**Student Orientation Spring 2021**

**HANDOUT**

**Welcome to the Chemistry Department!!**

**Important Concepts:**

* **CUNYFirst**

CUNYFirst stands for CUNY Fully Integrated Resources and Services Tool. It allows students to manage their academic careers and financial accounts in real time. It gives faculty additional tools to enhance their interaction with students. Students can:

* Manage their financial accounts
* Check courses available
* Manage their enrollment
* Check their schedule of classes
* Check status of their courses. Also information about: section code and number, instructor, hours of class, room, meeting times
* Obtain faculty advisors information. Receive advisement from City Tech advisors
* **Blackboard**

Students can access Blackboard from CUNY Portal. Every student has an account in CUNY Portal. Blackboard is the main platform to interact on line with your instructors. It offers many possibilities, the most relevant are:

* Sending and receiving e-mails from your instructors
* Submitting assignments
* Downloading course resources posted by your instructors: syllabus, assignments, lecture notes
* Receive announcements from an instructor regarding important issues with your course
* Many more
* Important: Attend blackboard workshops (you will get announcements to your City Tech e-mail) and revise periodically the e-mail address you provided for Blackboard
* **Pathways**

Pathways has established a new system of general education requirements and new transfer guidelines across the University–and by doing so has reinforced CUNY’s educational excellence while easing student transfer between CUNY colleges.

* **What is a syllabus? And a roster? (see sample provided)**

A syllabus is the contract between you and your professor. Expectations, learning outcomes, and all information regarding the course will be found in the syllabus, including the list of topics to cover, grading policy, exam policy, homework policy, office hours, your professor’s e-mail and other relevant information.

* **What is a pre-requisite? And an elective?**

Pre-requisite: course you must take in order to register for another course. Sometimes the pre-requisite can be a co-requisite. That means that you have the choice to take that course simultaneously with the principal one.

Elective: optional courses. You can choose what course to take, but you must take electives to graduate from any program.

* **Faculty office hours**

Designated time by your professor in which she/he will be available to meet. You will find them in each professor’s syllabus. Take advantage of the office hours, talk to your professors, show interest for the course, and solve doubts or concerns.

* **Time management**

Be aware of how much time you can devote to study. If you have other important duties in your life, do not overwhelm yourself. As a general piece of advice, do not take several heavy courses in one semester.

* **How to stay aware of deadlines and important information**

Pay attention in class to your professor announcements.

**CHECK YOUR CITY TECH E-MAIL!!!**