
TOOL, STRATEGIES AND TIPS FOR NAVIGATING CCNY – SPRING 2020

PRESENTED BY: DOMINIC STELLINI, EXECUTIVE DIRECTOR OF STUDENT ENGAGEMENT



WHO IS RESPONSIBLE FOR THE ADMINISTRATIVE “STUFF” THAT GOES WITH BEING A COLLEGE STUDENT

YOU!

Not your parents, grandparents, spouses or guardians.

Not your advisor.

Not your BFF.

YOU!

TOOLS OF THE TRADE

In addition to a dedicated staff, City College Provides you with a number of tools that are essential to your success as a student. Many of these tools are managed by the Office of Information Technology (OIT). Please see the following websites:

[IT SERVICES](#)

[Valuable IT information for all new students:](#)

[IT SERVICE DESK](#)

TOOLS OF THE TRADE: CUNYFIRST

CUNYFirst is the Student Information System we use at City College to keep track of all of your information. Contact information, grades, registration, finances, bills, etc. In a word, everything.

The primary thing you will use CUNYFirst for, is registering for your classes. However, there is a lot more you can do in CUNYFirst. Some of these are:

- **Enrollment**
 - Search for classes ([Class Search Guide](#))
 - Enroll in classes ([Enrollment Guide](#))
 - Add/Drop/Swap classes
 - Withdraw from classes
 - View your enrollment dates
- **Finances**
 - View holds, including financial aid holds
 - View your financial aid
 - Check your tuition balance
- **Personal information**
 - Update your address
 - Update your email address
 - Update your phone number
 - Update your emergency contact information
 - Access unofficial transcripts
- **Other**
 - View your grades
 - View your schedule
 - View your course history
 - Apply for an ePermit ([ePermit Information](#))
 - Apply for graduation

STUDENT CENTER: YOUR CUNYFIRST HOME BASE



[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

 **Student Center**






Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Deadlines  URL 

2019 Spring Term Schedule

Class	Schedule
 ART 10100-3GJ LEC (37935)	We 6:15PM - 9:05PM Comp Goeth CG236
 ART 10700-1EF LEC (37947)	Mo 2:00PM - 4:50PM Comp Goeth CG106
 CHEM 10301-M4 LEC (39030)	TuTh 11:00AM - 12:15PM Marshak MR3 Th 2:00PM - 3:50PM Marshak 1003 Tu 2:00PM - 3:50PM Marshak 1123
 MATH 20100-ST LEC (38396)	TuTh 6:00PM - 7:40PM NAC 5/111
 ME 14500-5AD LEC (23485)	Fr 9:00AM - 11:50AM NAC 4/222

weekly schedule >

Finances

[My Account](#)
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)
[Direct Loan Processing Form](#)
[Supplement Form](#)

other financial... >>

 **You have no outstanding charges at this time.**

[create pay plan](#)

Personal Information


[Emergency Contact](#)

Contact Information

Home Address
Asteris, NY 11106-5059
Queens
Phone
None

Mailing Address
Asteris, NY 11106-5059
Queens
Email

Admissions

 **You do not have any pending applications at this time.**

SEARCH FOR CLASSES

Holds

Course Withdrawal Not Allowed
New Student Experience
Financial Aid Hold
Financial Aid Hold
Financial Aid Hold

[details >](#)

To Do List

[Complete the Supplement Form](#)

[more >](#)

Milestones

No Milestones

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2019 Spring Term Regular Academic Session on November 8, 2018.

[details >](#)

Advisor

Program Advisor
Carlito Berlus

[details >](#)

Advisement / Transcript

[Official Transcript Ordering](#)
[DegreeWorks-Online Advisement](#)
[FACTS - Financial Aid](#)

Important Links

[FAFSA](#)
[FERPA](#)
[CUNY.edu](#)

Blackboard

[Blackboard](#)

[Student Center](#) [General Info](#) [Admissions](#) [Transfer Credit](#) [Academics](#) [Finances](#) [Financial Aid](#)

HOLDS AND TO DO LIST

The screenshot displays a student portal interface. The 'Academics' section is active, showing a '2019 Spring Term Schedule' table. To the right, a red box highlights the 'Holds' and 'To Do List' sections. A red arrow points to the 'Holds' section, and an orange arrow points to the 'To Do List' section.

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... ▾ >>

2019 Spring Term Schedule

	Class	Schedule
	ART 10100-3GJ LEC (37935)	We 6:15PM - 9:05PM Comp Goeth CG236
	ART 10700-1EF LEC (37947)	Mo 2:00PM - 4:50PM Comp Goeth CG106
	CHEM 10301-M4 LEC (39030)	TuTh 11:00AM - 12:15PM Marshak MR3 Th 2:00PM - 3:50PM Marshak 1003 Tu 2:00PM - 3:50PM Marshak 1123
	MATH 20100-ST LEC (38396)	TuTh 6:00PM - 7:40PM NAC 5/111
	ME 14500-5AD LEC (23485)	Fr 9:00AM - 11:50AM NAC 4/222

weekly schedule ▶

Holds

- Course Withdrawal Not Allowed
- New Student Experience
- Financial Aid Hold
- Financial Aid Hold
- Financial Aid Hold

[details ▶](#)

To Do List

- [Complete the Supplement Form](#)

[more ▶](#)

Finances

My Account

- [Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

Milestones

No Milestones

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the

You have no outstanding charges at this time.

ADVISEMENT / TRANSCRIPT

other financial... ▾ >>

▼ Personal Information

[Emergency Contact](#)

Contact Information

Home Address	Mailing Address
[REDACTED] Astoria, NY 11106-5059 Queens	[REDACTED] Astoria, NY 11106-5059 Queens
Phone None	Email [REDACTED]

▼ Admissions

i

You do not have any pending applications at this time.

0, 2016.

details ▸

▼ Advisor

Program Advisor
Carlito Berlus
details ▸

▼ Advisement / Transcript

[Official Transcript Ordering](#)
[DegreeWorks-Online Advisement](#)
[FACTS - Financial Aid](#)




▼ Important Links

[FAFSA](#)
[FERPA](#)
[CUNY.edu](#)

▼ Blackboard

[Blackboard](#)

FINANCES AND FINANCIAL AID

	PSY 24700-E3 LEC (33906)	MoWe 2:10PM - 3:00PM NAC 1/214 Mo 4:10PM - 5:00PM NAC 7/218
	PSY 31139-L LEC (33927)	TuTh 2:00PM - 3:15PM NAC 7/218
	PSY 36500-R LEC (60505)	TuTh 3:30PM - 4:45PM NAC 1/214

[weekly schedule ▶](#)

[more ▶](#)

▼ Milestones

No Milestones

▼ Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2019 Summer Term Four Week - Second on April 3, 2019.

[details ▶](#)

▼ Advisor

Program Advisor

None Assigned

▼ Advisement / Transcript

▼ Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Direct Loan Processing Form](#)

[Supplement Form](#)

other financial... ▼ 

▼ Personal Information

 Your Bill

You have no outstanding charges at this time.

 Financial Aid

KNOW WHAT YOU OWE

When you register for classes, your tuition balance will change, but did you know that if you add or drop a class, your balance may change again?

Follow the below steps to KNOW WHAT YOU OWE!

Finances

My Account

Account Inquiry

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Direct Loan Processing Form](#)

[Supplement Form](#)

other financial... ▾ >>

*Institution City College ▾

i You have no outstanding charges at this time.

[Enroll/Manage Payment Plan](#) [make a payment](#) ▶

Account Inquiry | Electronic Payments/Purchases | Account Services

summary || activity || charges due || payments || pending aid

Account Summary

What I Owe

You have no outstanding charges at this time.

1. Check your CUNYFirst Account for any current charges.*

2. Select Charges Due for a detailed report.

Account Inquiry | Electronic Payments/Purchases | Account Services

summary || activity || charges due || payments || pending aid

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Due Date	Due Amount	Running Total
07/13/2016	3,369.95	3,369.95

3. Don't miss your bill due date on the left!

KNOW WHEN YOU OWE

Tuition Bill Payment Dates - SPRING 2020

IF YOU REGISTERED BETWEEN

October 20 - December 18

December 19 - January 20

January 21 or later

THEN YOUR BILL IS DUE

January 3

January 20

Immediately

- 1/26/20 -Last day to drop classes for 100% tuition
- 1/27/20 -Classes begin
- 2/2/20 -Last day to drop for 75% tuition refund
- 2/9/20 -Last day to drop for 50% tuition refund
- 2/26/20 -Last day to drop for 25% refund

FOR MORE INFO VISIT:

ccny.cuny.edu/tuition-payment-options

TOOLS OF THE TRADE: CUNY PORTAL

BLACKBOARD

- Online home for your classes
- Single dedicated location for professors to post assignments and readings
- The syllabus is often posted in advance of the class starting
- Professors may utilize discussion board forums
- Professors can send announcements/contact the entire class at once

[Online BlackBoard Support](#)

DEGREE WORKS

- A digital checklist of your degree requirements
- It maps courses you have completed at City College into categories
- For transfer students, it includes courses from previous colleges (if the transfer credits were evaluated)
- An easy way to see what you have completed / what is still left to obtain your degree
- Closely tied with financial aid eligibility (if applicable to you).
- Use Firefox Browser

[Online DegreeWorks Support](#)

For further assistance, you may contact the CUNY Portal/Blackboard Support at **212-650-6990** or via email bbsupport@ccny.cuny.edu

TOOLS OF THE TRADE: CITYMAIL

CityMail is your official City College email account and so much more.

- This is your business address as a City College Student.
- This is the only email account that the college (including professors) will use to communicate with you, so check it daily.
- Your login credentials for this account also serve as your login to the campus Wi-Fi and computers in all computer labs.
- CityMail is part of the FREE Microsoft 365 package that you are entitled to as a CCNY Student

IT HELP

CONTACT

Location: North Academic Center (NAC) Room 1/301

Phone: 212.650.7878

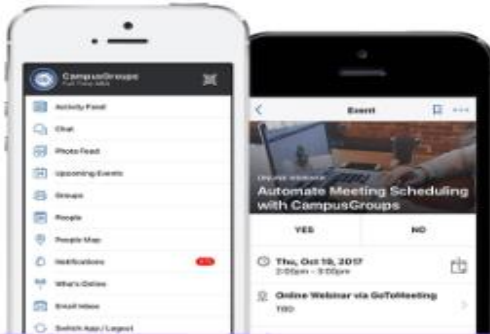
E-Mail: servicedesk@ccny.cuny.edu






DOWNLOAD

ALL CCNY STUDENT LIFE INFO ON YOUR
MOBILE



- 1 Download the "City College of New York" app or "CCNY Campus App"
- 2 Enter your CCNY Email Username and Password
- 3 Follow Instructions and You're IN!



Powered by  CampusGroups

CCNY STUDENT LIFE MOBILE APP

Features of CCNY Student Life Mobile App:

- Easy access to full schedule of events
- Lists and descriptions of speakers and exhibitors
- Integration with Twitter, Facebook, YouTube
- Clubs and organization

NEW STUDENT ORIENTATION FAQ AND PARENT GUIDE

The City College of New York | Groups



Group Page

Join

Contact Us

Sign In

IAMCITY NEW STUDENT ORIENTATION

Frequently Asked Questions (FAQ's)

Parent and Family Guide

Academic Planning Day (APD)

What is an Academic Planning Day (APD)?

In order to enroll in classes you must meet with an Academic Advisor. You will meet your Academic Advisor during your Academic Planning Day (APD). During APD you will learn what it takes to become a successful student at City College and plan your first semester course schedule.

What should I do to register to attend an Academic Planning Day (APD)?

In order to register, you must first complete the checklist on your MyCity Page, located on the left hand side of the page. Once everything is marked as complete, you will be given access to the dates to RSVP for the Academic Planning Day, which will appear on the right hand side of the page.

Why is my checklist on MyCity page not showing everything as complete? I submitted everything.

It takes the system 2 business days to update the checklist on your MyCity page. If 2 business days have passed contact the office you submitted paperwork to in order to follow up accordingly.

Will I receive any confirmation that I have signed up for an Academic Planning Day?

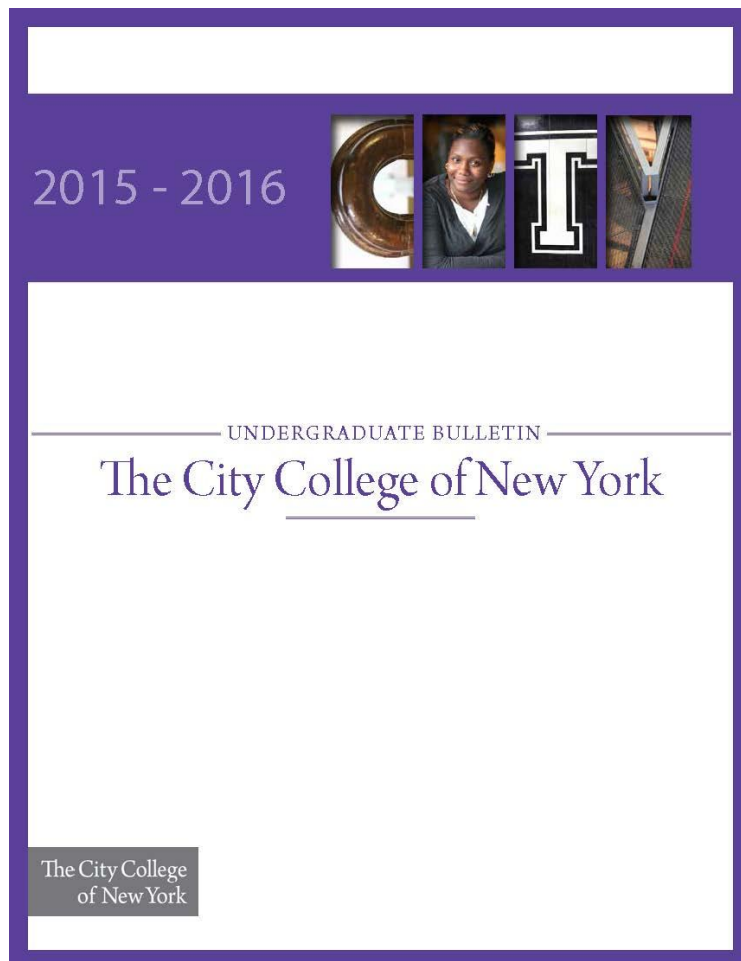
Yes you will receive a confirmation email that you are registered for APD. In addition, you will receive another email two days later with instructions on preparing for your online orientation.

Do I have to go to my Academic Planning Day? If I go, do I have to stay for the whole day?

Yes, it is required you go in order to be advised to register for classes. The morning program will take place from 8:15am-10:15am. After that, you will be escorted to your respective division where you will be advised. Prepare to stay until 5p.m. though there is a chance you will leave earlier.

■ [Click here for FAQ](#)

DOING YOUR PART IS ESSENTIAL!



Tips for stress free enrollment:

- 1. Know your degree requirements (check the [Undergraduate Course Bulletin](#))
- 2. Check your [CUNY First Account](#) frequently
- 3. Check your [CityMail](#) *at least* once daily!
- 4. See your academic advisor often, at least twice a semester. Advising is about more than your class schedule.

YOUR PART IS ESSENTIAL!

Tips for stress free enrollment:

- 5. Consult the [academic calendar](#) frequently
- 6. Whether paying your bill or changing your major, allow at least two business days for processing before a deadline

Spring 2020 Academic Calendar

[Home](#) / [Registrar](#) / Spring 2020 Academic Calendar

Dates are subject to change

DATES	DAYS	
November 11	Monday	Application for degree for Spring 2020 begins
January 20	Monday	Last day to apply for Study Abroad
January 26	Sunday	Last day for 100% tuition refund; Last day to file ePermit request for Spring 2020; Last day of Registration;
January 27	Monday	Start of Spring Term; Classes begin; Initial Registration Appeals begin;
January 28	Tuesday	Last day to submit a request for Independent Study
February 01	Saturday	First day of Saturday Classes
January 27 - February 02	Monday - Sunday	Change of program period; late fees apply