



For Liberal Arts Students, there are generally 3 academic considerations:

- **Graduate**
- **Transition into another NYCCT program**
- **Transfer**

Which one are you considering?

With that in mind, if you missed advisement during the semester, or you want to try to register on your own, here are some **Helpful Hints** to get you started:

[Graduate](#)

[Transition](#)

[Transfer](#)

[Offices, Contacts, Important Forms](#)

[Register for Classes](#)

## IF YOU INTEND TO GRADUATE FROM LIBERAL ARTS AA/AS PROGRAM

Go to your DegreeWorks: [DegreeWorks](#)

At the top in the blue banner, where it says “Degree in Associate in...” note your CUM GPA, Credits required (60), and Credits Applied (the number of credits with your current enrollment).

Under that in the Gray and pink area, note what remains unchecked and says “**Still Needed**”:

Where it says **CUNY Skills & Placement, if you have already taken** an English Composition or MAT course and see those classes plotting below under **Required Common Core/English Comp & MQR**, you can ignore if it says **Still Needed**.

- In LAS, if MAT 1275/1375 have been taken, they may also plot above under **CUNY Skills and Placement/ Math Placement**
- MAT 1375 may also plot under **SW**

Under **General Education: Pathways** (Any category in pink needs to be fulfilled)

After **English Comp and MQR**, the **Flexible Common Core** courses are generally “any” for Liberal Arts students. The last one, **Additional Flexible Common Core**, means “any/another” course from one of the five Flex Core categories (see Curriculum Sheets, pg 2).

Under **Major in...** (Anything in pink needs to be fulfilled)

**If you are LAS**, under **Science Sequence (SS)**, you may see an intended course plotting above under LPS. Once you take the next class in the sequence, the classes should shift.

- **Ex.** BIO 1101 is under LPS. And under SS, BIO 2311 is plotting. Once you register for BIO 1201, BIO 1101 will shift to SS and BIO 2311 will move to LPS

**Free Electives** and **Elective Classes Allowed** (ECA) are the same requirement. If you see classes in both areas, count both. If you only see classes in ECA, the Free Electives category is being fulfilled.

If a class you are **CURRENTLY enrolling** in plots as an **Elective Class NOT Allowed** (ECNA), the system is informing you that there is no more Elective space available and these courses will not be covered for Financial Aid/TAP. If this happens, contact us and a **FA/TAP counselor**.

- Electives ALLOWED are only up to 60 credits
- If you have at least 50 credits and have **not fulfilled** the LAA World Language sequence or the Major in Liberal Arts and Sciences-AS math sequence (**MAT 1475** and **Additional Required Math**), the system may not allow more electives

If you are **in LAA** and already took a **World Language** course, check to see if part of your sequence is plotting in **WCGI**. If so, contact us.

- All students interested/who need a class in either Arabic, Chinese, French, or Spanish must take the **World Language Placement** test. This simply determines if you should register for a 1xxx, 2xxx, or 3xxx level course
- On this webpage, to begin the placement process, see **Student Resources/World Language Placement** ([Click for Info](#))

Below under **Offices, Contacts, Important Forms** are the LAA and LAS curriculum sheets and the Capstone/Writing Intensive sheet. ([Click for Info](#))

***If a class is not plotting where you think it should, contact us.***

## IF YOU INTEND TO TRANSITION INTO ANOTHER NYCCT PROGRAM

Go to your DegreeWorks: [DegreeWorks](#)

Run a What-if for the program you are interested in:

- If unfamiliar with this feature: ([Click for Info](#))

At the top in the blue banner, where it says “Degree in Associate in...” note your CUM GPA, Credits required (60), and Credits Applied (the number of credits with your current enrollment).

Under that in the Gray and pink area, note what remains unchecked and says “**Still Needed**”:

Where it says **CUNY Skills & Placement**, if you have *already taken an English Composition or MAT* course, you can ignore if it says **Still Needed**.

Under **General Education: Pathways** (Anything in pink needs to be fulfilled)

Under **Major in...** (Anything in pink needs to be fulfilled). Underneath in gray, you may see **Unmet Conditions** for.... message; this appears because

- You are not in the program and may have no classes showing
- Transferred into the college and have not met the credits in residency requirement
- You haven’t established the needed GPA

Go to the intended program’s webpage. Read the **Overview**. At the bottom, check the requirements. Is there a specific GPA provided? Do you have that GPA? Next, look at **Degree Requirements** and **Sample Course of Study**. Are there any courses in this program that you can take while still in Liberal Arts? Do they allow for any major courses to be taken? If so, make sure to register for those courses—and make sure the classes are contributory/plot on your DegreeWorks’ page.

If you are a student in good standing, transitioning into most programs can be done by submitting this form directly to the Registrar: ([Click for Info](#))

### Students must be accepted into the programs listed below.

Check the department's webpage—especially the **Introductory Term/Pre-Clinical requirements**—and contact a program advisor about admission:

- Dental Hygiene (major courses (**DEN**) not allowed)
- Math Education
- Nursing (major courses (**NUR**) not allowed)
- Rad Tech (**RAD 1124 is needed** to apply. No other **RAD** major courses allowed)

***\*Any Change of Curriculum forms submitted for these programs without the program's permission will not be considered***

If your **GPA is lower than a 2.0**, transitioning into most programs cannot be considered at this time.

- On a case-by-case review, **exceptions are made** for students who are currently in a major program and want to transition into Liberal Arts and Sciences

***Remember, classes deemed contributory only plot for the degree program you are in, not the program you want to transition into. As such, make sure the classes you register for DURING THE UPCOMING SEMSTER do not plot at the bottom as an Elective Class NOT Allowed (ECNA).***

Below under **Offices, Contacts, Important Forms** are the LAA and LAS curriculum sheets and the Capstone/Writing Intensive sheet. ([Click for Info](#))

***If a class is not plotting where you think it should, contact us—or the program you are transitioning into.***

## IF YOU INTEND TO TRANSFER

### *First:*

- Have you checked the campus website where you plan to transfer?
- Have you checked the college's GPA requirement?
- Have you checked the specific program's GPA requirement?
- Have you gone to the program's webpage to see what classes are required for entry into the program?  
If so, can you register for those classes at NYCCT using contributory credits?

If you want to transfer **to another CUNY campus**, the deadlines for **Fall** enrollment is 2/1; for **Spring** enrollment, 9/15:  
([Click Here for Info](#))

- Contact the campus you're considering to see if transfer dates have any adjustment

### **If transferring within CUNY:**

Go to your DegreeWorks: [DegreeWorks](#)

Run a Transfer What-if for the CUNY campus/program you are interested in.

- If unfamiliar with this feature: ([Click for Info](#))

### **If transferring outside of CUNY:**

Make sure to answer all the questions listed above under **First**. Check the deadline dates for transfer. Contact the college's Admission's office.

## MAIN OFFICES, CONTACTS, IMPORTANT FORMS

The email and, if available, ZOOM/in-person contact days/hours, are generally located on the Homepage:

- [Financial Aid](#)
- [Registrar](#)
- [Bursar](#)
- [Admissions](#)

***\*All other offices can be easily accessed via the college website. In the main CITY TECH banner, just type the name into the monocle next to the QUICKLINKS tab***

### Most Commonly Requested Forms:

- [Application for Degree](#)
- [Application for Re-admission](#)
- [Change of Curriculum](#)
- [Program Change Form](#)
- [Transcript Request Form](#)

**\*These forms are also available, along with others, on the [Office of the Registrar page](#)**

### Curriculum Sheets:

- [LAA](#)
- [LAS](#)
- [Capstone and WI](#)

## TO REGISTER FOR CLASSES

*Use [Schedule Builder](#) **OR** [CUNYfirst](#)*

*If there are a few things that are still unclear, contact us at [ArtsandSciences@citytech.cuny.edu](mailto:ArtsandSciences@citytech.cuny.edu)*