

Explanation of Academic Advisement Sheet

1. **CREDITS** – numerical description of attempted and earned courses.
 - * **Transfer Credits** – number of credits transferred in from another college.
 - * **GPA Credits** – total number of credits student attempts, includes failing grades.
 - * **Credits Earned** – total number of credits awarded.
 - * **Quality Points** – the numerical point value of each grade multiplied by credits earned.
 - * **Additional Credits Required to Graduate** – credits remaining in order to graduate.
 - * **Terms** – the Semester in which a student has attended
2. **GPA** – (Grade Point Average) GPA credits and cumulative grade point average
3. **COMMENTS** – e.g. Deans List, probation, graduation with AA, AAS, or dismissal. If “ACADEMIC DISMISSAL” shows on the advisement sheet, refer the student to the Counseling Office (Room S330). If the student is in Academic Probation, the maximum credits or equated credits that can be registered for are **12**.
4. **TEST SCORE INFORMATION** – CUNY placement exam data, including when student took exams, which forms, exam scores, remedial course placement if applicable.
5. **CUNY PROFICIENCY EXAMINATION**
6. Impoundment:
 - Impound for diploma—see Admissions Office (S300)
 - Impound for library—see Library (S400)
 - Impound for immunization—see Health Services (N303)
 - Impound for Bursar—see Bursar (S320)
 - Impound for Academic Advisement Center—see advisor in Room S763
7. **RECOMMENDED COURSES** – advisor will fill in this information, listing courses that student can take for the upcoming semester
8. **ADVISOR’S NAME** – faculty / advisor must print and sign advisement data sheet
9. **COURSE REQUIREMENTS** – courses needed to receive degree in major
10. **PASSED** – column identifies semester course was completed or if it is currently in progress
 - ◆ **TERM** – the semester that the course was taken or currently enrolled
 - ◆ **GRD** – grade received for the course
11. **CREDITS**
 - ◆ **REQ** – the number of credits for a particular course or area (e.g. for Liberal Art Science Elective,” 8 credit are required)
 - ◆ **TKN** – the number of credits student has taken for a particular course or area
12. **REQUIREMENT COMPLETED**
 - ◆ **SP03** – semester identified if student is currently enrolled in course
 - ◆ **YES** – indicates course requirement completed
 - ◆ ***PARTIALLY*** – indicates course requirements partially completed
13. **CAN TAKE NEXT SEMESTER** – courses that students are eligible to take next semester
 - ◆ **YES** – prerequisite fulfilled
 - ◆ **CK PREREQ** – check your prerequisite

14. **COURSES NOT COUNTED FOR DEGREE** – list of remedial courses (courses without credit) and other non-major courses. (Some courses may be listed under this heading in error, see advisor concerning this matter.)
15. **INDEX** – explains symbols used on the advisement sheet.

Liberal Arts Students

General Advisement

- * **Social Science requirement**—must be in **4 DIFFERENT** disciplines (e.g. Psychology, History, Sociology and Political Science)
- * **Science Requirement** (natural science)—choose either 2 courses from the 110 series, or choose 2 semesters of the same subject—e.g. BIO210 and BIO220
- * **Liberal Arts Electives**—students may only take up to 6 credits in the career departments—e.g. BUS, ACC, CIS, OFF, CED
- * **Modern Foreign Language requirement**—if the student speaks the language, they will be tested for proficiency, and will not be placed in a 101 beginner course.
- * **Speech**—SPE102 for students whose first language is not English

Students who are in Liberal Arts major but interested in pursuing the Nursing curriculum should be advised as follows:

Pre-clinical requirements: (no repeated courses allowed; grade below C will not be acceptable)

ENG101
PSY100
MAT104
BIO425 (pre-requisite CHE121)

General requirements:

BIO426
BIO420
ENG201
PSY240
SPE100

Upon completing the pre-clinical requirements with a satisfactory G.P.A., students can apply to the Nursing program with the Nursing academic advisor, Mr. Jose Sierra. However, there is no guarantee that students will be accepted to the program.

Note: Evening students have to complete all general education requirements before they can apply to the program, please check with Mr. Sierra for more details.