



300 Jay Street,
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DATE: November 17, 2013
TO: New Students
FROM: Amy Chen
SUBJECT: Advisement For New Students

As an incoming student in my program for your first semester, you may find yourself in a maze. There will be many questions and uncertainties, but that is normal for new comers. You will be unfamiliar with the environment and the surroundings. You will find people from all ages and backgrounds. You will be confused and worried about not doing well in your classes. You will also have fear of meeting new people and not being able to get the materials or equipments that you need. But don't sweat over it, because there are many resources and opportunities that will be available to you and access it anytime.

These resources and opportunities are:

- **Students Handbook**- contains tons of information regarding the College and the function of the system.
- **Office Hours**- are provided by your professors and should seek help immediately if you have any uncertainty about the class work.
- **Computer Lab**- very useful if you don't have access to the required software programs outside of the CUNY campus that are being requested by your degree(s) or that needs to do some touch-ups.
- **Library**- very useful for finding resources. It is also useful if you have financial difficulty that needs to borrow books and textbooks for a limited amount of time.
- **Book Stores**- very useful if you need a specific type of book immediately and books that only the College sells.
- **Ratemyprofessors.com**- this website is very useful for you to check your professors' ratings so that way it will save you time and money.



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Another important advice is that students in my major should get familiar with programs such as Photoshop, Illustrator, InDesign, etc. as soon as possible because these are the programs that are mainly being used in the creative fields. Lastly, be responsible for your own action and behavior.

Hopefully, you will find this advisement letter to be useful for your understanding of the College. Remember, you are free to ask about any uncertainties. Good luck!

Sincerely,

Amy Chen

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