



For Liberal Arts Students, there are generally 3 academic considerations:

- **Graduate**
- **Transition into another NYCCT program**
- **Transfer**

Which one are you considering?

With that in mind, if you missed advisement during the semester, or you want to try to register on your own, here are some **Helpful Hints** to get you started:

[Graduate](#)

[Transition](#)

[Transfer](#)

[Offices, Contacts, Important Forms](#)

[Register for Classes](#)

[Brightspace](#)

IF YOU INTEND TO GRADUATE FROM LIBERAL ARTS AA/AS PROGRAM

Go to your DegreeWorks: [DegreeWorks](#)

At the top, make sure “**Degree**” reflects the degree you are pursuing.

Underneath “**Advanced search**,” make sure that the “**Major**” matches the Degree Program you are in.

- Make sure all of the categories, especially “**Transfer Credits**” (if applicable) and “**Academic Status**” are correct
- If the current “**Academic Status**” is not GST (Good Standing), keep in mind that the GPA must be elevated to a 2.0 to avoid being considered for Academic Dismissal; if status is “Academic Alert” or “Academic Probation,” academic standing is in danger

Under **Degree in...**

See “Credits required”: (Associates=60, Bachelors =120) and “Credits applied” (= past and “in-progress” classes)

- **Undeclared** (30 credits) is not a Degree path. Being Undeclared is generally for students interested in fulfilling the pre-requisites required for an actual degree program
 - If you have over 20 credits, receiving financial aid, and will not be entering a desired degree program next semester, consider transitioning into either LAA, LAS, or Health Sciences AS to ensure that full-time status is covered
 - If not planning to eventually take Calculus, LAS should not be considered. If considering Health Sciences AS, HSCI 1101 is needed. See their program **Overview** and **Sample Course of Study**: [Health Science AS](#)

Where it says “**Elective Courses Allowed**” make sure the number of “eligible credits” does not conflict with elective classes already taken.

- In Liberal Arts, there will be few to no cases where more than 12 credits are needed/Allowed

Under **CUNY Skills Assessment &...**

If you have already taken an English Composition (1101/1121) or MAT course and see those classes plotting below under Required Common Core/English Comp & MQR, you can ignore if it says “Still Needed”.

- If you are taking ENG 1101CO, the “Reading/Writing Proficient” categories will not be fulfilled until after this class has been completed
- In LAS, if MAT 1275/1375 have been taken, they may also plot above under CUNY Skills and Placement/ Math Placement
 - MAT 1375 may plot as both Math Placement and in General Education: Pathways/Scientific World (SW)

After English Comp and MQR, **the Flexible Common Core courses are generally “any”** for Liberal Arts students.

Under **Major in ...**

LAA:

World Language is a 9 credits sequential requirement. If, based on placement, all 3 classes are needed, this will require 3 semesters to complete.

- If you already took a **World Language** course, check to see if part of your sequence is plotting in **WCGI**. If so, contact us

All students who need a class in either Arabic, Chinese, French, or Spanish must take the **World Language Placement** test. This simply determines if you should register for a 1xxx, 2xxx, or 3xxx level course

- On this webpage, to begin the placement process, see **Student Resources/World Language Placement** ([Click for Info](#))

LAS:

If you entered **before Fall 2022**, your Degree audit will reflect our **General curriculum**. All other students will have the choice to choose a **specialization** in either BIO, CHEM, or PHYS. If unsure which track to choose, General remains an option.

Under the Science Sequence (SS), you may see an intended course plotting above under LPS. Once you take the next class in the sequence, the classes should shift.

- Ex. BIO 1101 is under LPS. And under SS, BIO 2311 is plotting. Once you register for BIO 1201, BIO 1101 will shift to SS and BIO 2311 will move to LPS
- If wondering Why specialize? **or** Which classes fulfill a chosen Specialization?: ([Click for Info](#))
 - To see what your chosen specialization audit looks like, run a What-if. Under **Concentration**, select one of the four tracks

If a class you are **CURRENTLY enrolling** in plots as an **Elective Courses NOT Allowed** (ECNA), the system is informing you that there is no more Elective space available and these courses will not be covered for Financial Aid/TAP. If this happens, contact us and a **FA/TAP counselor**.

- Electives ALLOWED are only up to 60 credits
- If you have at least 50 credits and have **not fulfilled** the LAA World Language sequence or the Major in Liberal Arts and Sciences-AS math sequence (**MAT 1475** and **Additional Required Math**), the system may not allow more electives

The LAA and LAS curriculum sheets and the Capstone/Writing Intensive sheet are found here ([Click for Info](#))

If a class is not plotting where you think it should, contact us.

IF YOU INTEND TO TRANSITION INTO ANOTHER NYCCT PROGRAM

Go to your DegreeWorks: [DegreeWorks](#)

Run a **What-if** for the program you are interested in:

- If unfamiliar with this feature: [How to What-If](#)

At the top, make sure “**Degree**” reflects the degree you are pursuing.

Underneath “**Advanced search**,” make sure that the “**Major**” matches the Degree Program you are in.

- Make sure all of the categories, especially “**Transfer Credits**” (if applicable) and “**Academic Status**” are correct
- If the current “**Academic Status**” is not GST (Good Standing), keep in mind that the GPA must be elevated to a 2.0 to avoid being considered for Academic Dismissal; if status is “**Academic Alert**” or “**Academic Probation**,” academic standing is in danger

Under **Degree in...**

Make sure the intended program is now reflected.

Under **GPA Requirement:**

If unchecked, refer to intended program's **Overview/Requirements for Admission**

Under **CUNY Skills Assessment &... :**

If you have already taken an English Composition (1101/1121) or MAT course and see those classes plotting below under Required Common Core/English Comp & MQR, you can ignore if it says "Still Needed".

- If you are taking ENG 1101CO, the "Reading/Writing Proficient" categories will not be fulfilled until after this class has been completed

Under **General Education: Pathways** and Under **Major classes...** (Anything with an open red circle will be needed). Underneath, you may see **Unmet Conditions** for.... message; this appears because

- You are not in the program and may have no classes showing
- Transferred into the college and have not met the credits in residency requirement
- You haven't established the needed GPA
- Credits required

Go to the intended program's webpage. Read the **Overview**. At the bottom, check the requirements. Is there a specific GPA provided? Do you have that GPA? Next, look at **Degree Requirements** and **Sample Course of Study**. Are there any courses in this program that you can take while still in Liberal Arts? Do they allow for any major courses to be taken? If so, make sure to register for those courses—and make sure the classes are contributory/plot on your DegreeWorks' page.

If you are a student in good standing, transitioning into most programs can be done by submitting the Change of Major form directly to the Registrar: ([Registrar.Forms](#))

Students must be accepted into the programs listed below.

Check the department's webpage—especially the **Introductory Term/Pre-Clinical requirements**—and contact a program advisor about admission:

- Dental Hygiene (major courses (**DEN**) not allowed)
- Math Education
- Nursing (major courses (**NUR**) not allowed)
- Rad Tech (**RAD 1124 is needed** to apply. No other **RAD** major courses allowed)
- Health Services Administration BS (students must meet GPA/degree/licensure/Professional experience)

Please note: Dental Hygiene, Nursing, and Rad Tech

These programs are highly competitive and accept no more than 10% of applicants. With this in mind, students may want to also consider pursuing a degree in one of these [Alternatives to AAS Degrees](#)

****Any Change of Curriculum forms submitted for these programs without the program's permission will not be considered***

If your **GPA is lower than a 2.0**, transitioning into most programs cannot be considered at this time.

- On a case-by-case review, **exceptions are made** for students who are currently in a major program and want to transition into Liberal Arts and Sciences

Remember, classes deemed contributory only plot for the degree program you are in, not the program you want to transition into. As such, make sure the classes you register for DURING THE UPCOMING SEMSTER do not plot at the bottom as an Elective Courses NOT Allowed (ECNA).

The LAA and LAS curriculum sheets and the Capstone/Writing Intensive sheet are found here: ([Click for Info](#))

If a class is not plotting where you think it should, contact us—or the program you are transitioning into.

IF YOU INTEND TO TRANSFER

First:

- Have you checked the campus website where you plan to transfer?
- Have you checked the college's GPA requirement?
- Have you checked the specific program's GPA requirement?
- Have you gone to the program's webpage to see what classes are required for entry into the program?
If so, can you register for those classes at NYCCT using contributory credits?

If you want to transfer to another CUNY campus click here for info
([Click Here for Info](#))

- Contact the campus you're considering to see if transfer dates have any adjustment
- Students are usually allowed to apply to 4 campuses with one application
 - To learn more about CUNY's 25 NYC colleges, see Admissions

If transferring within CUNY:

Go to your DegreeWorks: [DegreeWorks](#)

Run a **Transfer What-if** for the CUNY campus/program you are interested in.

- If unfamiliar with this feature: ([How to What-If Transfer](#))

If transferring outside of CUNY:

Make sure to answer all the questions listed above under **First**. Check the deadline dates for transfer. Contact the college's Admission's office.

MAIN OFFICES, CONTACTS, IMPORTANT FORMS

The email and, if available, ZOOM/in-person contact days/hours, are generally located on the Homepage:

- [Financial Aid](#)
- [Registrar](#)
- [Bursar](#)
- [Admissions](#)

****All other offices can be easily accessed via the college website. In the main CITY TECH banner, just type the name into the monocle next to the QUICKLINKS tab***

Most Commonly Requested Forms:

Application for Degree, Change of Major, Grade Appeal form, Transfer Request form, and more... are found at [Office of The Registrar](#)

Curriculum Sheets:

- LAA
- LAS
- Capstone/WI are found here ([Click for Info](#))

TO REGISTER FOR CLASSES

[Use Schedule Builder](#) OR [CUNYfirst](#) OR [Liberal Arts and Sciences Advisement](#)

If there are a few things that are still unclear, contact us at ArtsandSciences@citytech.cuny.edu

BRIGHTSPACE

Moving forward, CUNY campuses will utilize **Brightspace** as their primary course management platform. If unfamiliar, support is here: [StudentBrightspace](#)