

Tips for TAP- Fall 2017

1. Keep a printed copy of the degree requirements as appeared in the college catalog on the year in which you enrolled in your major.
2. Examine courses listed under “Fallthrough” or “Electives Not Allowed”. TAP audits are based on what appears in the DegreeWorks degree audit system, but there may be errors. Sometimes courses that count towards the degree may be listed as "Fallthrough" or “Electives Not Allowed” (not contributing towards your degree).
3. Some requirements are met only by particular sections of a course. For example, not all sections of AFR3000 are interdisciplinary. The section must be listed as AFR3000ID, with the ID indicating interdisciplinary. Similar considerations should be made for Writing Intensive courses. The only indication for Writing Intensive is found under the course attributes as seen in CUNYfirst.
4. Register early. As the registration period (known as EAR) continues course, sections fill and there are fewer choices. This will give you a chance to check your degree audit and make sure that your courses contribute towards your degree, and if needed make changes.
5. You may ask for general education courses (Pathways) allocated differently in DegreeWorks. For example, suppose GOV 1101 is listed as Fallthrough, and PSY 1101 is listed as an additional flexible core elective, and the system indicates you need individual and society. By moving PSY 1101 to individual and society, GOV 1101 will satisfy the flexible core elective.
6. Move forwards, not backwards. Do not take courses below your level. For example, do not take pre-calculus if you have passed calculus, regardless of what the degree audit system indicates.
7. If your major department makes changes to the degree requirements for your major, you may opt into the new degree requirements at the Office of the Registrar. You should consult with an advisor from your major department before making this change. It may impact your financial aid and progress towards your degree, and you will not be able to undo the change.

Prepared by the College Council Committee on Students