

**The City College of New York
Division of Interdisciplinary Studies at the Center for Worker Education (CWE)**

Advising at CWE

Advisement is a **partnership** between you and your academic advisor.

Your **advisor's role** is to guide you by providing information about College curriculum (courses of study), requirements, policies, rules, sources of support, and opportunities.

Your **role** is to set your own academic and career goals, choose a curriculum to follow, become knowledgeable about requirements, follow College rules and policies, share pertinent information with your advisor, and ask for help when necessary or appropriate.

Issue	Your advisor...	You, the student...
How do I choose my concentration?	<ul style="list-style-type: none"> • Introduces you to the Schedule of Classes where you can find descriptions of each concentration area, required courses, and a list of approved Foundation and Elective courses; 	<ul style="list-style-type: none"> • Think about your academic, professional, and personal goals so you can choose the most appropriate concentration; • Read the descriptions for each concentration • Learn how many courses you will need, as well as what type of courses are required for your concentration
How do I choose my classes?	<ul style="list-style-type: none"> • Prepares an Advising Worksheet that lets you know your outstanding degree requirements • Directs you to the Schedule of Classes, and also shares relevant information about courses and faculty • Helps you create your course schedule and updates your Advising Worksheet 	<ul style="list-style-type: none"> • Read the Schedule of Classes before you attend your advisement appointment • Make a list of the courses you're interested in and bring it to your advisement appointment • Ask questions about courses and other requirements

<p>How do I enroll in classes?</p>	<ul style="list-style-type: none"> • Issues your class permissions in CUNYfirst and tells you your class permission expiration date 	<ul style="list-style-type: none"> • Put courses in your CUNYfirst shopping cart and enroll in them • Let your advisor know if you need an extension for your class permission expiration date (due to a Bursar Hold or any other CUNYfirst hold.)
<p>How do I withdraw from a class?</p>	<ul style="list-style-type: none"> • Explains College rules regarding the maximum number of withdrawals • May direct you to speak with Financial Aid staff 	<ul style="list-style-type: none"> • Check the semester’s Academic Calendar for the official withdrawal deadline • If you receive financial aid, you should ask Mr. Warren Orange, CWE Financial Aid Coordinator or Ms. Bonita Bonet-Haskins, Financial Aid Assistant, how withdrawing from a course will affect your eligibility for financial aid • Drop course (or courses) on CUNYfirst; • <i>As a courtesy, you should email your professor(s) to let them know you have officially withdrawn from the course</i>
<p>What if I need help with writing?</p>	<ul style="list-style-type: none"> • Asks you to describe your challenges with writing • Refers you to CWE Writing Center 	<ul style="list-style-type: none"> • Email your writing assignment guidelines and your Microsoft Word document to cwewriting@gmail.com. A Writing Consultant will review your writing and respond to you, using the “Comment Tracks” feature
<p>What should I do if I have a disagreement with a professor?</p>	<ul style="list-style-type: none"> • Listens to your side of the story; helps you clarify underlying issues • Gives advice about constructive approaches to communicating with your professor • Can help you rehearse the upcoming conversation 	<ul style="list-style-type: none"> • Respectfully ask for a meeting with your professor to talk about your disagreement. You should do this privately. • Bring documentation to the meeting (syllabus, assignments, emails, etc.) that will support your claim. If unresolved, schedule a meeting with Professor Carlos Aguasaco, IAS Department Chair (caguasaco@ccny.cuny.edu)

<p>How can I dispute a grade?</p>	<ul style="list-style-type: none"> • May review the course syllabus, grading criteria, and course policies and expectations with you • Directs you to meet with your professor as the first step toward resolving the grade dispute 	<ul style="list-style-type: none"> • Respectfully email or talk to your professor to request a meeting to discuss your grade • Collect documentation (syllabi, assignments, emails, etc.) to dispute grade, and bring it to the meeting with your professor • If unresolved, schedule a meeting with Professor Carlos Aguasaco, IAS Department Chair (caguasaco@ccny.cuny.edu)
<p>Where can I get information about scholarships?</p>	<ul style="list-style-type: none"> • Directs you to the CWE Awards and Scholarships bulletin • Recommends that you attend a Scholarship Information Session sponsored by CWE Office of Student Affairs 	<ul style="list-style-type: none"> • Read the Awards and Scholarship bulletin • Identify one or more scholarships to apply for (read the criteria closely) • Start drafting your personal statement (feel free to use writing you have done for class assignments, if appropriate) • Ask your professors for letters of recommendation 4-8 weeks before due date
<p>Who can help me with career counseling?</p>	<ul style="list-style-type: none"> • Suggests that you schedule an appointment with Dr. Sophia Demetriou, Executive Director for Student Affairs at CWE (sdemetriou@ccny.cuny.edu) • May recommend that you speak with professors who work as professionals in their fields (social work, journalism, education, etc.) 	<ul style="list-style-type: none"> • Prepare for career counseling appointment by listing your questions, interests, challenges, previous work and volunteer experiences
<p>Is there someone I can turn to if I need emotional/mental health support?</p>	<ul style="list-style-type: none"> • Listens • Helps you understand that some discomforts may be “normal” aspects of the learning process 	<ul style="list-style-type: none"> • Prepare for your appointment by making a list of the feelings, issues, and behaviors that are interfering with your academic progress and life in general

	<ul style="list-style-type: none"> • May refer you to the CWE Counselor (this service is FREE AND CONFIDENTIAL) 	
How can I get support if I have a disability?	<ul style="list-style-type: none"> • Guides you to schedule an appointment to officially register with the AccessAbility Center/Student Disability Office at the City College main campus (NAC 1/218; 212-650-5913; sds@ccny.cuny.edu) • Also directs you to meet with Ms. Deborah Edwards-Anderson, CWE Liaison to the AccessAbility Center (edwa@ccny.cuny.edu) 	<ul style="list-style-type: none"> • Collect documentation of your disability (old IEPs, evaluations, medical records, doctors' notes, etc.) • Complete the <i>Application for Accommodations and Services</i> https://www.ccny.cuny.edu/accessability/register • List the ways your disability impacts your academic performance • Schedule a one-time intake meeting with AccessAbility staff member on main campus • Meet afterward with Ms. Edwards-Anderson to discuss how accommodations will be delivered at CWE

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