



# 2<sup>nd</sup> Semester Student Checklist

Keep working towards your goal of degree completion!

To help ensure a smooth transition into your second semester, we are providing you with a list of tasks below that need to be completed. If you have any questions, feel free to visit The New Student Center in N-104.

## You Must Complete Each Task Below Prior to Visiting The New Student Center

- Set up your City Tech Accounts:** If you have not already done so, create your user ID and password for:
  - **CUNYfirst:** Allows you to manage your academic careers and financial accounts in real time by signing in here: [CUNYfirst Log-In](#)
  - **City Tech e-mail:** Stay connected by claiming your student e-mail account. FYI, correspondence from City Tech will only be sent to your student e-mail address, so be sure to log-in often. Access your e-mail account by signing in here: [City Tech e-mail](#)
  
- Complete the Title IX training:** This is a *mandatory* training required by all colleges and universities that receive federal funding. If you did not complete the training at City Tech prior to this semester, you *must* complete it now to register. Access the training [here](#).
  
- Review your CUNYfirst account:** Check for the following:
  - **Service Indicators (holds):** Resolve any negative  [holds](#) that could prevent you from registering
  - **To Do List:** Complete any tasks that are required by City Tech by viewing your [To Do List](#)
  - **On-Line Enrollment Date:** Get prepared before your assigned [enrollment appointment](#) so that you don't miss out on classes
  
- Know your degree requirements:** You can view your degree requirements through DegreeWorks or explore the City Tech [College Catalog](#) to see the requirements for other academic majors.
  
- Declare or change your major (if eligible):** Obtain a [Change of Curriculum](#) application from the Registrar's Office (NG-15), and submit the completed form to the Registrar before the semester begins. This is especially important for financial aid recipients.
  
- Consult with your major department:** There is no reason to wait until registration time to seek advisement; a faculty advisor is available now to discuss your course selection for the upcoming semester.
  
- Search for classes:** The [Schedule of Classes](#) is available online now, and can be viewed by navigating through CUNYfirst: [Directions to view the Schedule of Classes](#)
  
- Check course pre-requisites:** Are you eligible to take the course(s) you want? Is the course a degree requirement? Check the requirements online by referring to the [College Catalog](#). For courses that require departmental permission, visit the academic department that is offering the course.
  
- Visit the New Student Center (N-104):** Advisors are available for further assistance and guidance. Office hours and contact information can be found on the [New Student Center](#) page on the City Tech website. Schedule your advisement workshop [here](#).
  
- Register:** [Self-enroll](#) for the Spring 2018 semester! Additional how-to guides can be found [here](#) under 'Enrollment.'
  
- Visit Financial Aid (NG-13):** Confirm your full [financial aid](#) package prior to the start of the semester.
  
- ★ **Attend your classes! The Spring 2018 semester begins January 27, 2018.**
  - For more important dates and deadlines, refer to the [academic calendar](#) on the City Tech website.