



NEW YORK CITY COLLEGE OF TECHNOLOGY

Six Steps to Prepare for Academic Advisement with a Faculty Advisor

1

Locate an advisement worksheet from your department or the City Tech Catalog.

2

Log into DegreeWorks. Identify degree requirements to be met and courses “still needed.” For help go to the DegreeWorks FAQs.

3

Use the Academic Advising web pages to find General Education Common Core, Writing Intensive Courses, Interdisciplinary Courses, and other degree requirements.

4

Download **My Academic Career Planner** from the Academic Advising web pages.

5

Fill in **My Academic Career Planner** with the courses “still needed.”

6

Make an appointment with a faculty advisor. Bring a completed **My Academic Career Planner** and a current degree audit to the meeting. See your advisor and bring your questions!