College Discovery Current Student Advisement Appointment Checklist

Name: ______________________________________ ID: ______________________________________

Semester: __Summer __Fall __Winter __Spring ______ Date: _____________________________________

Step 1: Prepare for Advising

Go to https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html ➔ Student Center

Did You:
• Check Your Holds by logging into CUNYFIRST
• Find Your Enrollment Date and Time by logging into ➔ CUNYFIRST
• Make an Appointment (718-631-6210)
• Complete This Advising Checklist Form
• Print Your Degree Progress Report by logging into ➔ CUNY portal.
• Add your classes to you shopping cart in ➔ CUNYFIRST
• Apply for PELL And TAP

Step 2: Brainstorm Classes to Take

If Declared Major:
• My Academic Requirements http://www.qcc.cuny.edu/academics/index.html

If Exploring Majors:
• Catalog (http://www.qcc.cuny.edu/academics/college-catalog.html)
• Department Website http://www.qcc.cuny.edu/academics/academic-departments.html
• Advising Toolkit http://www.qcc.cuny.edu/academics/programs-of-study.html

Which Core Requirements are still Needed:
• Degree Progress Report ➔ CUNYfirst Student Advisement Degree Audit by logging into ➔ CUNY portal.
• My Academic Requirements Student Center by logging into ➔ CUNYFIRST

Which Core Courses are Available:
• Class Search by logging into ➔ CUNYFIRST

Electives to Consider:
• Your Interests
• Friends’ Recommendations
• Foreign Language

Addional CUNYFIRST options (Student Self Service)
• View and print your 1098-T Form in ➔ CUNYFIRST for Tax filing
• View and print unofficial Transcript or order official Transcript mailed
• Request Enrollment Verification letter mailed
• View graduation status and/or apply for graduation

Update January 21, 2016
Step 3: Complete Additional Information

Complete the following information and be prepared to discuss with your Advisor:

- Your current grades for the Current Semester (If still in progress leave grade section blank):

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<th>Class</th>
<th>Instructor/Professor</th>
<th>Current Grade</th>
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2. Classes that you enjoyed this semester __________________________________________

3. Classes in which you struggled this semester ______________________________________

4. Major(s) that you are considering _______________________________________________

5. Minor(s) that you are considering _______________________________________________

6. I need to know more about ______________________________________________________

☐ Receive aid/scholarships ☐ Interested in Study Abroad ☐ Involved outside Club ☐ Working Full/Part-time

Other things to consider when planning your tentative schedule:

- Disabilities Accommodations: If you have an accommodations letter to give to your Advisor, bring it with you to the appointment. 718-631-6257 Science Building, Room 132

- Study abroad: If you plan to study abroad at some point during your academic career, visit the Center for International Studies to receive information regarding study abroad locations, available courses, and other policies. (Library, Room 431)

- Take Career Focus Assessment: An online career and education planning system. FOCUS-2 is a self-paced career guidance tool designed to help you select the right major, clarify your career goals, and provide you with valuable occupation information. [http://www.qcc.cuny.edu/careerServices/first.html](http://www.qcc.cuny.edu/careerServices/first.html) Schedule an appointment with the Career Services office to review your results, by calling Career Services at 718-631-6297. (Library Building, Room 429)

- Graduates: Students approaching their final semester may register their intent to graduate using the CUNYfirst system. You will be notified in writing after an official degree audit has been conducted. Please review your home address, telephone number and email to make sure all of your contact information is current.
  - Schedule an exit appointment with the College Discovery Office at 718-631-6210.
  - Reserve your seat for the College Discovery Awards Ceremony.
  - Complete an alumni package and have your profile picture taken with Mr. Cruz in the Library Building Room 118CD
  - Transfer Request Form: Fill-out only the top portion of this form and email it to your counselor.
  - Order Official Transcript CUNYFIRST

- Transfer Credit Re-Evaluation: If you are a current student and you would like to have your transfer credits re-evaluated toward your degree at QCC, please complete the online form.

- Change Major or Drop Class: Changing your major might mean spending more money on school, but may benefit your future career. Contact the Financial Aid office at 718-631-6367 to learn more. Students wishing to add, change or drop a class or change a major must email their counselor and schedule an appointment with the College Discovery office at 718-631-6210.

Remember to take the following to your advising appointment:

- Advising Checklist (complete this form!)
- Completed Class Planning Worksheet
- Your Degree Progress Report
# Class Scheduling Worksheet

1. View your major requirements on [degree audit on blackboard](#)  
2. List your classes according to what is available on [CUNYfirst](#) and add to your [shopping cart](#).

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Class Requires for Graduation:

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Update January 21, 2016