Group Advisement for First-Semester Freshmen

The Center for Advising and Academic Success (CAAS)
Group Advisement Process

- Check-In
- Pathways/General Education Requirements
- Pre-Advisement Workshop
  - Advising Tools
    - Undergraduate Catalog
    - Educational Plan
    - Degree Works (DW)
- Utilizing the Advisement Worksheet & DW
- Online registration via CUNYfirst
- Check-Out
General Education

Students in U.S. colleges and universities are required to take courses in what is called general education. These courses provide a broad and comprehensive introduction to knowledge as it is organized by academic disciplines. General education provides students with the skills and knowledge expected of educated persons:

- to read challenging texts in English and to write clearly and expressively;
- to experience at least one laboratory science as well as mathematics;
- to explore one or more social sciences and to comprehend their different perspectives on individuals and societies;
- to have an introduction to the systematic study of literature and the arts gain competence in at least one foreign language and knowledge of its cultural contexts;
- to understand the historical development of United States institutions and relationships among contemporary world cultures.

General education also serves as an introduction to more specialized kinds of knowledge. Students finish general education courses with the skills and vocabulary that enables them to successfully complete courses in their majors in both associate and bachelor degree programs.
General Education: Pathways

The Pathways to Degree Completion Initiative is CUNY’s new general education framework which allows students to transfer their general-education, pre-major and elective credits seamlessly among CUNY’s colleges.

Pathways consists of three parts:
1. Required Common Core
2. Flexible Common Core
3. College Option
General Education: Pathways
Required Core = 12 – 14 credits

The Required Core consists of:

- English Composition: ENG 111 and ENG 151

- Mathematics and Quantitative Reasoning: Mathematics courses: Your required math course will depend on your major and your math placement

- Life and Physical Sciences: Life and Physical Science course with lab include: AST 102, AST 120, BIO 106, BIO 150, BIO 170, PLUS the corresponding lab
General Education: Pathways
Flexible Core = 18 credits

The flexible core consists of five areas of study, called buckets, and one additional course from any of the five areas:

- World Cultures & Global Issues (WC)
- U.S. Experience in its Diversity (US)
- Creative Expression (CE)
- Individual & Society (IS)
- Scientific World (SW)
- One additional course from any above area
In addition to the Common Core, students in BA/BS programs also must fulfill a College Option requirement. The number of College Option credits is 6 to 12, depending on whether a student transferred into the college and, if so, how many credits he or she had at the time of transfer.

College Option will be discussed further next semester with your advisor.
Pre-Advisement: Undergraduate Catalog

The Undergraduate Catalog includes all the information you need regarding your academic career at CSI based upon the year you enter the College. *It is a valuable resource that should be used as reference from semester to semester as you select your courses.* 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.
Pre-Advisement: Educational Plan

![Educational Plan Template](http://www.csi.cuny.edu/academicadvisement/pdf/EducationalPlanTemplate.pdf)
Pre-Advisement: Degree Works

The computerized advising/degree progress audit system, "DegreeWorks", evaluates course work taken against degree requirements to determine progress toward the completion of a degree.

The purpose of "DegreeWorks" is to enhance advising by providing accurate and comprehensive information that can be used in consultation with an advisor to make programming decisions.

All students are encouraged to contact their advisor for academic advisement. Many academic plans (majors/minors) and subplans (concentrations, options or tracks) call for the selection of course work in consultation with an advisor. Additionally, an advisor will be able to anticipate problems and make adjustments to a program, when necessary.
Pre-Advisement: Degree Works - Features

Audit Tab
The Audit Tab displays your progress toward completion of your degree requirements. It also displays your major, minor, and concentration.

In addition, you can see CUNY Skills Assessment, General Education requirements, Major/Minor requirements, GPA information, elective courses as well as insufficient courses.
Pre-Advisement: Degree Works - Features

What-If Tab

What-If Audits allow advisors and students to process speculative degree audits for students using their current class history. Students can use this tab if they are thinking of changing their majors, minors, and/or concentrations and would like to know where they stand in the new curriculum.
Pre-Advisement:
Degree Works - Features

***Demonstration of running an actual What-If Audit: [www.cuny.edu](http://www.cuny.edu)
Pre-Advisement: Degree Works – Features

Other Features

**Planner Tab**
The Planner contains the Planner Audit, which is similar to the Student Audit with a grid-like feature called Student Educational Plan (SEP) that advisors can use to create a schedule plan for as many as 6 years. Students can only view (but not create or edit) these planned schedules.

**GPA Calculator Tab**
There are three different GPA calculators: Graduation, Term, and Advice. This functionality will calculate the minimum grades needed to reach a target cumulative GPA. It can assist in accurate mapping of student paths to achieving honors, avoiding probation, and/or satisfying personal academic aspirations.

**Look Ahead Tab**
This tab allows users to see exactly how a future course can be applied to a student’s graduation requirements. This is similar to running a Planner Audit. Students mostly use this tab because they do not have access to process audits from the Planner.
Understanding the Advisement Worksheet

Complete this checklist using your Degree Audit. To complete each area, write the name of the course you have taken or are taking this semester. Use the following letters to organize your requirement status: CP = Complete, IP = In Progress, EL = Eligible, NE = Not Eligible

<table>
<thead>
<tr>
<th>Remediation:</th>
</tr>
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<tbody>
<tr>
<td>□ Remedial Reading In-Progress: Next-ENG</td>
</tr>
<tr>
<td>□ Remedial Writing In-Progress: Next-ENG</td>
</tr>
<tr>
<td>□ Remedial Math - If needed: MTH 20: __________ MTH 30:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Core: (12-14cr)</th>
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<tbody>
<tr>
<td>• English Composition: 1) ENG 111: __________ 2) ENG 151: __________</td>
</tr>
<tr>
<td>• Math/Quantitative Reasoning (MQ): MTH: __________ (MTH 121 or MTH 123 or higher is required)</td>
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<tr>
<td>• Life &amp; Physical Sciences (LP): Lecture: __________ (CO-LP Core/Lab __________)</td>
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</tbody>
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<tr>
<th>Flexible Core: (Minimum 9cr/3 courses from five eligible areas for AAS degrees; minimum 18cr/6 courses from all 6 areas for BS degrees.)</th>
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<tbody>
<tr>
<td>1- World Cultures &amp; Global Issues (WC): ______________________ (A 112-level Foreign Language is required for Intl. Bus.)</td>
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<tr>
<td>2- US Experience in its Diversity (US): COR 100: __________</td>
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<tr>
<td>3- Creative Expression (CE): __________</td>
</tr>
<tr>
<td>4- Individual &amp; Society (IS): __________</td>
</tr>
<tr>
<td>5- Scientific World (SW): Lecture: __________ (CO-LP Core/Lab __________)</td>
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<tr>
<td>6- BS Only: One additional course from any above area: Area: __________ Course: __________</td>
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<thead>
<tr>
<th>College Option (CO) Requirements for BS Degrees Only: (0-12cr)</th>
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<tbody>
<tr>
<td>Please note: Additional requirements for the College Option will be covered during next semester’s advisement session.</td>
</tr>
<tr>
<td>• Social Science (200-Lvl, 4cr): __________</td>
</tr>
<tr>
<td>• TALA (200-Lvl, 4cr): __________</td>
</tr>
<tr>
<td>• Foreign Language (114-level, 3-4cr): __________ (Required for International Business majors only.)</td>
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</tbody>
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<thead>
<tr>
<th>Core Requirements of AAS degrees &amp; Pre-Major Requirements of BS degrees in Business and Accounting (23-25cr)</th>
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<tbody>
<tr>
<td>• Business Law-BUS 160: __________</td>
</tr>
<tr>
<td>• Information Management-BUS 215: __________</td>
</tr>
<tr>
<td>• Introduction to Accounting I-ACC 114: __________</td>
</tr>
<tr>
<td>• Introduction to Microeconomics-ECO 111: __________ or Introduction to Macroeconomics-ECO 112: __________</td>
</tr>
<tr>
<td>(Both ECO 111 and ECO 112 are required for all BS degree programs.)</td>
</tr>
<tr>
<td>• Managerial Finance 1-ECO/FNC 240: __________</td>
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</tbody>
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<tr>
<th>Pre-Major Requirements:</th>
</tr>
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<tbody>
<tr>
<td>• Introduction to Economic &amp; Managerial Stats ECO/MGT 230: __________</td>
</tr>
<tr>
<td>• Mathematics MTH 130 or higher: MTH __________</td>
</tr>
</tbody>
</table>

Comments/Notes: __________
Utilizing the Advisement Worksheet and Degree Works

Complete this checklist using your Degree Audit. To complete each area, write the name of the course you have taken or are taking this semester. Use the following letters to organize your requirement status: CP = Complete, IP = In Progress, EL = Eligible, NE = Not Eligible.

Remediation:  [ ] Remedial Reading in Progress: Next ENG  [ ] Remedial Writing in Progress: Next ENG
[ ] Remedial Math if needed MTH 20 MTH 30

Required Core: (12-14 credits)
- English Composition: 1) ENG 111 2) ENG 151
- Math/Quantitative Reasoning (MTH) MTH (MTH 122 or MTH 133 or higher is required)
- Life & Physical Sciences (LP) Lecture CO-LP Coreg, Lab

Flexible Core: (Minimum 9-13 courses from five eligible areas for AAS degrees, minimum 15-16 courses from all five areas for BS degrees)
1- World Cultures & Global Issues (WC) (3-4 credits) 2- US Experience in its Diversity (US): COR 100
3- Creative Expression (CE)
4- Individual & Society (IS)
5- Scientific World (SIW), Lecture

BS Only: One additional course from any above area, Area Course

College Option (if) Requirements for BS Degrees Only (18-20 credits)
Please note: Additional requirements for the College Option will be covered during next semester’s advisement session.
- Social Science (200-level, 3-4 credits)
- Foreign Language (114-level, 3-4 credits)

Core Requirements of AAS degree & Pre-Major Requirements of BS degrees in Business and Accounting (23-25 credits)
- Business Law BUS 100
- Information Management BUS 215
- Intro to Accounting I ACC 114
- Introduction to Microeconomics ECO 111
- Managerial Finance 1 ECO/FHC 240

Pre-Major Requirements:
- Introduction to Economic & Managerial Stats ECO/MGT 230
- Mathematics MTH 130 or higher

Comments/Notes:
Registration: Utilizing CUNYfirst

CUNYfirst is The City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Use CUNYfirst to:

- Find out enrollment date to register for classes
- Search/register for classes
  - Add classes to your shopping cart now
- View grades/class schedule/transcripts/holds
Conclusion

Have questions about your bill or Financial Aid? Check out the “Finances” tab in CUNYfirst. You may also visit the Enrollment Services Center (2A-106) or Financial Aid (2A-401) prior to classes beginning.

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