

Academic Advising Guide

For Freshmen

ACADEMIC ADVISING CENTER

524 West 59th Street – L.73

(646) 557-4872

academicadvising@jjay.cuny.edu

www.jjay.cuny.edu/academic-advisement-center

Academic Advising Description

Academic Advising at John Jay College plays an important role in the total academic experience of its students. It is a collaboration between advisors and advisees which begins in the students' freshman year. Meaningful relationships are developed during the advising sessions where students are engaged in a process of discovery about the college curriculum and the ways majors and general education courses fit into their long-term goals. As part of this shared partnership, students take responsibility in making informed decisions about their academic journey and learn to navigate through the college with greater ease. The major goal of academic advising is to spark an understanding and appreciation for lifelong learning.

Mission of Academic Advising

The mission of John Jay College's AAC is to help undergraduate students explore, define, and achieve their academic goals. Advising staff assist students in discovering both in-class and out-of-class educational opportunities to become self-directed learners, decisions makers, and productive members of society.

GOAL OF THE GUIDE

The Academic Advising Guide will help you to be a more confident, informed, organized, and responsible student as you study at John Jay College during your freshman year and work toward achieving your goals for academic and professional success.

ADVISOR /ADVISEE RESPONSIBILITIES

Advisor Responsibilities

An advisor will

- Serve as a partner in creating opportunities for you to explore your academic and career goals
- Collaborate with you as you develop your academic plan
- Acquaint you with academic and personal support services such as tutoring centers, the Center for Career and Professional Development, counseling, Single Stop, Women's Health Center
- Encourage you to explore experiential learning opportunities such as study abroad, internships, service learning and Faculty led research
- Clarify college policies, procedures and requirements
- Listen with interest to your concerns and explore with you problem-solving techniques
- Respect students' differences and create an environment of trust and respect in advising for you

Advisee Responsibilities

As a student, you are expected to

- Prepare for your advisement session by having a copy of your Degree Audit and a list of questions and/or materials you want to discuss during the advising session
- Arrive on time for your scheduled appointment or group session and alert the advisor if you need to re-schedule
- Explore majors and career paths
- Keep abreast of important deadlines such as the date to drop a course without penalty, exam dates, and course deadlines
- Make informed decisions about your academic and career goals
- Use campus resources to aid you in achieving college success and get involved in the college
- Familiarize yourself with your John Jay College Bulletin

CONFIDENTIALITY

Advisors and John Jay College staff are prohibited from sharing a student's educational record with anyone other than that student without their expressed, written consent.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Students who are currently enrolled or formerly enrolled regardless of their age or financial dependency status are protected under FERPA.

REQUIRED MATERIALS AND RESOURCES


- Syllabi for all enrolled courses
- Degree Audit <https://home.cunyfirst.cuny.edu/psp/cnyepprd>
- John Jay College of Criminal Justice Bulletin (Current Bulletin) found at <http://www.jjay.cuny.edu/college-bulletins>
- Personal Date Book/Planner and Student Handbook, Pen and EMPL ID#
- Critical Dates - www.jjay.cuny.edu/academic-calendar
- An Academic Advising Folder (*For keeping Academic Advising Forms and Materials*)


GROUP ADVISEMENT FOR FRESHMEN


Freshmen (up to 30 credits) are required to attend a mandatory group advisement session. During this session, we will go over all of the general education requirements. You will complete an Academic Advisement Worksheet that shows which general education categories are complete, in progress or still needed. Advisors will make course recommendations for next semester for your consideration. The following page is a sample of our Academic Advisement Worksheet, along with some important general education reminders. In preparation for group advisement, use your DegreeWorks audit to help you fill out the sample page. Don't worry if you make mistakes; you and an advisor will go over this individually as part of the group advisement session.

GENERAL EDUCATION REQUIREMENTS						
I. REQUIRED COMMON CORE (12 CREDITS / 4 COURSES TOTAL)						
<i>ENG 101 IS A PRE REQ TO ALL 200 LEVEL COURSES</i>		COURSE	COMPLETED	IP	NEEDED	Foreign Language Policy Freshmen starting Fall 2013 or after must complete two terms of the same FL unless they have FL 101 & 102 (College Now, AP Credit) OR an exemption by placement test (Room, 7.64NB)
English Composition Course I:						
English Composition Course II:						
Mathematical & Quantitative Reasoning:						
Life & Physical Science:						
II. FLEXIBLE COMMON CORE (18 CREDITS / 6 COURSES TOTAL)						
REQUIRED: TWO 200 LEVEL FLEX CORE COURSES		COURSE	COMPLETED	IP	NEEDED	Student Initials Credits Required: 120 minimum to graduate
World Cultures & Global Issues:		Foreign Language 101				
U.S. Experience in its Diversity:						
Creative Expression:						
Individual & Society:						
Scientific World:						
Additional Course from Flexible Core:		World Cultures				Credits Earned:
III. COLLEGE OPTION REQUIREMENT (6 - 12 CREDITS)						
		COURSE	COMPLETED	IP	NEEDED	Credits IP:
100 level Justice Core I:						Credits Still Required After Current Term: Gen Ed: Major: Electives:
300 level Justice Core II:						
Learning from the Past:						
Communications:		Foreign Language 102				

Freshmen Who Started Fall 2013 Onwards

 Required to complete the 102 or 112 level of a foreign language. Students with prior language knowledge can take a test (7.64NB) to determine placement or possible exemption.

 Foreign language 101/111 will meet "World Cultures & Global Issues" and foreign language 102/112 will meet "Communications."

 Students who are required to take a language must still take a "World Cultures & Global Issues" course for the "Additional Course from Flexible Core" area.

Freshmen and Transfers Who Started Fall 2015 Onwards

 Required to take **two courses at the 200-level** in the "Flexible Common Core"

NOTE: Transfer Students are not required to take a foreign language. Overall general education requirements will vary depending on transfer credit evaluation.

Please use this packet to choose needed courses from the general education areas above.

Use CUNYFirst to read course descriptions and find available times.

LEARNING OUTCOMES

As a result of experiencing academic advisement, you should be able to

- Create a comprehensive educational plan outlining your first two years of college study
- Follow the outlined activities in the academic plan and discuss any concerns you may have with your academic advisor
- Explore college majors that are aligned with your interests and future career goals
- Analyze the impact your academic choices have on your success in college
- Discuss college policies and procedures with your academic advisor
- Use the college's support centers and resources
- Build meaningful relationships with other students by becoming involved in student clubs, the Student Council, community outreach activities
- Demonstrate critical thinking and decision making skills in solving problems encountered in your academic work or outside experiences that impact academic achievement

ACADEMIC ADVISING CENTER STAFF

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IMPORTANT WEBSITES FOR STUDENTS

Four Year Academic Plans

<http://www.jjay.cuny.edu/four-year-academic-plans>

Successful Academic Planning

<http://www.jjay.cuny.edu/successful-academic-planning>

Campus Learning Centers

<http://www.jjay.cuny.edu/learning-centers>

Fellowship & Special Opportunities

<http://www.jjay.cuny.edu/fellowship-special-opportunities>

Major Advisement and Resources

www.jjay.cuny.edu/major-advisement-and-resources

Center for Career and Professional Development

<http://www.careers@jjay.cuny.edu>

Below is a checklist of items with which you should be familiar and know how to perform. Check any of these you still need to discuss with your advisor for clarity.

- Access CUNYFirst.
- Access DegreeWorks.
- Use the “What-If” feature to consider different majors/minors.
- Check your Student Services Center for holds from John Jay College.
- Contact any departments with holds on your account for instructions on how to clear them.
- Check your Transfer Credit Report for incoming AP or College Now credit.
- Access your John Jay Email.
- Access the John Jay Academic Calendar for important deadlines.
- Become familiar with each component of your degree requirements (general education, major and elective).
- Check your John Jay Email for information about mandatory group advisement.
- Be aware that mandatory advisement for Spring starts in October.
- Be aware that mandatory advisement for Fall starts in March.
- Become familiar with which degree component (major, gen ed or elective) each of your current classes meets.

YOUR SUCCESS TEAM

The Success Team Members supporting your First Year Seminars are:

	Phone #	e-mail address	Location Room #
Course/ Professor			
Peer Success Coach			
Academic Advisor			
Career Specialist			

APPOINTMENTS SCHEDULE

ADVISEMENT APPOINTMENTS/MEETINGS

I saw my advisor on (Dates)	We discussed:

PREPARING FOR YOUR ADVISING APPOINTMENT

Materials Needed	Purpose for the Next Appointment