How to be Proactive and Prepare for an Advisement Session with your SEEK Counselor

All SEEK students are required to attend an advisement session with their SEEK counselor at least once a semester in the Fall between October-November and in the Spring between March-April.

During our Advisement sessions, we will review:

- Current Curriculum
- Intended Major
- Eligibility to declare a major
- Degreeworks to explore course options for the upcoming semester
- Progress in current semester courses

Advisement sessions are a partnership between SEEK counselors and students and in order to get the most out of your advisement session, we ask you take the following steps:

Steps to complete before the day of your advisement appointment

- **Step 1:** Use the Navigate APP to schedule the appointment at a time that works for you (remember that you should be attentive and in a space that allows you to engage with your counselor.
- **Step 2:** Log into CUNYfirst and Outlook to ensure that you have access. Any difficulties should be resolved by sending an email to helpdesk@csi.cuny.edu before the date of your appointment

Be prepared for the Advisement session. Here’s how you can accomplish that:

- **Step 3:**
  - Review your curriculum and DegreeWorks audit
  - Familiarize yourself with the CSI catalog and read the descriptions of classes you plan to take next semester
  - Take notes during the advisement session

Steps for after Advisement session:

- Review advisement notes using the Navigate application on your computer after you complete your session. This helps to retain information.
- Select course sections for the upcoming semester
- Review the pre-requisites and co-requisites for these courses using the CSI catalog
- Place courses in your shopping cart and enroll for 12-18 credits during early registration period

Let your counselor know if you do not understand what they are talking about, or ask them to slow down, and/or repeat the explanation.

- **BE ON TIME PLEASE!**

SEEK OPEN: Monday – Friday 9AM-5PM
Email: seek@csi.cuny.edu
ASK SEEK LINK: https://us.bbcollab.com/guest/c611f908cb264890ad85d508a73cb8be