

The Center for Advising and
Academic Success (CAAS)
Building 1A, Room 101
718-982-2280

www.csi.cuny.edu/academicadvisement

www.facebook.com/AcademicAdvisementatCSI

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E-mail: newtransferstudent@csi.cuny.edu

Welcome, Transfer Students!

We are pleased that you have chosen to continue your college education with us.

On behalf of the Center for Advising and Academic Success (CAAS), welcome to the College of Staten Island! We are pleased that you chose to continue your college education with us, and we hope that you will find your time at CSI rewarding.

As a transfer student, you have a basic understanding of how colleges operate. This booklet is designed to give you some pertinent information as it relates to life at CSI.

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

Advisement at CSI

All first-time transfer students are encouraged to be advised initially in CAAS (Building 1A-Room 101), once their transcript has been evaluated by the

Registrar's Office. The advisor will determine the general education requirements you will need to complete at CSI and will help you register for your first semester of classes at CSI.

Those students who have declared a major may also receive advisement from the faculty in their chosen field of study. All students are welcome to visit CAAS at any point in their academic career at CSI to review their general education requirements. Additional information regarding CAAS services can be found at www.csi.cuny.edu/academicadvisement.

Transfer Credit Evaluation

Transfer students must have their transfer credits evaluated prior to receiving advisement, to ensure that they are placed into appropriate courses and are not repeating courses previously completed. The Registrar's Office is

responsible for transcript evaluations, and is located in Building 2A-Room 110 (718-982-2120). Students are responsible for the timely submission of all transcripts.

Some courses taken at other institutions may not be equivalent to courses offered at CSI. Only elective credit may be granted for courses for which there is no CSI equivalent. In addition, several academic departments require that the transfer evaluator grant only elective credit in particular disciplines, such as the sciences. To get these elective credits evaluated, the student must bring the appropriate course description(s) and/or syllabus to the Office of Registrar. The Office of Registrar will then submit the course description to the appropriate academic department(s) to determine equivalent to a specific CSI course. The department will submit that information to the Registrar's Office so that the student's record can be updated.

For courses taken at non-CUNY colleges, credit will be granted for courses in which a grade of C or better has been earned. For courses taken at CUNY colleges, credit will be granted for courses in which a grade of D or better has been earned. Students will only receive a grade of "P" when credit is granted.

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.

What are Basic Requirements at CSI?

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

Passing of all three CUNY Assessment Tests in Writing, Reading, and Mathematics.

Entering students who fail one or more of the CUNY Assessment Tests must take immediate steps to complete their remediation, as all students have one year to demonstrate basic skills proficiency or they will be dismissed.

It is highly recommended that whenever necessary, students participate in the free Summer Immersion Program (SIP) prior to the start of the fall term or the free January Immersion Program (JIP) prior to the start of the spring term in order to be eligible to register for a full-time load of college-level classes.

Students who do not complete SIP successfully are required to register for remedial, non-credit bearing classes in the fall term. Students who do not complete JIP successfully will be required to register for remedial, non-credit bearing classes in the spring term. For more information please visit the Office of Academic Support in Building 1L-Room 117 or visit their website at <http://www.csi.cuny.edu/oas/>.

For additional information about CUNY basic skills assessment testing requirements, please contact the Office of College Testing in Building 1A-Room 104 (718-982-2380).

What are the General Education requirements at CSI?

The Pathways to Degree Completion Initiative is CUNY's 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 Common Core and a 6-12 credit College Option.

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 taken from one of the above areas

What are the College Option requirements for BA/BS degree-seeking students at CSI?

- Social Science [1 course: 3-4 credits]
- TALA [1 course: 3-4 credits]
- Science lab to accompany Life and Physical Sciences [1 course: 1 credits]
- 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]

Reading and Writing

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

- A grade of C or higher in a Freshman Composition course (3 credits or more) taken at an accredited college;
- An SAT Verbal score of 480 and above; 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/ACT Basic Skills Examinations 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 competence in mathematics. Students may fulfill this requirement in one of four ways:

- A grade of C or higher in a math course (3 credits or more) taken at an accredited college;
- An SAT Mathematics score of 500 or higher (SAT exam date March 2016 and thereafter requires a minimum score of 530); or an ACT Math score of 21 or higher;
- NY State Regents:

- Common Core Regents: Score of 70 or higher in Algebra 1, or Geometry, or a 65 or higher in Algebra 2/Trigonometry.
- Score of 80 or higher in Integrated Algebra 1, or Geometry, or Algebra 2/Trigonometry, AND successful completion a 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 undergraduate catalog for a more complete explanation of the appropriate math sequence for your intended major.

Liberal Arts: MTH 020; MTH 102 or MTH 113.

Business: MTH 020; MTH 030; MTH 35+MTH 123;
MTH 121 or MTH 123; MTH 130 or MTH 221.

Computer Science: MTH 020; MTH 030; MTH 35+MTH 123;
MTH 123; MTH 130; MTH 231/229; MTH 232; MTH 233.

Sciences: MTH 020; MTH 030; MTH 35+MTH 123;
MTH 123; MTH 130; MTH 231/229; MTH 232; MTH 233.

Engineering Science: MTH 020; MTH 030; MTH 123; MTH 130; MTH 231/229; MTH 232; MTH 233.

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 order to be placed at an advanced level, receive exemption from the language requirement, or enter directly into a major or minor. Graduates of high school in a non-English-speaking country are automatically exempt from the language requirement. The exam is administered by the Modern Languages Media Center, located in Building 2S-Room 109. For more information regarding the exam, please call 718-982-3711.

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 (Building 1A-Room 104, 718-982-2380).

Additional Regulations

After enrolling for classes, students must go to the Office of Parking & Dolphin Card Services in Building 3A-Room 106 and be issued a CSI identification card. For the protection of student records and to ensure compliance with federal and state privacy regulations, please be advised that many College offices now require photo identification in order for students to receive any services.

All students and college employees must register their vehicle and purchase a decal to park on campus. This applies to all full and part-time students and staff. Please visit the Office of Parking & DolphinCard Services in Building 3A-Room 106.

Additional information on these two topics is available at:

www.csi.cuny.edu/parking_services/index.html

www.csi.cuny.edu/dolphincard/

Degree Works

This easy to use, web-based degree audit and academic advisement tool is intended to enhance the advisement process. Students can access their DegreeWorks account by logging in their CUNYfirst account at home.cunyfirst.cuny.edu (Student Advisement/Degree Audit is located on the right hand side of the Student Center tab).

Special Programs at CSI

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

American Studies	Dr. Catherine Lavender Building 2N, Room 203 718-982-2869
Education	Ms. Diane Brescia Building 3S, Room 211A 718-982-3877
Engineering Science	Dr. Neo Antoniadis Building 1N, Room 226A 718-982-2825/2824
Medical Technology	Dr. Nancy Liu-Sullivan Building 6S, Room 136A 718-982-4189
Music	Michael Morreale Building 1P, Room 128A 718-982-2073
Nursing	Dr. Arlene Farren Building 5S, Room 213 718-982-3810
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

Science, Letters & Society

Dr. Cary Karacas
Building 2N, Room 230
718-982-2890

Social Work

Dr. Barbra Teater
Building 2A, Room 201D
718-982-2020

Helpful webpages

The helpful websites below will provide you with access to a wide range of services and information. The webpage addresses are as follows:

CSI webpage www.csi.cuny.edu
CSI Bridge <https://cunycsiretain.askadmissions.net/vip/>
CSI Library Webpage www.library.csi.cuny.edu
Technology Helpdesk 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 + your EMPLID.

(Example: Csi + 98765432 = Csi98765432)

CSI Administrative Offices and Student Services Listing

Enrollment Services Located in Building 2A-Room 106, this is an integrated student service facility which serves as a central resource for student inquiries. ES staff assist with questions that include, but are not limited to, advisement, bursar, tuition payment, financial aid, 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:

<u>Offices</u>	<u>Building/Room</u>	<u>Phone</u>
Center for Advising and Academic Success-CAAS	1A-101	718-982-2280
Academic Support	1L-117	718-982-3963
Admissions	2A-103	718-982-2010
Bursar	2A-105	718-982-2060
CIX E-Mail Help	1L-204 or 2A-306	718-982-3695
CLIP	4N-207	718-982-3069
College Testing	1A-104	718-982-2380
Counseling Center	1A-109	718-982-2391
CUNY Portal and CUNYfirst Help	2A-306	718-982-3695
Office of Student Accessibility	1P-101	718-982-2510
Emergency Number, i.e. School Closings	N/A	718-982-3333/4444
Financial Aid	2A-401	718-982-2030
Health and Wellness Center	1C-112	718-982-3045
Immersion Programs	1L-117	718-982-3964
New Student Orientation/CLUE	2A-208	718-982-2529
Parking & DolphinCard Services	3A-106	718-982-2294
Public Safety	2A-108	718-982-2116
Registrar	2A-107	718-982-2120
Student Housing	1C-212	718-982-3019