Queens College
City University of New York
The Academic Advising Center
Fall 2013 New Student Advising Workshop

PLEASE SWITCH OFF OR PUT IT ON SILENCE...
THE PRESENTATION IS ABOUT TO BEGIN.
THANK YOU!
Workshop Goals & Objectives

- Academic Policies & Procedures
- The “Big Picture” – QC Degree Requirements
- Individual Academic Advising

Please thoroughly review the materials that you have been given via email and in the workshop today. You will find a lot of important and helpful resources.

Learn About Grading System and Policies

<table>
<thead>
<tr>
<th>Permanent Grades</th>
<th>Cumulative Letter Grade</th>
<th>Grade Point Average (GPA)</th>
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<tr>
<td></td>
<td>A+, A</td>
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GOOD ACADEMIC STANDING

<table>
<thead>
<tr>
<th>Cumulative Letter Grade</th>
<th>Grade Point Average (GPA)</th>
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<tbody>
<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<td>F, FIN, WU</td>
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ACADEMIC PROBATION
More About Grading System and Policies

**Permanent Grades (Cont.)**

- **W** = official withdrawal (does **not** affect GPA)
- ***WN** = registered, but never attended class (does **not** affect GPA)
- **WU** = registered and attended at least one class, but did not officially/properly withdraw (affects GPA - equivalent to F grade)
- **P/NC** = Pass/No Credit Option (does **not** affect GPA, but use this option cautiously – consult advisor)

**Temporary Grades**

- **INC** = Incomplete (missing coursework and/or final exam)
- **INC → FIN** = If INC grade not resolved by the end of following semester (FIN = F)

Review QC’s online Undergraduate Bulletin for more information on QC’s grading system and policies.

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** QC Grading Policy: Grade Replacement **

Repeating a course

- Most recent grade’s GPA replaces the old grade’s GPA
- Both new and old grades remain on transcript
- If already earned credits for the course – NO Credits Granted

Maximum 16 credits of grade replacement

Beyond 16 credits

- New and Old grades both averaged in GPA

Possibly affecting financial aid eligibility?

Please discuss this option with an advisor first!!!
Course Permit Process

To Take classes elsewhere once you are a Queens College Student

General Rules:
- NO PERMIT allowed during your first semester at QC
- Always - Prior approval is required!!
- Must have established a GPA at QC and be in good academic standing

Within CUNY (ePermit):
- Apply for ePermit via CUNY Portal
- Grades on ePermit transfer to QC

Non-CUNY:
- Non-CUNY Permit form available on Registrar’s Office website
- Must submit completed form to One-Stop

Residency Requirement
- Be mindful of the minimum 45-credit QC residency

College Honors and Designation

In order to graduate with General College Honors

- **Summa Cum Laude**: 3.90-4.00
- **Magna Cum Laude**: 3.75-3.89
- **Cum Laude**: 3.50-3.74

Completed minimum 60 credits at QC
- All letter-quality grades (e.g. A, B, C, D, F, WU)
- P/NC grade not counted toward 60 credits

Departmental Honors:
- Check academic departments for specific requirements
Academic Decisions Which Affect Financial Aid

NYS Financial Aid (TAP)
- Minimum 12 brand new credits (i.e., courses not taken previously)
- Fulfilling degree requirements
- Course compliance checked every semester

TAP prohibits
- Repeating a class that you received an acceptable grade at QC

Must dos (generally if you receive any form of financial aid - grants and/or student loans)
- Declare into a major by 60th credit
- Maintain acceptable GPA
- Maintain appropriate course load
- Demonstrate academic progress
- Meet pursuit and progress requirements

Academic Calendar: Fall 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
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</tr>
<tr>
<td>27</td>
<td>Tuesday Last day to drop course(s) for 100% tuition refund</td>
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<tr>
<td>28</td>
<td>Wednesday Fall 2013 Academic semester begins</td>
</tr>
<tr>
<td>September</td>
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<tr>
<td>2</td>
<td>Monday Labor Day: No classes; College is closed</td>
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<tr>
<td>3</td>
<td>Tuesday Last day to drop course(s) for 75% tuition refund</td>
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<tr>
<td>3</td>
<td>Tuesday Last day to add course(s)</td>
</tr>
<tr>
<td>4-6</td>
<td>Wednesday-Friday No classes scheduled; Campus Open</td>
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<tr>
<td>10</td>
<td>Tuesday Last day to drop for 50% tuition refund</td>
</tr>
<tr>
<td>17</td>
<td>Tuesday Last day to drop for 25% tuition refund; last day to drop without a &quot;W&quot; grade</td>
</tr>
<tr>
<td>18</td>
<td>Wednesday Beginning of P/NC and unevaluated withdrawal period</td>
</tr>
<tr>
<td>October</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Tuesday Classes follow a Monday schedule</td>
</tr>
<tr>
<td>18</td>
<td>Friday Last day to declare a major for Fall 2013 Financial Aid eligibility</td>
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<tr>
<td>8</td>
<td>Friday Last day to file for a P/NC and unevaluated withdrawal for all except second semester freshmen</td>
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<tr>
<td>26</td>
<td>Thursday Thanksgiving recess begins; no classes scheduled; College is closed</td>
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<tr>
<td>December</td>
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<tr>
<td>1</td>
<td>Sunday Thanksgiving recess ends; no classes scheduled; College is closed</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday Last day to submit residency appeals for Fall 2013 (in-person)</td>
</tr>
<tr>
<td>15</td>
<td>Sunday Fall 2013 Last Day of Classes</td>
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TUITION PAYMENT INFORMATION

If you register...
Your bill is due in full by...

April 8 – June 24
June 25 – August 6
August 7 – August 27
August 28 or later

July 9, 2013
August 13, 2013
August 27, 2013
Immediately

Bursar’s Office is going paperless!!
No more paper tuition bill – See your tuition information in CUNYfirst

NOTE: You are held financially and academically responsible once you registered for classes via CUNYfirst.

For more information about tuition payment, visit the Bursar’s website
http://www.qc.cuny.edu/bursar

THE “BIG PICTURE”

QC Bachelor's Degree
Minimum
Total 120 Credits
45 QC Credits in Residency
2.0 Minimum GPA

Major
# credits depends on the major

Electives / 2nd Major
Minor / Internships
Study Abroad etc.

The QC Core - Required Core
(4 Courses)
• Composition I & II (2 Courses)
• Mathematical and Quantitative Reasoning (1 Course)
• Life and Physical Sciences (1 Course)

The QC Core - College Core
(5-4 courses)
• Literature
• Language
• Science
• An Additional Core or Synthesis Course

The QC Core - Flexible Core
(6 Courses)
• World Cultures and Global Issues
• US Experience in Its Diversity
• Creative Expression
• Individual and Society
• Scientific World
• An Additional Flexible Core Course

2 Writing-Integrative Units
Queens College Core Curriculum

Required Core

Four Courses
- Composition I
- Composition II
- Mathematical and Quantitative Reasoning
- Life and Physical Sciences

Queens College Core Curriculum

Flexible Core

Six Courses
- World Cultures and Global Issues
- United States Experience in its Diversity
- Creative Expression
- Individual and Society
- Scientific World
- An Additional Flexible Core

Queens College Core Curriculum

College Core

0-4 Courses*
- Literature
- Language
- Science
- An Additional College Core, Flexible Core, Life and Physical Sciences or Synthesis Course

* The number of College Core courses required is determined based on several factors: degree status, number of credits transferred, which level did you start your college career (i.e., 2-year or 4-year), how many College Option courses you completed at a senior college, etc. Students should consult an academic advisor for clarification.

Residency Requirement

Upon transferring to Queens College, all College Core courses must be completed in residency at Queens College.
Writing-Intensive Requirements

Two (2) Writing-Intensive Units “W”
* ENGL110 Pre-requisite for ALL Writing-Intensive Courses *

Classes with “W” Designation
- CMLIT 101W → Global Literature I
- PSCI 387W → Senior Seminar in Political Science
- CHEM 388W → Physical and Biophysical Laboratory

Writing-Intensive Courses
- Core, Majors, Minors, Electives

Residency: At least ONE Writing-Intensive Unit must be done at QC

Do You Know What Your Major Is?

It is suggested to declare by 60th credit.
- Required for some forms of Financial Aid

Review Academic Department Websites
Get information from academic departments
- Make Appointment to Speak with Faculty

Visit Career Development & Internships
- Career Diagnostic Assessment Available
- Career Counseling and Internship Opportunities

How do I declare a major?
- Visit the academic department
- Meet with a faculty advisor - review requirements, departmental policies
- Submit signed form to One-Stop

Any majors requiring applications or special requirements?
Application/Special Requirement Majors Examples:
- Business Administration, Neuroscience, Speech Pathology, Music, BFA-Studio Arts, Elementary Education/Professional Sequence
Teacher Education at Queens College
Thinking about becoming a teacher in NYS?

BA in Elementary/Childhood Education (Grade 1-6)
- Additional liberal arts requirements as per NYS Certification Requirements
- Special Grade Requirements in Writing Courses and Liberal Arts Areas
- Formal application required for admission to Professional Sequence

Dual-Major Program = EECE Major + Liberal Arts Co-Major
- One in Elementary/Childhood Education
- One in a Liberal Arts Area (NO Accounting, Business, or Teacher Ed: Art/Music/ESOL/Physical Education)

Secondary Education (Grades 7-12) → One Major
- Major in Subject Content + Secondary Education coursework (SEYS)
- Example: English Education, Social Studies (History) Education, Biology Education, Social Studies (Anthropology) Education, etc.
Queens College: Degree Requirements Overview

QC Baccalaureate Degree

Minimum
120 Credits

45-Credit Residency at QC

2.0 Grade Point Average

Queens College Core Curriculum

Required Core
Flexible Core
College Core

Two (2) Writing Intensive Units

At least One Approved Major

Electives/ Minor/ Dual Majors/ Internships/ Study Abroad

QC Baccalaureate Degree

Minimum
120 Credits

45-Credit Residency at QC

2.0 Grade Point Average

Queens College Core Curriculum

Required Core
Flexible Core
College Core

Two (2) Writing Intensive Units

At least One Approved Major

Electives/ Minor/ Dual Majors/ Internships/ Study Abroad

Final Transcripts and Test Scores to complete your transfer file...

Submit Final Transcripts and Completed Evaluation to Transfer Admissions (JH 105)

- Final College Transcripts (CUNY and Non-CUNY)
  - Final transcript with last semester grades
  - Final transcript with degree notation for Common Core Exemptions
- Advanced Placement (AP) Test Scores
- College NOW Transcripts
- CLEP Exam Scores (College Level Examination Program)
  Final Transcripts → Submit final transcripts as soon as possible!!
  Faculty Evaluations Due Date → Submit as soon as they have been evaluated!!
Academic Advising @ Queens College

Shared Advising Model: where academic advisors meet with students in a central administrative unit (i.e., an advising center), while faculty advise students in the academic department of their major [and minor] discipline.

- National Academic Advising Association (NACADA)

General Academic Advising (Academic Advisor)
- General Education and Academic Requirements
- College Academic Policies and Procedures
- Undeclared/Exploratory Major Discussions
- Curricular and Co-Curricular Experience
- Referral to Academic and Campus Resources

Major and Minor Advising (Faculty/Departmental Advisor)
- Major and Minor Academic Requirements
- Departmental Policies and Procedures
- Discipline-Specific Professional and Academic Discussions
- Undergraduate Research and Future Graduate Studies

IT IS YOUR EDUCATION AND DEGREE—SO TAKE OWNERSHIP OF YOUR EDUCATION!!

Please carefully review the Undergraduate Academic Advising Syllabus included in your packet and/or the Transfer Portal included in your workshop email confirmation.

Academic Advising Center: Advising Hours
Kiely Hall 217 • 718.997.5599 • http://advising.qc.cuny.edu/

Advising Hours are subject to change. Please check AAC website before visiting us.

Summer Walk-In Advising Schedule
- Monday 12:30pm-3:30pm
- Tuesday 10:00am-2:00pm
- Saturday 9:30am-2:30pm

Academic Advising Schedule
(During regular term and while classes are in session)
- Monday 9:30am-4:00pm Walk-In
- Tuesday 9:30am-6:00pm Appointment Only
- Wednesday 9:30am-6:30pm Walk-In
- Thursday 9:30am-4:00pm Appointment Only
- Friday 9:30am-12:30pm Appointment Only
- Saturday 9:30am-2:30pm Walk-In