**The City College of New York**

**Division of Interdisciplinary Studies at the Center for Worker Education (CWE)**

**Fall 2017 New Student Orientation**

**Advising at CWE**

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

The **advisor’s role** is to guide the student 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.

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| **Issue** | **Your advisor…** | **You, the student…** |
| **Choosing a concentration** | Introduces you to the Schedule of Classes. This document includes descriptions of each concentration area, required courses, and a list of approved Foundation and Elective courses;  Your advisor may also share additional information about each concentration | Think about your own academic, professional, and personal goals to decide which concentration is most appropriate;  Read the concentration descriptions;  Learn **how many** courses are required, as well as **what type** of courses are required for her/his concentration |
| **Choosing classes** | Informs you about your outstanding degree requirements;  Directs you to the Schedule of Classes, and also shares relevant information about courses and faculty;  Helps you create course schedule; updates your Advising Worksheet | Read the Schedule of Classes before coming to an advisement appointment;  Make a list of courses of interest to bring to advisement appointment;  Ask questions about courses and other requirements |
| **Enrolling in classes** | Issues your class permissions in CUNYfirst;  Notifies you of your class permission expiration date | Put courses in CUNYfirst shopping cart and enroll;  Tell your advisor if you need an extension for your class permission expiration date (due to a Bursar Hold, In House Collection Hold, etc.) |
| **Withdrawing from a class** | Explains College rules regarding maximum number of withdrawals;  May direct you to speak with Financial Aid staff | Check the semester’s Academic Calendar for the deadline for official withdrawal;  If you receive financial aid, you should ask Mr. Warren Orange, CWE Financial Aid Coordinator or Ms. Bonita Bonet-Haskins, Financial Aid Assistant about the financial aid consequences of withdrawing from a course;  Drop course (or courses) on CUNYfirst;  *As a courtesy, you should email your professor(s) to let them know you have officially withdrawn from the course* |
| **Need help with writing** | Asks you to describe the nature of your challenges with writing;  Refers you to CWE Writing Center | Go to the CWE Front Desk to request an appointment with a CWE Writing Consultant;  Bring your written work and assignment (or other writing prompt) to the appointment |
| **Conflict with a professor** | Listens to your side of the dispute; helps you clarify underlying issues;  Gives advice about constructive approaches to communicating with your professor;  May help you rehearse the upcoming conversation | Respectfully—and privately—ask for a meeting with professor to talk about conflict;  Bring documentation (syllabi, assignments, emails, etc.) to support your claim to the meeting  If unresolved, you schedule a meeting with Professor Kathy McDonald, IAS Department Chair |
| **Disputing a grade** | 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 | Respectfully email or talk to your professor to request a meeting to discuss your grade;  Collects documentation (syllabi, assignments, emails, etc.) to dispute grade, and brings to meeting with professor;  If unresolved, you schedule a meeting with Professor Kathy McDonald, IAS Department Chair |
| **Information about scholarships** | Directs you to the CWE Awards and Scholarships bulletin;  Recommends that you attend a Scholarship Information Session sponsored by CWE Office of Student Affairs | Read the Awards and Scholarship bulletin;  Identify one or more scholarships to apply for; Start drafting personal statement;  Select professors to request letters of recommendation 4-8 weeks before due date |
| **Career counseling** | Encourages you to schedule an appointment with Dr. Sophia Demetriou, Executive Director for Student Affairs at CWE;  May recommend that you speak with professors who work as professionals in their fields (social work, journalism, education, etc.) | Prepare for career counseling appointment by listing questions, interests, challenges, previous work and volunteer experience |
| **Need emotional/mental health support** | Listens;  Helps you understand that some discomforts are “normal” aspects of the learning process;  May encourage you to make an appointment with Ms. Tema Watstein, CWE Counseling Services (this service is FREE AND CONFIDENTIAL) | Prepare for appointment by making a list of the feelings, issues, and behaviors that are getting in the way of academic progress and life in general |
| **Have a disability** | 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 | Collect documentation of disability (old IEPs, evaluations, medical records, doctors’ notes, etc.);  Make a list of how 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 |

Deborah Edwards-Anderson

August 10, 2017