This guide introduces you to important information needed to be successful at City Tech.
Spending 20 minutes reviewing this guide may prevent a costly mistake!
When you have questions that aren't covered here, start by searching the [City Tech website](#).

Before the Semester:
- ★ **[Academic Calendar](#)**: Keep track of semester start/end dates, holidays, registration and **bursar/financial dates e.g.**
  - ■ **Last day to drop with 100% tuition refund**: If you no longer plan to take classes, the **deadline to drop and not owe tuition** is always **the day BEFORE the semester** begins.
  - ■ **VOE Rosters Due** (Verification of Enrollment): If you **don't attend a class** (and/or submit work), your professor can **automatically withdraw you (WN grade)**. You can lose financial aid if a WN grade takes you below full-time (12 credits)! It's critical to **attend and participate in class from the beginning of the semester**!
- ★ **[Campus Map](#)**: City Tech classes are held in multiple buildings. Browse the map to prepare for coming to campus!
- ★ **[Computer Loan Request](#)**: If you don't own a computer, **fill out the [request form](#) before the semester begins**. You cannot succeed without a computer, so **notify your academic advisor if you have difficulty obtaining one**.
- ★ **[City Tech ID Card](#)**: Obtained through Public Safety ([hours & location](#)). Bring a photo ID and proof of registration.
- ★ **[Immunizations](#)**: On-campus and hybrid courses require a **MMR** and **MEN Response Form.**

ASAP:
- ★ **What is ASAP**: A program to help you earn your **associate degree, develop career competencies,** and more!
  - ■ ASAP appointments are **Monday - Friday**. *We are NOT available nights, weekends, or holidays.*
  - ■ ASAP is here to support you, but ultimately you will take charge of your education and goals.
- ★ **ASAP Requirements**: You must complete the following requirements to remain eligible for ASAP:
  - ■ **ASAP Seminar:** During your **first semester in ASAP,** attend all **8 ASAP Seminars.**
  - ■ **[Academic Advisement](#)**: Meet with your academic advisor **each month.**
  - ■ **[Career Engagement](#)**: Attend **an event/meeting each semester** with or approved by the **ASAP Career Specialist, Peri Sharpe**.
  - ■ **[Financial Aid](#)**: Complete the FAFSA & TAP applications yearly (if US Citizen or eligible non-citizen).
  - ■ **Skills for Success:** Students **below a 2.0** attend ASAP's "**Skills for Success" monthly workshop** series.
- ★ **ASAP Hold**: ASAP places a CUNYfirst hold to prevent class adjustments without first speaking with your advisor.
- ★ **[ASAP Open Lab](#):** Find information about Textbook Assistance, ASAP Metrocard, Tutoring, and more.

Frequently Used Apps/Websites for Students:
- ★ **[City Tech Website](#)**: Find answers to questions about City Tech. Search the website before asking your advisor!
- ★ **[City Tech Email](#)**: Check daily to stay on top of financial aid correspondence, deadlines, ASAP requirements, etc.
  - ■ Unfortunately many students receive [email scams](#). If it sounds too good to be true, it likely is!
- ★ **[CUNYfirst](#)**: View your **[To-Do List & Financial Aid](#)**, **[Upload Documents](#)**, set up **[Direct Deposit](#)**, **Register,** etc.
- ★ **[Blackboard](#)**: Website many professors use to teach and/or communicate information to students.
- ★ **[Navigate](#)**: Website to schedule your ASAP meetings (academic advising, career, and financial aid).
- ★ **[Student Help Desk](#)**: Contact the Help Desk immediately if you have any issues with City Tech logins.

Class Essentials:

★ **Class Syllabi**: An outline of class requirements and expectations. Refer to your syllabi **throughout the semester**!
★ **Contacting a Professor**: Email is the most common form of communication (always use professional etiquette).
   ■ If your professor's email isn't on the syllabus, the typical format is: FirstInititalLastname@citytech.cuny.edu
★ **Office Hours**: How to receive one-on-one help from your professors. If office hours aren't listed on your syllabus, email your professor asking when you can meet. Attend **as soon as you have any questions** about your class(es).
★ **Tutoring**: Unlike high school, tutoring is **encouraged for all college students**, especially for **math and science.**
★ **Grades**: You must maintain a **2.0 GPA** (C average). Some classes require specific grades (listed in the catalog).
★ **GPA Calculator**: Helpful tool to see how the number of credits and your grades impact your GPA.
★ **Withdrawals**: If you need to withdraw from a class, speak to your academic advisor first to discuss financial and academic consequences. Withdrawals are done in CUNYfirst by the deadline on the academic calendar**.**

Campus Resources:

★ **Academic Departments:** Get to know your department for academic questions, mentorship, career networking, etc.
★ **Accessibility:** Provides support to students who have documented permanent or temporary disabilities.
★ **Bookstore:** You can buy required books/supplies through any retailer, including the City Tech Bookstore.
★ **Computer Lab Reservation**: Students can reserve a computer in the **Voorhees 217 Computer Lab.**
★ **Counseling:** Offers individual counseling sessions and workshops to help you succeed.
★ **Financial Aid:** Email **ASAP's Financial Aid Advisor, Claribel Martinez-Sullivan**, with questions about your financial aid awards, aid eligibility, or if you need assistance in completing forms or uploading documents.
★ **Library:** Find Books, Articles, Journals, and ask a Librarian for research help.
★ **Registrar:** Find and submit **Important Forms** such as "Change of Curriculum" and "Application for Degree".
★ **Virtual Computer Lab**: Connect to campus computers using VPN to access specialized software.

Registration:

★ **ASAP Early Registration:** ASAP students have **early registration privileges.** This allows you to enroll in courses before they fill up. If you don't register on time, it may delay your graduation and impact your ASAP eligibility.
★ **College Catalog:** Contains college policies, each major's academic requirements, class prerequisites, etc.
★ **DegreeWorks:** Checklist of your degree requirements, credits required, and classes in progress.
★ **Academic Plan:** With your academic advisor, you'll use the College Catalog and DegreeWorks to plan out your classes semester by semester. The plan will list what classes to register for and how long it will take you to graduate.

Ending the Semester:

★ **Check Grades:** Final grades are posted in CUNYfirst. In your Student Center, click on "Academic Records," and then "View Grades." (Blackboard may give you grade information, but it is not official).
★ **Incomplete (INC) Grade:** Immediately email your professor (and CC your academic advisor) to ask how to complete the class. If you don't complete the class by the INC deadline, it will turn into an FIN (F in your GPA).
★ **F, W, WU Grades:** If you don't pass a class, you'll need to retake it as soon as possible. Email your academic advisor when your grades come in if you need to adjust your next semester's schedule.