

# STUDENT-READY COLLEGE: A STUDENT SUCCESS PARTNERSHIP

*Student Success Partnership at City Tech is a creative, intentional process in which members of the college community develop and improve student success and experience. Working across the college leads to greater opportunities to share our vision and engage our students with what they need to plan their path to graduation and beyond.*

## ACADEMIC DEPARTMENT PLAN FORM

PLAN Week  
Spring 2021  
March 1, 2, 3, 4 & 5

### How will your department participate in PLAN Week?

Please complete the PLAN Week table below, save it as a PDF, and upload the PDF your department's PLAN Week Activities to the file section of the [Student-Ready College Committee OpenLab](#) site.

Upload the PDF with the name: "PLAN[deptSP2021]"

- PLANS are due by Monday Feb 22, at 5:00pm.
- Questions may be directed to Lauri Aguirre at [Laguirre@citytech.cuny.edu](mailto:Laguirre@citytech.cuny.edu)

PLAN Week materials will be shared on or before February 24 for all departments and college office use. These will include: 6 Steps to Prepare for Academic Advisement, PLAN week schedules flier with registration info, and PLAN week workshops flier.

Thank you!!

**Department: Law and Paralegal Studies**

**Submitted by: Kerin Coughlin**

Person(s) Responsible Identify the faculty member(s) involved with PLAN week activities	Email address for responsible faculty member(s)	Activity(s) List the activities your department will schedule in preparation for and during PLAN Week.	Date/time of activities
Kerin Coughlin	kcoughlin@citytech.cuny.edu	email registration info to students (links to degree map, how to connect to virtual advisor, advisement webpage, etc.)	March 1-5
Kerin Coughlin	kcoughlin@citytech.cuny.edu	Provide first-year students with in-class instruction and demonstration regarding advisement and registration procedures.	March 1-5
Kerin Coughlin	kcoughlin@citytech.cuny.edu	Communicate with students by Blackboard and OpenLab to promote PLAN week activities	March 1-5
All dept faculty advisors	kcoughlin@citytech.cuny.edu (liaison)	Begin holding advisement meetings with students.	March 1-5

