

ROLES & RESPONSIBILITIES OF STUDENTS

- Recognize and appreciate the value of a liberal arts education.
- Take responsibility for one's own education.
- Understand the college's academic requirements, policies, and procedures.
- Check your QC email account, Navigate student app, CUNYfirst, CUNY Portal, and websites for updates, news, and college communications.
- Understand academic and financial aid compliance policies.
- Take a proactive approach in the advising process by reviewing relevant materials (e. g., student transcript, DegreeWorks, your individual "e-advising portfolio" on QC Navigate student app, Undergraduate Bulletin, QC website, past advising session document postings at www.qc.cuny.edu/advisortrac) before scheduling appointments.
- Prepare a list of thoughtful questions and concerns that you wish to address.
- Consult with department faculty advisors for information and advisement on major/minor requirements.
- Ensure that the Admissions Office has all final official transcripts from your high school and prior colleges as well as score reports from Advanced Placement (AP) and International Baccalaureate (IB) tests.

BEFORE, DURING & AFTER THE ADVISING SESSION

Before the Meeting

- Review your student transcript and DegreeWorks degree audit.
- Identify unfulfilled academic requirements and prepare a list of potential courses you are considering.
- Create a list of questions and concerns about your academic and professional goals.
- Bring your folder containing all advising documents from previous advising sessions.
- Turn off and put away your mobile phone and electronic devices prior to entering an advising session.

During the Meeting

- Give your advisor your full attention and refrain from utilizing electronic devices.
- Take notes during your advising session.
- Ask thoughtful questions and express your academic concerns.
- Seek recommendations for on-campus and off-campus resources.

After the Meeting

- Review all advising documents given to you during the advising session.
- Consult with a faculty advisor in your academic department regarding your major and/or minor requirements.
- Follow up on your advisor's recommendations and seek on-campus and off-campus resources.

HELPFUL RESOURCES AT QC AND CUNY

Queens College (QC) website
www.qc.cuny.edu

City University of New York (CUNY Portal)
www.cuny.edu

CUNYfirst (Fully Integrated Resources and Services Tool)
www.home.cunyfirst.cuny.edu

DegreeWorks (Degree Audit) –
Access through CUNYfirst Student Center
www.home.cunyfirst.cuny.edu

CUNY Transfer Explorer (T-Rex)
www.explorer.cuny.edu

QC Academic Advising Center Website
www.qc.cuny.edu/advising

QC Academic Department Webpages/Locations
Visit QC Website

QC in 4 Website
www.qc.cuny.edu/QCin4

QC Navigate Student App
navigate.qc.cuny.edu

QC Undergraduate Bulletin
www.qc.cuny.edu/bulletins

QC Undergraduate Student Success Guide
www.qc.cuny.edu/studentssuccessguide



Academic Advising Center

Kiely Hall 217 | 718-997-5599 | qc.cuny.edu/advising

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THE ACADEMIC ADVISING CENTER: GOALS & TARGETS

The Academic Advising Center (AAC) at Queens College provides centralized and integrated academic advising services to incoming and current undergraduate students through the articulation, clarification, and navigation of degree requirements in order to foster timely and successful completion of the baccalaureate degree. The center serves as a bridge between the college and the student body by ensuring clarity, uniformity, and accessibility of academic requirement and policy and procedural information. To achieve this, the center:

- Assists students in developing an educational plan that includes a selection of courses based on general education requirements, major/minor requirements, academic status, educational opportunities, and levels of preparedness.
- Aids students in navigating Queens College's numerous offices/departments/services and opportunities so that they can take advantage of all the campus has to offer.
- Acquaints new students—freshmen and transfers—with Queens College's degree requirements, registration procedures, payment deadlines, grading system, and other facets of college life that impact student success.
- Guides students towards reaching credit benchmarks and degree milestones to achieve greater persistence, retention, and timely graduation through the QC in 4 Program.

Please see the Academic Advising Center website for our full Mission Statement.

ADVISING HOURS (when classes are in session during Fall and Spring academic terms)

Advising by Appointment

In-depth clarification and discussion on general education and degree requirements, educational planning and course selection, and other topics related to academic and professional development.*

What if no appointments are currently available in Navigate? Advisor availability is viewable three weeks into the future. You should continue to check Navigate every day for available appointments.

- Check www.qc.cuny.edu/aac for our same day appointment process.
- If you are still unable to find an available appointment or connect to our virtual drop-ins, email us at advising@qc.cuny.edu.
 1. Add your full name and CUNYfirst ID number to the subject line of your email.
 2. Include your declared/intended major and any questions you may have. Please be specific.

Same Day Appointment Process

The Academic Advising Center offers a limited number of same day virtual appointments to current Queens College undergraduate students (non-SEEK, non-ACE, non-Honors, etc.) who wish to have a quick (no more than 20 minutes) conversation with an advisor.

Same day appointments will be available on Navigate at or around 9:30 am on select days. When using Navigate, the type of appointment should be set to "Academic Advising", and the service should be set to "Academic Advising Center – Same Day Appointment." If no appointments are available, please try another day!

Do not use Navigate to schedule a same day appointment via the process above if:

- you are a new freshmen or new transfer for the upcoming semester (incoming transfer and freshman information can be found above).
- you are currently on academic probation (instead use the "academic planning" service to schedule a full advising appointment).
- you have already had an advising appointment with the Advising Center during the current semester (email your previous advisor if you have follow-up questions).
- you have a future advising appointment with the Advising Center already scheduled in Navigate.

*Appointments may be made online via QC Navigate student app (navigate.qc.cuny.edu), in person, or via phone for regular advising sessions. Students have the option to select their preferred meeting type (in-person, virtual, phone, or eAdvising (email)).

Front Desk General Inquiries

The front desk can assist you with the following:

- How to schedule appointments on QC Navigate
- Attending your in-person appointment
- Major/Minor declaration process
- Sharing useful academic resources
- Explaining Academic policies
- Finding the right department for your personal needs

AAC Peer Ambassadors

AAC Peer Ambassadors are fellow Queens College students. Peers provide individual mentoring support to new undergraduate students transitioning into Queens College. They are available in-person and virtually to aid in new students' journeys to help them thrive academically and socially during their first year at Queens College.

Office: Kiely Hall, Room 209

Phone: 718-.570-0485

Email: aacpeers@qc.cuny.edu

YOU SHOULD CONSULT ACADEMIC ADVISING

- When you have concerns regarding academic policies and procedures;
- When you need clarification on baccalaureate and general education requirements;
- When you need assistance in defining and refining your educational and professional goals;
- When you need referrals to resources and offices for further assistance and exploration; and
- When you prepare for upcoming registration and before registering for your final semester.

ROLES & RESPONSIBILITIES OF ADVISORS

- Promote the understanding and appreciation of higher education and the benefits of a broad liberal arts education.
- Guide, support, and engage students in setting realistic and achievable educational goals.
- Assist students in discovering educational and co-curricular opportunities that compliment academic and professional goals.
- Articulate and clarify the college's baccalaureate degree and general education requirements.
- Facilitate navigating the degree requirements to ensure timely graduation.
- Help students refine their educational plans and course choices based on class standing, academic preparedness, interests, and goals.
- Explain and interpret the college's academic policies and procedures.
- Encourage students to research and utilize various resources in making academic decisions.
- Emphasize to students the importance of assuming responsibility for their own education.
- Provide students with referrals to appropriate on- and off-campus resources and personnel.