
Dr. Greg Phillips
Building 6S, Room 107
718-982-3723

Pre-Med/Chemistry
Dr. Probal Banerjee
Building 6S, Room 326
718-982-3938

Pre-Med/Nursing
Dr. Arlene Farren
Building 5S, Room 105
718-982-3816

Pre-Med/Psychology
Dr. Dan McClosky
Building 4S, Room 230
718-982-4167

Social Work
Dr. Barbra Teater
Building 2A, Room 201D
718-982-2166

Success is not final, failure is not fatal: it is the courage to continue that counts.
Winston Churchill

What is the Peer Advising Program in CAAS all about?
The Peer Advising Leaders (PAL) Program is made up of specially trained undergraduate CSI students from a variety of class standings, majors and minors. In addition to the guidance and support provided by Professional Advisors, PALs offer students helpful information and insight from their personal experiences as CSI students. Students often appreciate this combined approach to the advising experience and value the perspective offered by their fellow Peers. The PALs have often taken the same classes and professors as many of you will take in the future, and have the same majors, minors and career goals and they have found ways to be successful at the College of Staten Island.

What are Basic Requirements at CSI?
Basic Requirements are non-credit requirements that must be fulfilled by all students, including:

1) New Student Orientation: The College of Staten Island requires that all incoming students attend a mandatory Orientation program. To satisfy the requirement, students must attend Orientation to fulfill part one of the requirement, and choose between two options to fulfill part two of the requirement listed below, which should be completed prior to the completion of 12 equated credits:
   (A) Successfully complete a one-credit freshman orientation course: SPD101: Issues in College Life (2 hours; 1 credit) SKO 100: Freshman Orientation (2 hours, 1 credit – open only to SEEK students) -OR- (B) Attendance at four CLUE-certified events: two Personal Growth (PG) Experiences and two Co-curricular (CC) experiences.

2) Satisfying, either through exemption or testing, all three CUNY Assessment Tests, in Writing, Reading, and Math.

How can I prepare for the CUNY Assessment Tests?
The Office of Academic Support offers a variety of workshops and self-study materials for newly admitted CSI students who need to take the CUNY Assessment Tests. In addition to the workshops, online reference materials are available for students who choose to prepare for their initial assessment tests on their own.

The Immersion Programs are intensive workshops which provide an opportunity for students who need to demonstrate proficiency on the CUNY Assessment Tests to receive tuition-free instruction in reading, writing and mathematics during the summer and/or Winter intersession.
Can the outcomes of the CUNY Assessment Tests impact admission and enrollment status?

The outcomes of the CUNY Assessments Tests may impact your admission status and enrollment at the college. Please be aware of the following enrollment requirements:

All students who have failed:

⇒ the CUNY Assessment Test in Mathematics* (ACCUPLACER) with a score of 39 or below must complete CSI’s free July Math Immersion program prior to enrolling at the College. (*students who tested prior to November 2016 and failed parts I & II of the COMPASS test)

⇒ all three CUNY Assessment Tests (math* score 39 or below) must enroll in and complete at least one semester of the CUNY Start program and pass one or more of the Assessment Tests in order to enroll at the college. Such students may choose to enroll in the July Immersion Program and then continue in CUNY Start in the fall. (*students who tested prior to November 2016 and failed parts I & II of the COMPASS test)

⇒ all three CUNY Assessment Tests (math score between 40 and 56) must enroll in and complete Reading and Writing Immersion in the July and August sessions. Upon completing immersion, these students must have passed the Reading and Writing Assessment tests in order to enroll at the College and must register for and complete Math 20 in the semester following immersion. Students who have not passed both tests must enroll in CUNY Start. Additionally, students who elect not to enroll in immersion must enroll in CUNY Start and cannot enroll at the College. (**students who tested prior to November 2016 and failed only part II of the COMPASS test)

In addition to the above policies, students admitted for a Spring Semester:

⇒ failed only Mathematics* (scored 39 or below) must enroll in basic math in Winter Immersion. If they pass, they must enroll in Math 20 in the spring semester. If they do not pass, or choose not to enroll in immersion, they must enroll in CUNY Start and cannot enroll at the College. (*students who tested prior to November 2016 and failed parts I & II of the COMPASS test)

⇒ have failed more than one of the CUNY Assessment Tests must enroll in and complete at least one semester of the CUNY Start program and cannot participate in immersion. Please note: This requirement differs from our Fall admission policy.

English as a Second Language (ESL) Students

If you qualify as an ESL student (including qualifying international students) you are exempt from the policies listed above. ESL students will be required to complete special English courses for non-native speakers of English. When possible, ESL students are encouraged to enroll in the CUNY Language Immersion Program (CLIP). Students with F1 student visa status (international students) cannot enroll in CLIP.

Advising Tools: Degree Works/Student Degree Audit

DegreeWorks is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A Web-based program, DegreeWorks re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements. It is our goal that the new student online advisement resource will help students move toward graduation success. Students can access their DegreeWorks account through their CUNY first account at home.cunyfirst.cuny.edu or via the CUNY portal at www.cuny.edu (select Student Advisement/Degree Audit).

Academic Expectations for your First Year:

At the end of your first year you should:

- Know how to access, navigate and utilize the CUNY Portal and the College website.
- Utilize CUNYFirst to complete the registration process.
- Utilize DegreeWorks.
- Understand the advisement process and where to go for services.
- Have begun exploring and researching majors.
- Understand the multiple components of degree requirements.
- Understand how to calculate your grade point average (GPA) and how it impacts academic standing.
- Be actively involved in ensuring your academic success.

When to visit CAAS:

All students assigned to the Center for Advising and Academic Success are required to meet with an advisor minimally once each semester during the Early Advisement Periods.

- October is Early Advising Month for Spring registration! Registration begins in November.
- March is Early Advising Month for Fall registration! Registration begins in April.
- Contact your assigned advisor for educational and career planning discussions.
College Now and Advanced Placement (AP) Credit

If you have completed any College Now courses while you attended high school and wish to have the credit evaluated at the College of Staten Island, please do the following: Send a letter to the Registrar of the college that you took the course with (include your name and Social Security Number) and request that the transcript be sent to:

College of Staten Island
Office of Recruitment and Admissions
2800 Victory Boulevard
Building 2A, Room 103
Staten Island, N.Y. 10314

For AP Credits, please contact your AP Program and request a Grade Report to be sent to the College of Staten Island.

New York State Financial Aid (TAP)

To be academically eligible for TAP as part of your financial aid package, you must register for a minimum of 12 equated credits towards the degree requirements for the academic plan in which you are enrolled. For your first award—at least 12 equated credits meeting the requirements of your curriculum/major are required, including at least three (3) non-remedial credits. Introductory courses in your plan may not qualify for TAP for those students who are currently enrolled in an associate’s degree program. For more information on New York State TAP eligibility and meeting progress and pursuit standards, please review financial aid information at www.csi.cuny.edu/finaid.

Estimated financial aid on your bill is not necessarily the actual final award.

Please note: Full time students with New York State residency are charged tuition on a per semester basis, which means that students registering for 12—18 credits pay the same flat rate for tuition.

CUNY Start is a program of rigorous, intensive instruction in academic reading, writing and math which prepares college-bound students for success on the Reading, Writing and Math CUNY Assessment Tests and in college course work. CUNY Start is designed to help incoming college students minimize time in remedial course work and save financial aid for credit courses. At a low cost of $75 for the semester, the cost includes books and college success advisement in planning, choosing a career path and paying for college.

Entering students who fail one or more of the CUNY Assessment Tests must take immediate steps to complete their remediation. Students who do not successfully complete the immersion program are required to register for remedial (0-level) non-credit bearing classes in the upcoming term. For more information please visit the Office of Academic Support in Building 1L, Room 117 or visit their website at www.csi.cuny.edu/oas/.

Testing Requirements

The following is a summary of the CUNY testing requirements for all students. For further information, please contact the Office of College Testing in Building 1A, Room 104, 718-982-2380.

Reading and Writing

As part of the admissions process at CUNY, students are required to demonstrate their competency in reading and writing. Students may fulfill these requirements in one of three ways:

- An SAT Verbal score of 480 or higher; or an ACT Verbal score of 20 or higher;
- A grade of 75 or higher on the New York State Regents Examination in English;
- A passing score on the CUNY Skills Assessment Tests in Reading (score of 55 or higher) and Writing (score of 56 or higher).

Mathematics

As part of the admissions process at CUNY, students are required to demonstrate their competency in mathematics. Students may fulfill this requirement in one of three ways:

- An SAT Mathematics score of 500 or higher; or an ACT Math score of 21 or higher;
- NY State Regents:
  ~ Common Core Regents: Score of 70 or higher in Algebra I or a score of 70 or higher in Geometry or a score of 65 or higher in Algebra 2/Trigonometry.  
  ~ Score of 80 or higher in Integrated Algebra or Geometry or Algebra 2/Trigonometry AND successful completion of the Algebra 2/Trigonometry or higher-level course.  
  ~ Score of 75 or higher in one of the following: Math A or Math B or Sequential II or Sequential III  
- A score of 57 or higher on the Elementary Algebra module of the CUNY Mathematics Assessment Test.
Mathematics Placement Examination

Students who have passed the CUNY Mathematics Assessment Test upon entrance to CSI, or are exempt from the Elementary Algebra module of the CUNY Mathematics Assessment Test based on SAT or NYS Regents, are strongly encouraged to take the College-Level Math module of the test, also known as the Math Placement Exam, for placement into appropriate levels of mathematics courses.

In general, the customary mathematics sequences for the degrees offered at CSI are as follows. Consult the specific major requirements in the undergraduate catalog for a more complete explanation:

Liberal Arts: MTH 20; MTH 102 or MTH 113.
Business: MTH 20; MTH 30; MTH 035 + MTH 123; MTH 121 or MTH 123; MTH 130 or MTH 221.
Computer Science: MTH 20; MTH 30; MTH 035 + MTH 123; MTH 123; MTH 130; MTH 231/229; MTH 232; MTH 233.
Sciences: MTH 20; MTH 30; MTH 035 + MTH 123; MTH 123; MTH 130; MTH 231/229; MTH 232; MTH 233.

Biology Placement Examination

Students entering the Health Sciences programs in which BIO 150: Human Anatomy and Physiology I is a pre-major requirement are encouraged to take the Biology Placement Examination to determine placement at the appropriate course level. For more information and to register for this exam, please contact the Office of College Testing in Building 1A, Room 104.

Foreign Language Placement Examination

Students may register for any of the following foreign languages at the beginning level: American Sign Language, Arabic, Chinese, French, Italian, or Spanish. The Foreign Language Placement Exam is offered to those with prior experience in a language who wish to continue studying it at CSI, as well as students who seek to demonstrate proficiency in a language in order to be placed at an advanced level, receive exemption from the language requirement, or enter directly into a minor or major. Graduates of high school in a non-English-speaking country are exempt from the language requirement. The foreign language placement exam is administered by the Modern Languages Media Center (Building 2S, Room 109). For more information regarding the exam, please call (718) 982-3711.

What are the general education requirements at CUNI?
The Pathways to Degree Completion Initiative is CUNY’s new general education framework which allows students to transfer their credits seamlessly among CUNY’s colleges. Pathways provides a set of General Education Requirements that every new student must complete to earn a degree from CUNY. The centerpiece of this initiative is a 30-credit general education Common Core; and a 6 to 12 credit College Option Requirement.

What are the Common Core requirements for Pathways?
- English Composition (ENG 111 & ENG 151) [2 courses: 6 credits]
- Mathematical and Quantitative Reasoning [1 course: 3-4 credits]
- Life and Physical Science [1 course: 3 credits] *

What are the Flexible Core requirements for Pathways?
- World Cultures and Global Issues [1 course: 3 credits]
- U.S. Experience in Its Diversity [1 course: 3 credits]
- Creative Expression [1 course: 3 credits]
- Individual and Society [1 course: 3 credits]
- Scientific World [1 course: 3 credits] *
- One additional course will be taken from one of the above areas

What are the College Option requirements for BA and BS degree seeking students at CSI for Pathways?
- Social Science [1 course: 3-4 credits]
- TALA [1 course: 3-4 credits]
- Science lab to accompany Life and Physical Sciences [1 course: 1 credit] *
- Science lab to accompany Scientific World [1 course: 1 credit] *
- 114-level Language or TALA/Social Science or STEM credits [1 course: 3-4 credits]

Graduation Requirements

To obtain an associate’s or bachelor’s degree from CSI, students must earn a minimum of 30 credits through courses taken at the College. To qualify for a bachelor’s degree from CSI, students must also earn at least half (50%) of the credits required for the major through courses taken at the College.

Associate’s degrees (AA, AS, and AAS) require a minimum of 60 credits. Bachelor’s degrees (BA, BS) require a minimum of 120 credits. In addition, as part of their coursework students must complete at least 60 liberal arts credits for a BS degree and 90 liberal arts credits for a BA degree.