TOOL, STRATEGIES AND TIPS FOR NAVIGATING CCNY – SPRING 2020

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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

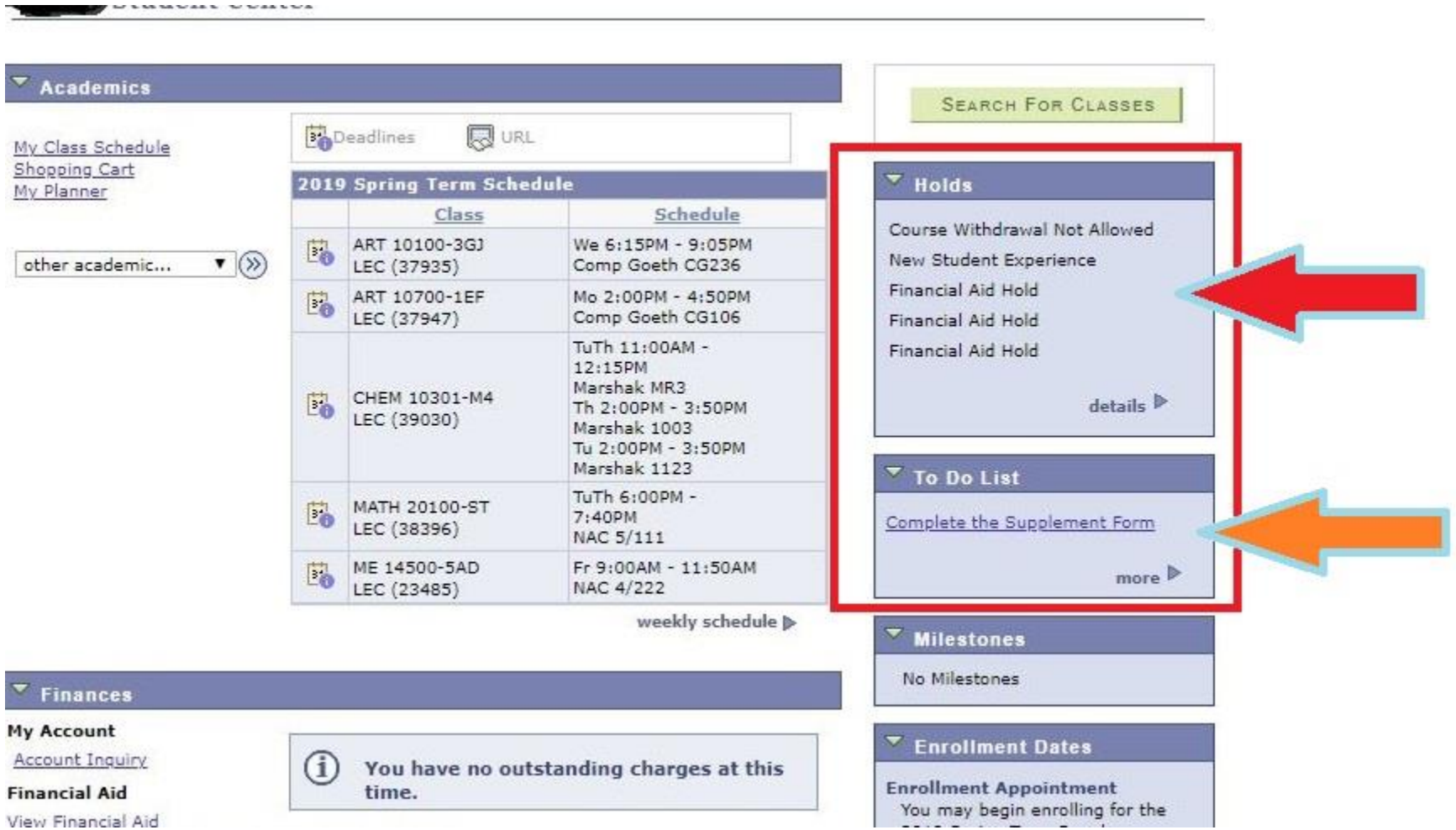
CUNYFirst is the Student Information System we use at City College to keep track of all of your information. Contact information, grades, registration, finances, bills, etc. In a word, everything.

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:

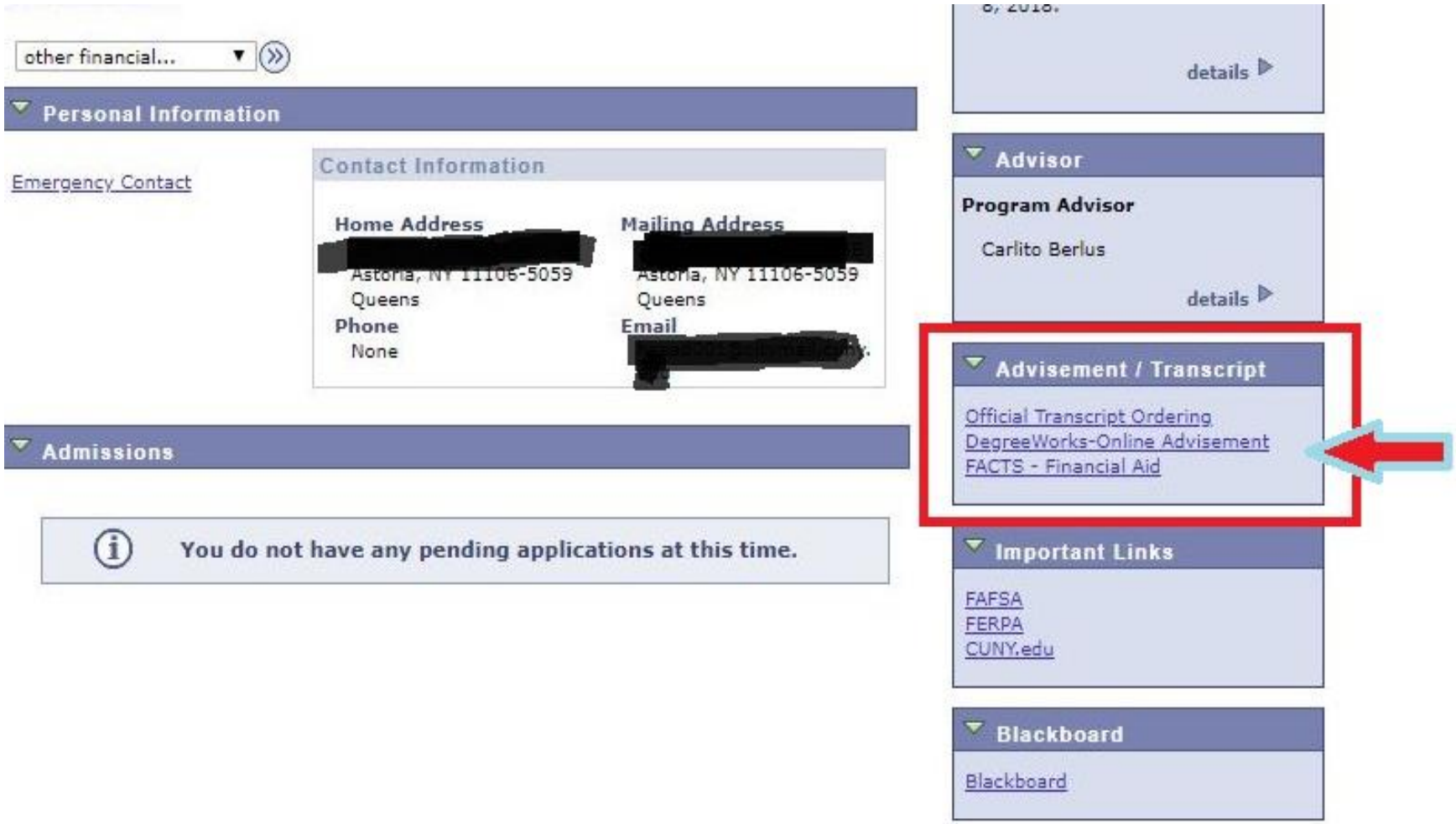
- Enrollment
  - Search for classes (Class Search Guide)
  - Enroll in classes (Enrollment Guide)
  - Add/Drop/Swap classes
  - Withdraw from classes
  - View your enrollment dates
- Finances
  - View holds, including financial aid holds
  - View your financial aid
  - Check your tuition balance
- Personal 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

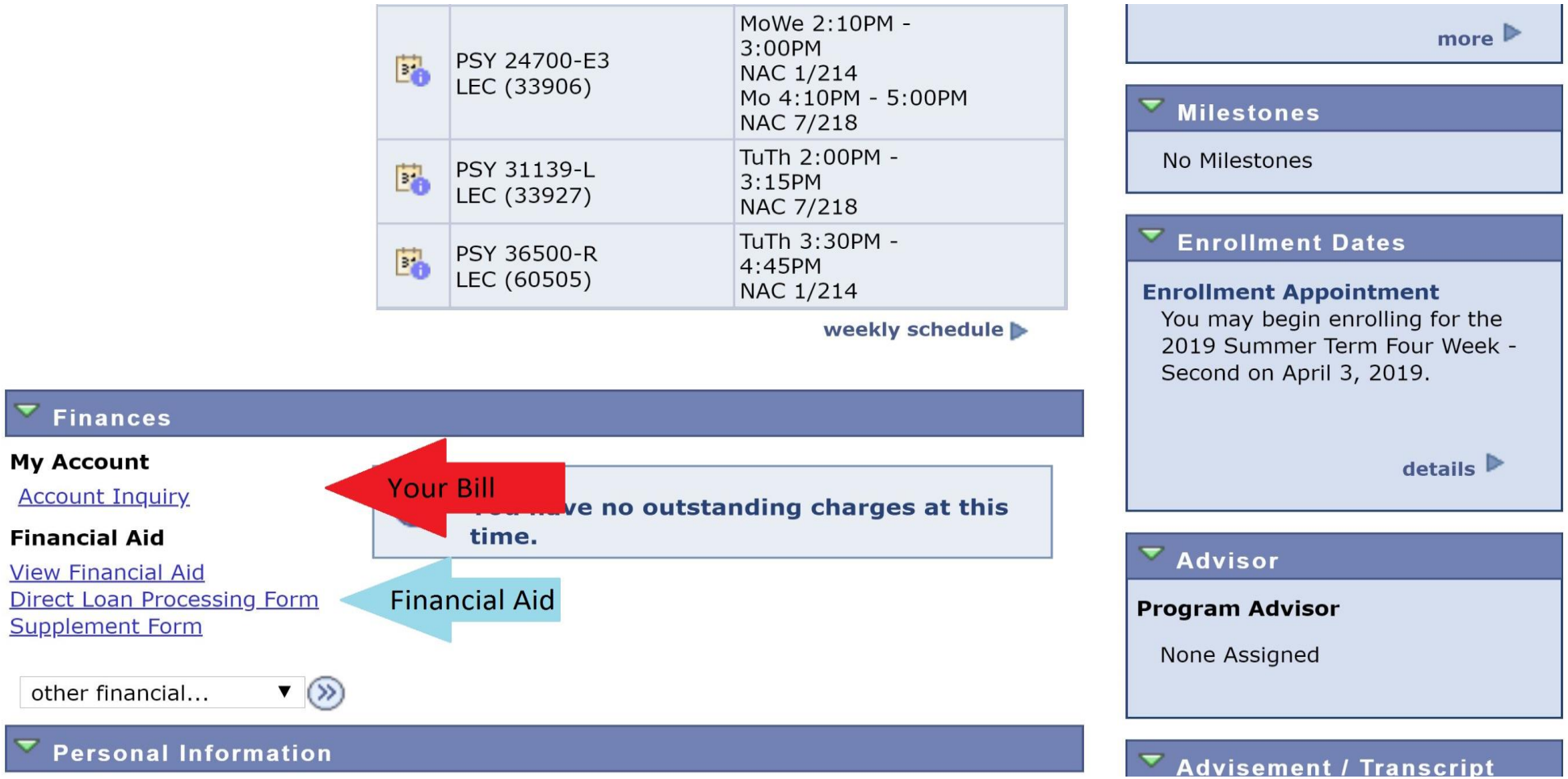
HOLDS AND TO DO LIST



ADVISEMENT / TRANSCRIPT



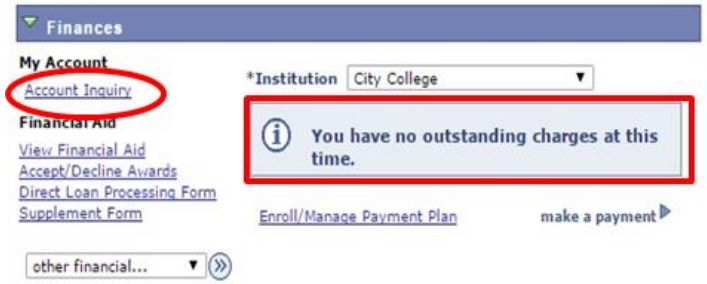
FINANCES AND FINANCIAL AID



KNOW WHAT YOU OWE

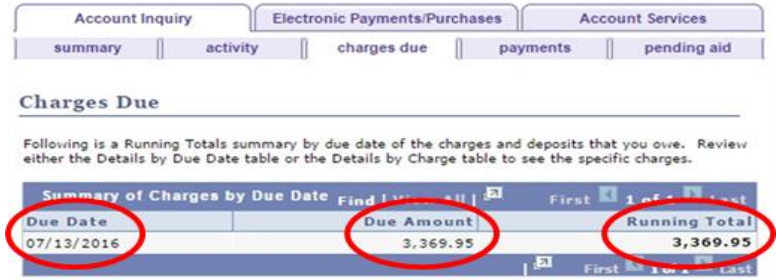
When you register for classes, your tuition balance will change, but did you know that if you add or drop a class, your balance may change again?

Follow the below steps to KNOW WHAT YOU OWE!



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

2. Select Charges Due for a detailed report.



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	THEN YOUR BILL IS DUE
October 20 - December 18	January 3
December 19 - January 20	January 20
January 21 or later	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

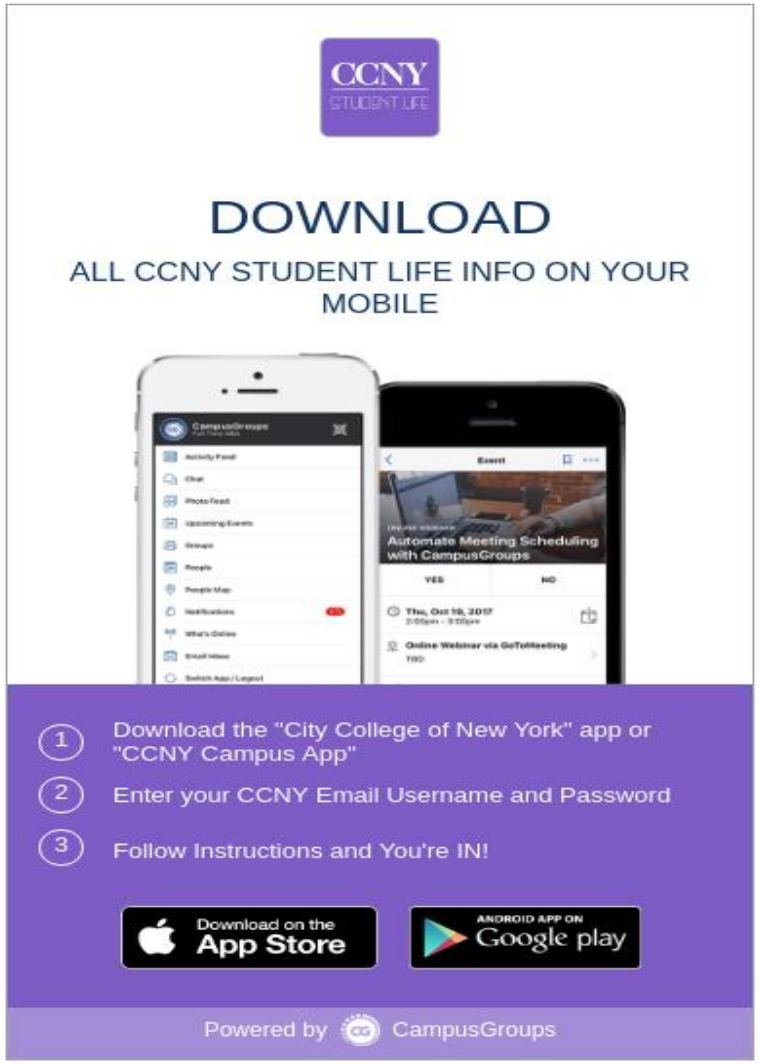
CONTACT

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

Phone: 212.650.7878

E-Mail: servicedesk@ccny.cuny.edu

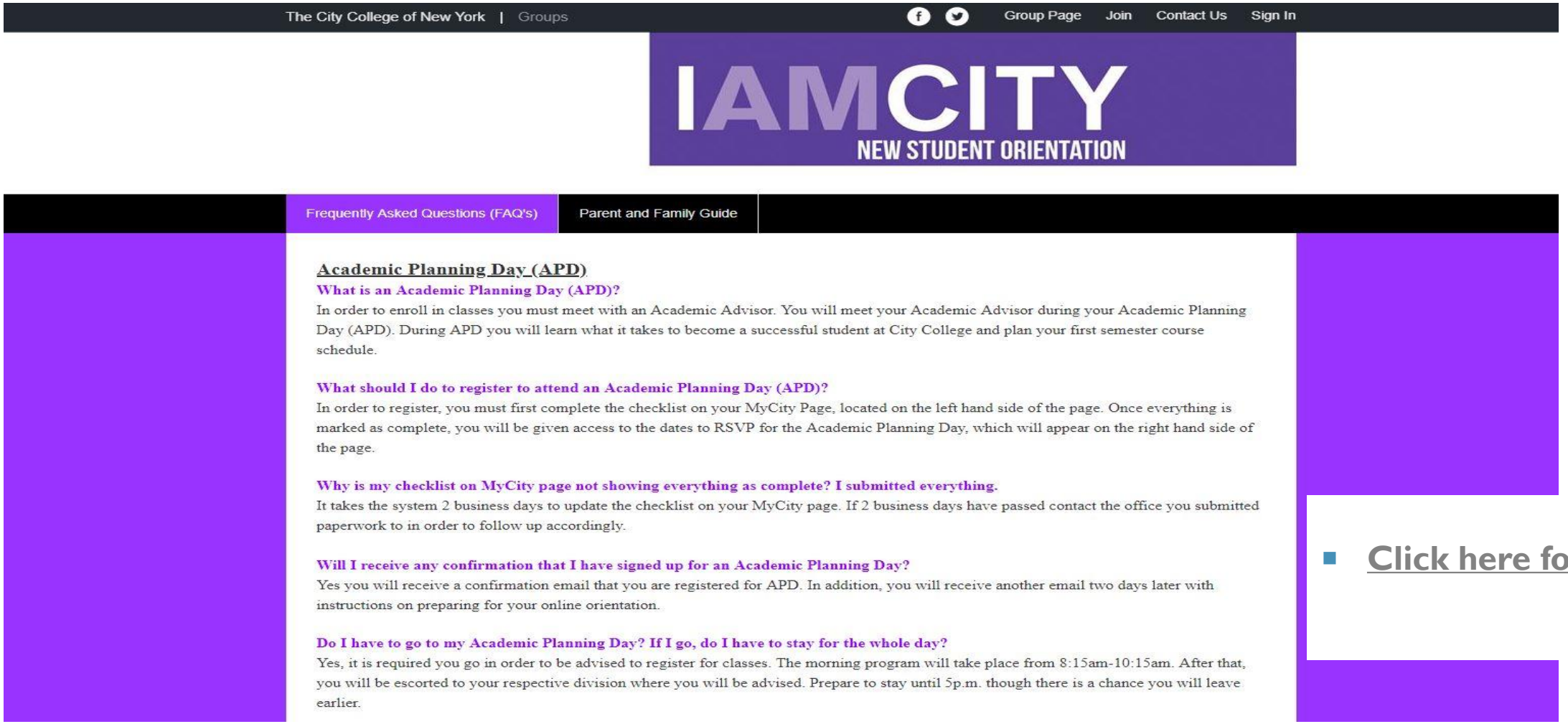
CCNY STUDENT LIFE MOBILE APP



Features of CCNY Student Life Mobile App:

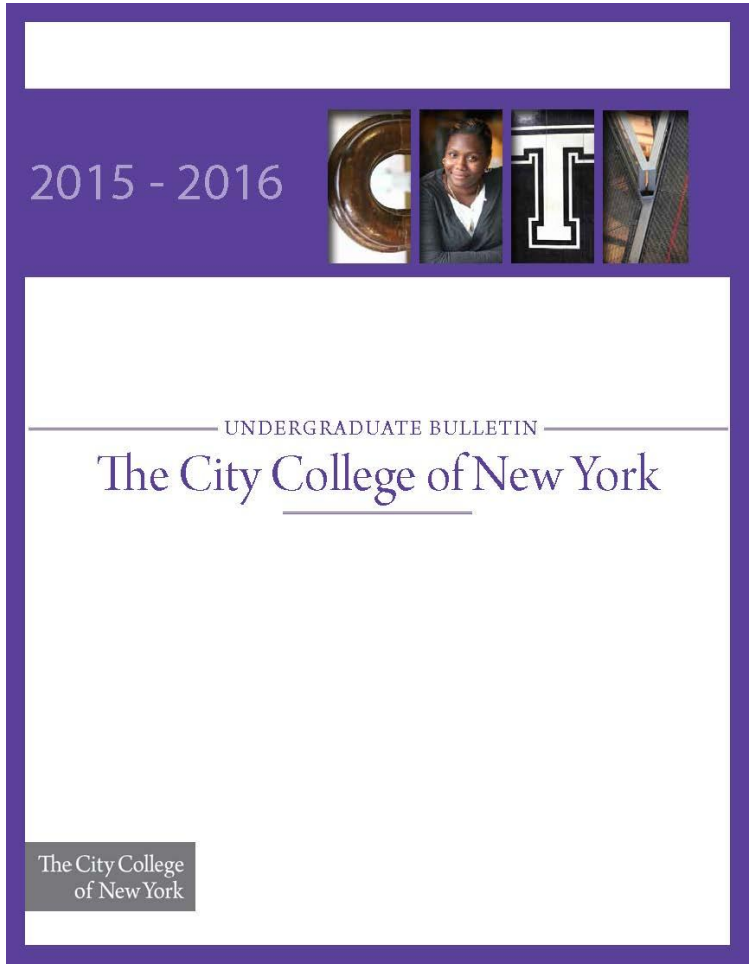
- Easy access to full schedule of events
- Lists and descriptions of speakers and exhibitors
- Integration with Twitter, Facebook, YouTube
- Clubs and organization

NEW STUDENT ORIENTATION FAQ AND PARENT GUIDE



- Click here for FAQ

DOING YOUR PART IS ESSENTIAL!



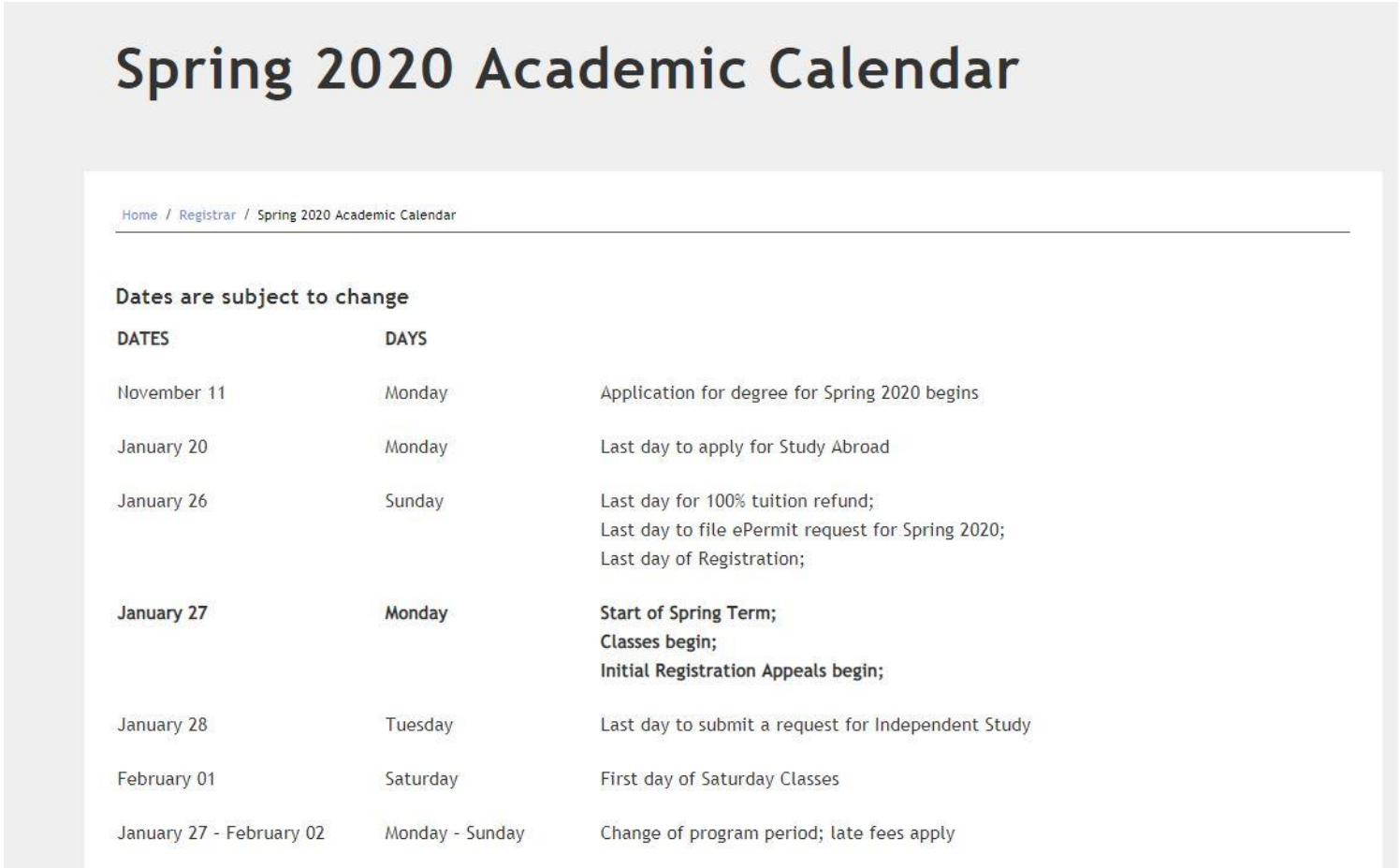
Tips for stress free enrollment:

- 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