

Academic Success

Top 10 Tips



Whether or not this is your first semester at City Tech, by now you probably have come face-to-face with some common challenges to academic success. The following tips are designed to help you take action and minimize obstacles, in order to maximize our college experience.

Tip 1: Obtain official academic advisement

Read the course requirements for your major and review your course selection each semester with an academic advisor to avoid mistakes. (Note: An academic advisor is a professor in your major department.)

Tip 2: Research majors and careers that interest you

Visit the academic department office of the major that interest you to learn more.

Tip 3: Familiarize yourself with school policies, procedures and deadlines

How many times have you said, “I didn’t know,” or “no one told me,” about City Tech policies that affect you? In college you are expected to read school publications to find out about the college’s rules and regulations. The college catalog is accessible on the City Tech web site (www.citytech.cuny.edu). In addition, you should check the academic calendar each semester, to avoid missing key deadlines which can also be accessed on the City Tech website.

The course withdrawal procedure is a crucial procedure that is overlooked by many students. Always check with the financial aid office (Namm G13) before you withdraw from any classes because your financial aid may be affected. Then, talk with a counselor about your wish to drop a class, see an advisor in your major department and submit a signed Program Change form to the Registrar’s office.



Tip 4: Read all City Tech Correspondence

Various City Tech departments send emails notifying students of important information. Too often, students delay responding to these emails until it is too late to take action to correct problem. Act promptly when you receive an email.

Responding sooner rather than later may make a big difference in your academic career.

Tip 5: Discuss coursework performance with your instructors early

If you are falling behind in class, have missed class, or have questions about your grades or assignments or exams, speak with your instructor. If you wait until mid-terms or finals, it may be too late to improve your academic performance. It is important to resolve problems as soon as they occur.

Tip 6: Watch and Read the Electronic Bulletin Boards

When walking along the college's corridors take an extra few minutes to watch the electronic bulletin boards to see what's happening and information about the valuable resources on campus.

Tip 7: Attend informative workshops offered by the Counseling Service Center

The Counseling Services Center offers [free workshops](#) each semester designed to help students succeed in college. Take advantage of these opportunities to learn study skills, note taking methods, time management techniques, strategies for reducing test anxiety, and more.

Tip 8: Participate in extracurricular activities

While keeping up with your coursework is very important, you should also consider checking out at least one of the many [student groups](#) on campus. Whether your interest are athletic, cultural, political, academic, or just social, extracurricular involvement will enhance your college experience. Taking a leadership role, or simply participating, looks great on your resume!

Tip 9: Make ample time for school work and use tutoring services

Juggling schoolwork with everything else in life is a skill that takes practice to master. If you are having difficulty understanding course material, visit the [Learning Center \(LG18\)](#), to work with a tutor or use computerized tutoring programs. The Learning Center also offers writing assistance, which is helpful for even **the most talented writers!**

Tip 10: Be proactive in resolving problems

The counselors in City Tech's Counseling Services Center are here to help students with academic and personal problems. If you have an academic problem, do not wait until you get a letter or phone call. Should you have personal difficulties that interfere with your ability to succeed in school, please visit us Please stop by our [Counseling office](#) located in NAMM 108 or call us at 718-260-5030. We look forward to meeting you!