Getting Started: Enrolling in Classes and Paying Tuition

Am I enrolled in classes?
- Did I meet with my academic advisor?
- Do I know which concentration I chose?
- Do I understand which requirements my classes are satisfying? (Each of your classes should fall into one of the following categories: Pathways courses; Required Major Courses; Foundational Courses; Elective Courses)
- Did I use my class permissions for each class I selected? Did I place my classes in my CUNYfirst shopping cart and enroll?
- If my class permissions expired, did I request an extension from my academic advisor?
- Do my classes appear on “My Schedule” in CUNYfirst?

Did I pay my tuition?
- Cash, check, credit card
- Pell Grants
- TAP
- Student loan

If I used financial aid, do I understand the academic rules?
- Student loans are a form of financial aid
- TAP (Tuition Assistance Program) is a New York State student aid program and requires enrollment of 12 credits (or more) every semester
- Pell Grant is a Federal student aid program, and recipients can attend college either full-time or part-time. If you applied for the Pell Grant and are selected for verification, you must contact either Warren Orange at CWE (oran@ccny.cuny.edu) or the Financial Aid Office on the City College Main
Campus (212-650-6656; Wille Administration Building, Room 104)

• Financial aid is first estimated, therefore:
  o You must actually attend classes to be eligible
  o Note that the financial aid awards posted on your CUNYfirst Financial Aid page are “anticipated”—that money is not yet “real.”
  o You must earn satisfactory grades because you have entered into an agreement. You must maintain a C average/2.0 grade point average

_How do I get a City College photo ID card?_

• On Tuesday, January 19, a staff member of the City College Photo ID Office will process student photo ID cards at 25 Broadway, 7th Floor between 3:00 PM and 6:00 PM.

• After January 19, you must go to the Photo ID Office in NAC 1/204 on the City College Main Campus, Convent Avenue and 138th Street. Call 212-650-5902 for office hours.

• YOU ARE REQUIRED TO USE YOUR CITY COLLEGE PHOTO ID CARD TO ENTER 25 BROADWAY. THIS IS A BUILDING RULE.

• The barcode on your ID card also allows you remote access to important library resources that you will need for research assignments.

_When Classes Begin_

_Did I receive a copy of the syllabus for each class I enrolled in?_  
_Did I carefully review the syllabus for each class?_

• Provides an overview of what you will learn  
• What kind of reading and writing assignments to expect  
• How your learning will be evaluated (quizzes, reading responses, research papers, presentations, case studies, final exams, etc.)  
• Attendance requirements  
• Due dates for assignments and penalties for late submission  
• Your professor’s grading criteria and scale  
• How to contact your professor (Email address, telephone number, office hours)

_What should I do if I need academic assistance?_

• Seek help EARLY in the semester. Don’t leave things until the last minute.
• **Understanding assignments** →
  **Step One:** Re-read your course syllabus and any handouts given by your professor
  **Step Two:** See your professor during office hours or request a brief meeting at a time convenient for both of you

• **Help with writing assignments** →
  **Step One:** Make an appointment to meet with a Writing Consultant
  **Step Two:** Revise your work according to the recommendations of the Writing Consultant

• **Help with research assignments** →
  **Step One:** Take your research assignment guidelines to the CWE Library (Room 7-28) and request guidance from the Librarian on how to search academic sources

• **Feeling lost or “in over your head”** →
  **Step One:** Remember that
  (1) transferring to any new college is a transition;
  (2) transferring from a community college to a senior college is a major transition;
  (3) struggling in your first semester is not uncommon; and
  (4) **you are not alone.**
  **Step Two:** Schedule an appointment to meet with your academic advisor. Talking to your advisor will often provide you with a fresh perspective and encouragement. Also meet with the professor of any course you feel lost in. S/he will help you figure out how you are **really** doing in the course.
  **Step Three:** Consider making an appointment for counseling services. The Division of Interdisciplinary Studies at the Center for Worker Education offers free and confidential psychological counseling services to students. Counseling may be appropriate for anyone experiencing stress, anxiety, depression, adjustment issues, or any other concerns or problems that interfere with general well-being. You can schedule an appointment at the CWE Front Desk or by calling 212-925-6625 Ext. 241 or Ext. 0.
  **Step Four:** If you feel like you have fallen too far behind, or if you missed too many classes, meet with your academic advisor to discuss the option of **official withdrawal** from a course. Unlike a “WU” or “F” grade, a “**W**” grade carries no academic penalty. **April 11 is the last day to officially withdraw from a course and receive a W grade.**

**What should I do if I need assistance with technology?**
• Setting up my Citymail account:
• Blackboard:
• CUNYfirst:
Contact Robert Hernandez, IT Coordinator, at 212-925-6625, Ext. 262 or robert@ccny.cuny.edu

**Are there computers available for students to use?**
- Computer Lab, Room 7-54
- Library, Room 7-28

**I am a student with a disability. Is there a Disability Services office at CWE?**
Students who attend CWE and are interested in registering and receiving accommodations can contact the main City College AccessAbility Center/Student Disability Services Office via
  
  Telephone: (212) 650-5913  
  TTY/TTD: (212) 650-6910  
  Email: disabilityservices@ccny.cuny.edu

- You will be required to make a one-time visit to the AAC/SDS office to formally register: North Academic Center, Room 1/218, 160 Convent Avenue, New York, NY 10031.

- Additionally, students can utilize The AAC/SDS Website to find out how to register and to access the Intake Form: https://www.ccny.cuny.edu/accessability/register

- Deborah Edwards-Anderson is the AAC/SDS Liaison at CWE and can be contacted for information on disability services at CWE: edwa@ccny.cuny.edu; 212-925-6625 Ext. 235.

**Guidelines for Communicating Effectively in a College Environment**

*What’s the best way to approach my professor if I need to talk to him/her?*
Professors who teach in the Division of Interdisciplinary Studies (CWE) are committed to being available to their students. If a professor has office hours, this is an ideal time to stop by and chat. If the professor doesn't have office hours, consider approaching her or him during your class break to talk then, or to schedule your conversation at another time. **Reserving your time is always a good practice.** If you stop your professor to have a conversation in the hallways or when he is clearly in a rush, your conversation won’t be private, and will often result in not having the conversation you wanted or needed to have.
How should I contact my academic advisor?
Advisors are usually in their offices from Monday through Friday. You can call the front desk to schedule a 30-minute appointment with your advisor. Since advisors are also responsible for many other aspects of running the Division at CWE, we encourage students to schedule their appointments. Walk-in appointments are sometimes available, but always stop at the Front Desk to check first.

Can I email my professors and academic advisor?
Yes, and many professors and academic advisors actually prefer to use email because it provides an automatic paper trail for your communication. You are required to use Citymail for correspondence with your professors and academic advisor. You can usually expect a response to your email within 48 hours. If you don’t get a response in this time frame, you can resend your email, call your professor, or stop by her or his office during office hours.

Keep in mind that the college environment is more formal than “everyday life,” and the expected communication style shifts accordingly. This is especially so in your email correspondence. Where you might address a friend or family member with “Hey,” you should never do so with your professor or any college staff member. Use “Dear ______” as your salutation. Use titles (Dean, Professor, Doctor, Ms., Mr.) until or unless you are signaled to use first names. Always sign your emails, and do not use the abbreviations you would use in a text. Your emails are a form of business correspondence and should be written with thoughtfulness and emotional restraint.

Finally, email works well for some tasks, and less well for others. There are some conversations that simply work best in a face-to-face environment.

How do I make appointments with an advisor, the Writing Center, the Spanish or math tutor or counseling services?
You can either stop by the Front Desk to make your appointment in person, or you can call 212-925-6625, Ext. 241.

How do I make an appointment for Career Counseling Services?
You may contact Sophia Demetriou by either calling 212-925-6625, Ext. 201 or by emailing sdemetriou@ccny.cuny.edu.

If I receive a grade I feel is unfair, should I go talk to the Dean?
Your first step will always be to communicate with the professor who graded you. Whenever possible, a face-to-face conversation is preferable. Try to approach the conversation with an open mind and in a cool emotional state. Prepare for your conversation by reviewing the expectations of the course, as outlined on the syllabus, the assignments you submitted and the grades received, any grading rubrics, and your attendance in the course. Regard your meeting with your
Professor as a learning opportunity—you may receive valuable feedback that will help you develop as a learner.

If you are not satisfied with your professor’s explanation of your grade, your next step is to schedule a meeting with Professor Kathlene McDonald, the IAS Department Chair. You should prepare for this meeting in the same way you did for the meeting with your professor. Be prepared to give a clear, well-reasoned explanation of why you disagree with the grade you received.

It would be appropriate to schedule a meeting with Dean Mercado only after you have completed steps one and two.

We hope this Student Guide answers many of your questions. Please send your feedback and additional questions to Deborah Edwards-Anderson, edwa@ccny.cuny.edu. Congratulations on your admission to The City College of New York, and welcome to the Division of Interdisciplinary Studies at the Center for Worker Education! We wish you a rewarding first semester!

~Dean Mercado, Department Chair McDonald, and the Faculty and Staff of CWE