

# ADVISEMENT CHECKLIST:

## REMINDERS, UPDATES, & FAQs

**The name of the program** is Liberal Arts *and* Sciences, which has two very different degree tracks. **Often**, students say they are in LAS, but they **are actually in LAA**. Make sure students know which degree path they are pursuing.

- All materials, supporting documents, and general information can be found at our [LiberalArtsandSciencespage](#)

### [LAA](#).Curriculum

is our **Non-STEM track** curriculum that only requires a single MQR (math), as well as a single LPS and SW (both of which have non-lab options).

To help with enrollment, we want to actively encourage students to fulfill their **HIS** requirement.

Additionally, students should register for the sequential **World Language (WL)** as soon as possible, which begins with [WL.Placement](#)

- Students will often try to defer taking WL because they plan to transition into a program that does not require it. Let them know that for almost every degree program at the college, WL will also count as a WCGI and/or Elective Class Allowed (ECA)
- Just as importantly, let the student know that WL courses are guaranteed to transfer and, more importantly, a second language is one of the career markers that differentiates potential career candidates

**PLEASE STRESS beginning the WL sequence.**

Doing so will avoid a major hurdle toward completing the degree.

# LAS

is our **STEM degree** that currently offers 4 specializations: **General** [LAS.CURR](#) , BIO, CHEM, PHYS.

- To reduce the back-and-forth, once you discover that the student is in LAS—especially if it is the student’s first year, or you recognize that no math beyond MAT 1275 has been taken—send this question:

***LAS is for students who plan to take sequential math and science courses. Students in LAS usually transition into one of our Science programs—BIO, CHEM, or PHYS—or want to pursue a degree in mathematics (including Computer Science AS) or engineering. Is this your plan?***

Students in LAS **who are not considering one of these programs/career paths should reconsider this degree**—especially if they are not planning to transition or transfer into one of the aforementioned. If students express an aversion to math, they should definitely reconsider this major. If the student does not want to go into LAA and is **hoping to be accepted in one of the AAS degree programs, see below: [I want to go into Dental Hygiene/Nursing/Rad Tech.](#)**

## As a degree program, LIBERAL ARTS AND SCIENCES...

recommends that all students who are seeking full-time status take a minimum of 15 credits.

- **12 credits = full-time**, but this is **the minimum allowed, not the standard**
- If students say they **cannot handle more than 4 classes**, ok
  - **However**, point out to students that at the end of 2yrs—without Winter Session or Summer courses taken—they will only have 48 credits toward a 60 -credit degree
  - Taking **5 classes IS the norm**, 30-32 credits per year, for college students

## STUDENTS are Responsible...

for registering themselves. **Only first semester students** are registered by [STAR](#). Students who are unfamiliar with the technology can simply go here to watch the step-by-step videos: [HowToRegister](#)

- Students who say they are frustrated and need more assistance than we provide should be advised to go to the [office for Student Success](#) for additional support.

## The Advisor's role...

is to make sure that everything the student takes will be contributory toward Liberal Arts; at the same time, *if possible*, we make sure that the course(s) **will apply to both Liberal Arts and the program the student wants to transition into** (see the program's **Sample Course of Study** and/or run a **What-IF**). **Remind students** that it is their responsibility to check their DegreeWorks and make sure that the chosen classes are showing in either their **GEN ED** or **Major** requirements.

**Advisors should stress** to students that they should always make sure that no classes are plotting as Electives Class **NOT** Allowed (ECNA)—which is where the system informs students that a class is not applicable to their degree and may be a Financial Aid issue (see **FA** below). Let your advisees know that **if one of the selected courses does plot** as an ECNA to contact you, the advisor; doing this is essential to making sure our students are on track to eventually graduating, transitioning, or transferring.

**Advisors do not** have all the answers. Our role is to inform students what is needed, where the classes will plot, and, if students have more questions, point them in the right direction—e.g. Financial Aid, scholarships, transitioning into another program, or, if necessary, the [Student Success Center](#).

1. Anything advisors are unsure about, **do not guess**.
2. Simply tell students that you will find out and get right back to them.
3. Contact the director (**not the dean**). The director will respond within 24hrs.
4. Please **do not include students in your correspondence** with the director.
  - For students unfamiliar with [DegreeWorks](#)
  - For students unfamiliar with [Schedule Builder](#)

## Scheduling Testing Advisement Registration (STAR)

**All FIRST SEMESTER** students seeking to enroll in classes will have an advisement hold; this is resolved by contacting [STAR](#) and scheduling an appointment to be advised. **After FIRST semester**, all students register themselves via Schedule builder.

- Yes, this includes Transfer Students

## Financial Aid (FA)

One of the first questions we should ask is, “Do you have FA?”

But understand, **Advisors DO NOT** discuss Financial Aid, outside of the basics:

12-18 credits = full time (12 credits must be contributory to the degree program; once applied, FA covers up to 18 credits).

- That said, if students have at least 12 credits applied to the degree and are flagged for taking a class that is ECNA (they may have received a letter from the [Registrar](#)), let them know they should be ok, but to “**Confirm with a FA counselor.**”
- Anything less than 12 credits is considered part time. Yes, FA does provide part-time aid
- Their email and in-person hours are [here](#)

**Note:** If students say “**I got an email saying something is wrong with one of my classes,**” inform them that even if they have 12 contributory credits, the **Registrar will still** notify them that one or more of the registered classes does not apply to their degree program.

As an advisor, just make sure that the student has a valid reason for taking a class that does not go toward their curriculum.

- In Liberal Arts, this may happen because the student is considering transitioning into another program and their degree requires the class. **Again, this is why Gen Ed and Major requirements should be taken first and “electives” should be saved**
- Students who register late may also have courses **NOT allowed** because the availability of contributory classes was scarce; when this happens, students often register for any available classes in order to meet full-time status
  - In these cases, students should be encouraged to still try to get into classes that are contributory, even though the official ADD period has ended. **During the first 2 weeks of the semester’s start, students are dropping and swapping classes**, so inform students to be vigilant because a seat may open
  - For how to [Swap & Drop](#)

**IF FA COMES UP, NO MATTER HOW MUCH IS REVIEWED,  
ALWAYS TELL THE STUDENT “CONFIRM WITH A FA COUNSELOR.”**

## “I think I’m exempt from taking this class because I took AP classes in High School.”

In most cases, the [Transfer Office](#) will have verified this already. But if the class is still showing as “still needed” and the student says the above, check on CUNYfirst under **Student Summary**.

**The college’s policy:** *Students who completed Advanced Placement (AP) courses in secondary school and who passed the AP Tests of the College Entrance Examination Board (CEEB) with grades of 3 or higher will receive credit for specific courses or electives.*

**To verify which** classes do indeed have an AP exemption score, just go to [APExam.ListOfCourses&Scores](#). If it appears the student is correct, just contact the director.

## “Does NYCCT offer any scholarships?”

**Yes.**

Students expressing interest in general scholarships and/or departmental scholarships, should go to [Scholarships&Grants](#)

### **I need classes because I have an Excelsior Scholarship!**

This is a full-tuition scholarship for eligible CUNY/SUNY students. The explanations and details—including the application and link to the NYS Dream Act Excelsior—are [here](#)

- Most notably, students who have an Excelsior scholarship must take **at least 12 contributory** credits a term and earn 30 credits each year (successively)
  - These students are often desperate for classes because they have to meet the state requirements in order to remain in “good standing”

## Writing Intensive (WI)

All Associate's students must complete 2 WI; all bachelor's 4. Make sure to check under **Degree in...Still Needed** on **DegreeWorks**, underneath the **Degree Progress/GPA** bar.

**All of the college's degree bearing programs have** discipline specific WI classes, outside of the Gen Ed courses listed above.

## CR/NC

**After the semester ends, the option to** convert an earned grade is offered to **FIRST Semester** students ONLY (Freshman and Transfer). First-year students **can only convert** a class in which they have a D or F to CR/NC. **They will not be able to convert** a class with a C or higher to CR.

- This makes the one-to-one mapping clear for programs that have requirements of C or higher. For example, pre-Allied Health programs will regard CR as D for entrance evaluation purposes. Any student who says they are interested in Dental, Nursing, or Rad should not consider CR for any Pre-Clinical/Introductory Term classes (all of which are on their webpages under **Sample Course of Study**)
  - Excelsior scholarship students considering a CR grade should confirm that there is no conflict with an Excelsior Scholarship counselor

**THIS OPTION ONLY APPLIES TO THE STUDENT'S  
FIRST SEMESTER ENROLLED AT OUR CAMPUS**

## Course Withdrawal(s)

Students who inquire about dropping a class should be reminded that **they literally have until the end of the semester to decide**. The college now allows students to take the class in its entirety, with the final day to receive a W grade (no academic penalty attached) generally being **the last day of scheduled classes**. **However**, if FA is a consideration, tell students to **set a daily calendar reminder** to drop the course **starting 12/1** for FALL or **5/1** for SPRING; both dates **ensure that FA's required 2/3 of the semester have been met**.

- **DROPPING before the required 2/3 has been fulfilled** may result in students carrying a part-time course load, especially if the student is only enrolled in 12-13 credits

For these students, stress:

- If an option, stay in the course and see if it turns around. Even if the course is confusing, staying in the class and trying often becomes an easier learning experience when students know they plan to withdraw because the pressure has been removed
- **After 12/1 or 5/1**—if still convinced that an undesirable grade will be applied to their GPA—**they still have a 2-week window to withdraw**
- Remind students that dropping **ENG 1101** or **MAT 1275** may result in being behind a semester—especially as **ENG 1101 is the pre-req for the majority of college courses, and MAT 1275 begins the ...75 track**
  - Students considering transitioning into Dental Hygiene, Nursing, or Rad Tech **MUST HAVE A/high-B grades** in these 2 classes, along with BIO 1101, 2311, 2312, CHEM 1110, SOC 1101, PSY 1101 (see the AAS program's **Sample Course of Study** and/or see below: **I want to go into Dental Hygiene/Nursing/Rad Tech**)
    - For these students, staying in the class(es) until the last possible day before withdrawing is extremely valuable because they **MUST** retake these courses; the rationale for remaining is that by 12/1 or 5/1 they have basically completed the course, audited the materials, and can now retake during the next available semester with a stronger understanding of the required curriculum

## Summer Semester/Winter Session

Summer Session is a **separate semester**, outside of Fall/Spring. For Summer, the max course load students are allowed to carry is usually **8 credits per session**. FA/FASFA generally covers summer, as long as the MAX available for the school year has not been met. **Advise students to confirm this with a FA counselor.**

Winter Session is **part of Spring** semester. As such, Winter is not automatically covered by TAP. **Students asking about Winter should consult a FA counselor** to see how many credits must be registered for during Spring to have Winter covered by their current Aid package. For more details, see **Winter/Summer** in our [AdvisorsGuide](#)

### “I want to go into Dental Hygiene/NURSING/Rad Tech”

Most of the time, advisors should go to the department’s webpage/**Sample Course of Study**. Under **Introductory Term/Pre-Clinical** requirements will be the classes students need to complete. Any of these classes that can be applied to Liberal Arts, advise students to take. **Additionally, ask** students if they have spoken to an AAS advisor. If not, advise students to do so, **AFTER** telling them what they can take that is also contributory to Liberal ARTS.

For details on how to respond—including when students are unfortunately not viable candidates, alternative programs to consider, and pre-designed responses **THAT SHOULD BE ADDED** WHENEVER RESPONDING TO THESE STUDENTS—see [ADVISORSONLY. Responses.AAS degrees](#)

**If students ask** about their options to one of these degree programs, **feel free to send them the student version** of AAS degree alternatives, which include full descriptions, **minus** the FACULTY COMMENTARY: [STUDENTS.AAS.Alternatives](#)

- For context, **please read** the Advisors’ version first



**Advise students** to go to the department's **Sample Course of Study** to see if the program has *“recommended taking before entering the program”* classes.

**DEN:** Spring Application for Fall admission: details and FAQs are [here](#)

**NUR:** Application results are generally sent via email by mid-January for Spring semester: Application and details are [here](#)

**RAD:** During the Spring advisement period, students are selected for the Fall semester. Details and FAQs are [here](#)

## Students in LAS/transfer students may ask “Does CityTech have a clearly outlined Premed curriculum?”

Yes. The **School of Arts & Sciences** has [several BS degrees](#) that students can tailor to meet the needed course prerequisites for Medical School.

### Reverse Transfer

Students who decide to transition or transfer into another degree program can still apply for one of our Liberal Arts Associate's degrees, as long as they complete the remaining requirements. When advising students who are interested in going into another program, mention the opportunity for the student to still complete their degree in Liberal Arts—especially if they have upward of 40 credits toward LAS/LAA completed and the transition/transfer degree either allows room to complete what's still needed or the students have FA and can add the remaining class(es) to their full-time load.

- For LAS, this is always an option for a student who decides to go into one of the science degree programs
- Once the remaining credits have been completed, inform students that all they need to do is contact the director—or the dean directly—to apply for the reverse transfer

## “I want to get a Bachelor’s degree in Liberal Arts.”

Liberal Arts and Sciences **offers two** Associate degrees: LAA and LAS. We **DO NOT HAVE a Bachelor’s of Liberal Arts degree. However,** the ***School of Arts & Sciences***—which includes all Liberal Arts Departments—does offer these [DisciplineSpecificBachelorsDegrees](#)

## Brightspace

**PLEASE remind students** that CUNY is ending their contract with Blackboard at **the end of Spring 2024. Beginning** Summer 2024, the college will begin using the **Brightspace** platform. Students interested in workshops and assistance with the platform should go to [AtoL.Students](#).

**Faculty** support & workshops: [AtoL.Faculty](#)

## MINORS

**Declaring an Academic Minor** is for **Bachelor’s students ONLY**. However, if students intend to transition into a bachelor’s degree and plan accordingly, they can take many/most of the requirements needed while in Liberal Arts: [Minors](#)

## Encourage students to apply to one of our Special Programs

*\*If for no other reason, they register first*

- \*Tailored advisement, counselors, multiple resources, support: [ASAP](#) and [SEEK](#)
- \*Underrepresented and/or economically challenged groups (cannot be in ASAP or SEEK): [CSTEP](#)
- \*Support for [Veterans](#)
- \*Exceptional GPA's: Honors Scholars Program [Honors Scholars Program](#)

*May also be relevant to advisement*

Enrollment and Success, including campus-wide events [BLACKMALEINITIATIVE \(BMI\)](#)  
Math preparation [MathStart](#) and support with college success and Employment [CUNYEDGE](#)  
Education and Travel: [StudyAbroad](#)  
Peer Mentoring for Latinx students in their first year at CUNY: [CrearFuturos](#)  
Scholarships for STEM students: [S-STEM](#)  
**All and more** are listed and outlined at [SpecialProgramAtCityTech](#)

### “I want to transfer to [CUNY BA](#)”

**First**, check to see if the student is saying this because they have **A LOT OF CREDITS** and someone told them that they can get a “quickie” degree. This misconception often happens because students can transfer 90 credits toward their CUNY BA.

- The final 30 credits, however, are what must be designed with a faculty mentor

If approached, let them know that they can contact the director, **OR** tell them the basics below (which is what I tell them):

- Their advertisement sums up the appeal: ***At CUNY BA you can design your own degree. Work with faculty mentors to design your own BA or BS degree using the University as your campus***
- Degrees that involve licensure are not options for the CUNY BA. e.g. Engineering, Nursing
- Physical location is housed at the CUNY Graduate Center in Manhattan
- Students generally need a 2.5 GPA to be accepted into the CUNY BA
- Students can take all classes at their home campus—in this case, NYCCT—or they may take classes at multiple CUNY campuses
- CUNY BA students **MUST** have an interdisciplinary focus. As such, if the student is interested in a degree in Psychology—and since we do not have a bachelor's in this major—the student would need an interdisciplinary/secondary discipline to round out the degree's needed [area of concentration](#) (which must be submitted by the end of the first semester). There are a lot of interdisciplinary AOC samples outlined on the site
  - Otherwise, the interdisciplinary rationale is that students can, instead, just transfer to a CUNY that has a degree in the major they want to pursue: i.e. Psychology
- Filling out the [application](#) is relatively easy
- Yes, a **Personal Statement** is required (200-500 words)
- Proposing the [areas of concentration](#) (specializations where the disciplines may overlap) should be worked out with the [faculty mentor\(s\)](#) —full-time CUNY faculty who ideally truly understand the student's vision for the interdisciplinary focus and are capable of helping develop a curriculum at NYCCT, or, possibly, throughout CUNY. How to find a mentor is outlined on the page. Once admitted, the student's **assigned** CUNY BA academic advisor(s) can help with the mentor(s), too
  - All information and needed forms and materials can actually be found on their [advisement](#) page
- If students have an interdisciplinary degree concept/vision that cannot be fulfilled at NYCCT, they can/should attend a **virtual information session**. We always have this information on our webpage in the [Liberal Arts logo box](#); this is where students interact with the actual CUNY BA staff, who are there to answer questions and provide guidance
- **For any students already in the CUNY BA**, to graduate requires a [graduation audit](#) which will outline everything needed to complete the degree, including forms, application, dates/deadlines

**Any/all other questions** should be directed to the CUNY BA team during the **Info Session**.

## “Can I use Life Experience credits (LE) for courses?”

**Yes.** This is a question an advisor might be asked by an older student who has been in the workforce. The question, which comes up from time to time, especially since the pandemic, may come from a student transitioning from a career and starting college; or possibly a working student who is returning to complete a degree after being away for years; or a transfer student hoping to apply LE to complete a degree. If asked, just inform the student that it is possible under certain situations and that it requires documentation to support using a LE as a course substitution because, eventually, it must be approved by the department’s chair that houses the class and then the dean.

- If the student recently transferred to NYCCT, point out that 30 credits in-residency must be completed to graduate any degree program
- And the just inform the director who will follow up

## Students **SHOULD ONLY** email from their NYCCT account, and...

**Every student has one**, and the campus accounts come with security features and warnings that personal accounts often neglect. CUNY central continues to ask that faculty consistently enforce this communication policy. If students say “**I cannot access my email**” please tell them to **setup/reset** their accounts [here](#).

**ADDITIONALLY, ALL students and faculty have 3** NYCCT accounts. If students are unaware, the three accounts—**AD, CUNYfirst, and Microsoft 365**—should be accessed/setup at [Student Resources](#). **Faculty who want to access** these accounts and more should go [here](#) and, if needed, the more expansive [Faculty & Staff HUB](#).