

***FREQUENTLY ASKED QUESTIONS (FAQs)***  
***FOR THE UNDERGRADUATE (UG)***  
***COMMUNICATION SCIENCES AND DISORDERS (CSD) MAJOR***

**NOTE: PLEASE REFER TO OUR WEBSITE FOR MORE INFORMATION:**  
**<https://www.qc.cuny.edu/Academics/Degrees/DAH/LCD/Pages/BA-CSD.aspx>**

**BECOMING A CSD MAJOR, DECLARING A MINOR OR SECOND MAJOR**

- **How can I begin taking CSD major courses?**
  - You first need to formally apply to the major. You can do so only if you have a cumulative GPA of at least 3.0 (B) and 24 completed credits from a regionally accredited college or university. For more information and the application refer to the UG CSD website (given above).
  - Students are admitted on a rolling basis.
  - Once accepted into the major, you will complete a course request form and the program will administratively seat you in some Level One courses. You will also complete a Declaration of Major form to be departmentally signed by the CSD Program. This form will be submitted to the QCHub by the program. It is the student's responsibility to follow-up with the QC Hub if they do not see the major noted on their unofficial transcript.
  - If a departmental block is placed on a CSD major class, you can contact Gail Oswald at [Gail.Oswald@qc.cuny.edu](mailto:Gail.Oswald@qc.cuny.edu) to request permission to be put on a list to take the class. The decision of who gets priority for the given class is dependent on a variety of factors that will be assessed by the Associate Chair and Program Director.
  - You will be assigned an Advisor who you should meet with each semester.
  
- **Can I ask my advisor to register me for my classes?**
  - **NO.** Students self-register based on the date assigned to you on CUNY First. The registration date is based on your student status, e.g., Senior, Junior, etc.
  
- **Should I declare a minor or a second major?**
  - Students interested in taking a minor or second major are advised to declare it. The minor or second major can reflect the student's interest (i.e., psychology, linguistics, education, anthropology, music, etc.).
  - You *register yourself* for these other classes. Please be in touch with that major/minor's department for any questions about their courses.

- **Is it mandatory that I declare a minor or a second major? If I do not, can I register for any classes I like?**
  - **NO**, it is not mandatory and you can register for any classes you like. However, we strongly suggest that you do declare a minor or double major. This will allow you to concentrate additional classes in a field that can complement your CSD major.
- **What if I decide to defer the major or drop the major?**
  - Students should inform the CSD UG Admissions Coordinator (see website for email address) if they choose to defer and/or drop the major.

### **CSD COURSE REQUIREMENTS, SEQUENCE, AND PLANNING**

- **Do I need to take any sciences as part of the CSD major?**
  - Yes, as of Fall 2022, two science courses are required for fulfilling the requirements of the major. These courses will also fulfill the requirement of ASHA for graduate applications in speech language pathology and audiology programs.
  - The two classes in the sciences should be in: 1) biology AND 2) chemistry or physics, and can be introductory courses (3 cr. each). You do not need to take a lab.
  - As noted on our website, you can take **ANY basic 3-credit Biological and Physical Science course** and it will be **acceptable for our major**. The science courses you choose should have the terms **BIO for the Biological Science requirement and PHYS or CHEM for the Physical Science requirement in the course title**. We strongly recommend that you **contact the Speech Language Pathology graduate school programs** that you plan to apply to and verify that the course you take fulfills their requirement.
- **Do I need to take a course in statistics?**
  - **YES**. The acceptable statistics courses for our major include: PSYCH 107.3 OR MATH 114. These are 3-credit courses.
  - You can choose to take the 4-credit courses of **DATA 205 and MATH 114W and it will fulfill our major's requirement**.

- **I am a transfer student and I took statistics and/or science classes at my other institution. Will these classes be recognized so I do not have to take them again?**
  - This is dependent on what the equivalent courses are at QC.  
For example, if your Statistics class transferred in as Psych 107.3 or MATH 114 then they will be accepted toward the CSD major.
- **In what order/sequence should I take the CSD major classes?**
  - CSD major classes are taken by level, 100s, 200s, 300s. More information can be found at our UG CSD website (given above).
  - Once you have finished ALL 100 level classes and achieved a GPA of at least 3.0 across these 3 classes, you may register for the 200's. 100 level and 200 level classes cannot be taken together.
  - 200 level classes can be taken when all three 100 level classes have been completed successfully
  - You may register for 300 level classes if you have successfully completed the necessary 200 level prerequisite classes.
  - Check with your advisor every semester for information on which classes to take together, how many classes to take in a semester, etc.
- **Can I take CSD major courses at other colleges (CUNY or non-CUNY colleges) with an Epermit?**
  - NO, ALL 100, 200, and 300 CSD major courses MUST be taken at Queens College.
  - The four required courses that are outside of the CSD program, namely, Psych214, Statistics, one Biological and one Physical Science, can be taken outside of Queens College. However, if you do so, we strongly advise you to verify with the graduate schools that you plan to apply to regarding which Biological and/or Physical science courses would be acceptable to them.
- **When will I graduate?**
  - It is highly advisable that you meet with your advisor to figure out how long it will likely take you to finish the major. When you meet with your advisor you can map out the semesters it might take toward a projected date of graduation.

- It typically takes **about 5 semesters** for students to complete the CSD major courses but it can take longer. See the CSD website for the suggested course sequence.
  - It is also important that students refer to DegreeWorks to plan the other required courses, outside of the CSD major, that are needed for the general BA. If you need advice for these course requirements, please contact Academic Advisement.
  - Please understand that the priority is that you do well in your undergraduate courses in order to achieve the goal of acceptance into graduate school. If you have a projected date of graduation, the availability of classes per semester and your academic record should take precedence over when you will graduate.
- **I would like to get my Teacher of Students with Speech and Language Disabilities (TSSLD) certificate. What courses should I take?**
    - The certification requirements for the TSSLD are provided at the graduate level.

## **REGISTRATION**

- **What should I do if a CSD class section that I want to take is closed?**
  - If one class section fills, we recommend that you self-register in the other section.
  - The decision on seating **is not** the professor's decision. These decisions are made by the Associate Chair.
  - If you choose to request a seat, please email [gail.oswald@qc.cuny.edu](mailto:gail.oswald@qc.cuny.edu). **It is required** for you to attach a PDF of your current QC transcript and include the specific class/section you are requesting in the email. **Always include your CUNYFirst ID** in your email communications, preferably in the heading of the email.
  - All Bursar Holds must be lifted before we can seat you in a class. We cannot 'reserve' classes for you while you settle your accounts.
- **In the event that I cannot register for a CSD class because it is full or not available, what other classes can I take?**
    - You can take some of the other required courses for the major that can be taken anytime. They include:
      - 1) PSYCH 214 (prereq. PSYCH 101)
      - 2) Statistics: PSYCH 107.3 or MATH 114
      - 3) One 3-credit course in biological science
      - 4) One 3-credit course in physical science

- **If I fulfilled all my CSD major requirements and general college requirements, what courses can I take to maintain my full time status?**
  - Students may complete general electives by taking courses in (most) department/s or programs they choose; however, depending on the course/program, students may need department permission and/or prerequisite course/s.
  - Electives may be used to supplement the chosen major (e.g., CSD majors may want to take courses in Linguistics) or to fulfill interest in a different area (e.g., psychology or education).
  - Students are encouraged to use available electives to complete a dual major, minor, pre-requisites for graduate or professional school, or complete an internship, experiential learning and/or study abroad.
  - Students are encouraged to use their available general electives wisely and focus on coursework that will assist them personally, academically and professionally.
- **If I would like to take classes in other departments, can I ask my advisor to register me in these classes?**
  - NO. You must contact the appropriate department for those courses.

## **ADVISEMENT**

- **Who can I turn to when I am confused and have questions about the CSD major?**
  - Once accepted into the major, you will be assigned an advisor. You should contact your advisor for 1:1 advice as you move along the major.
  - Also, you should attend at least one of the two **major general advisement sessions** which are given at the start of each semester. In addition, your particular advisor will hold a small group session early in the semester.. Please refer to the UG CSD website for the dates/time and zoom link for those sessions.
- **Will my advisor advise me about other information related to my general college requirements, outside the CSD major?**
  - NO. You need to refer to other college-wide websites, like Registrar, Academic Advising, etc., for that information.
  - Here is one of many other helpful links that provides information related to Pathways/General education and Advising: <http://gened.qc.cuny.edu/pathways/>.

- **If I am doing poorly in a class, what can I do? What types of support are available to help me?**
  - The first step to take if you are not doing well in a class is to contact the Professor and ask his/her advice as to how to improve your work in the class. This should be done AS SOON as you recognize that you are having problems with the class.
  - The Professor will advise you as to how best to deal with the issues you are having.

## **GRADUATION**

- **When do I file for graduation and how do I know if approval is given by our department?**
  - Typically the filing deadline is November 1st for Fall graduation and March 1st for Spring graduation.
  - Refer to the Registrar Website for more information about how to file for graduation, filing deadlines per semester, and the steps involved in this process: <https://www.qc.cuny.edu/qchub/registrar/graduation-diplomas-degreeworks/>
  - DO NOT email the department for verification of graduation approval. Rather, to assure that you have met the CSD major requirements for graduation, check that all the required courses for the major, as given on our website, appears on your **transcript** and has been successfully completed or pending completion that semester. (NOTE: transcripts, not Degreeworks are used to obtain the most updated information about your coursework. If there is a discrepancy between the two sources, know that we rely on what is given on your transcripts only.)
  - If you have further questions about your graduation status, please meet with your CSD advisor.

## **SLP AND AUDIOLOGY GRAD SCHOOL APPLICATIONS**

- **How can I find out more about SLP and Audiology grad schools?**

We suggest you visit ASHA's online directory of graduate degree programs in SLP at <https://www.asha.org/edfind>, and in Audiology at <https://www.audiology.org/>.

- **How important is it to achieve a high GPA to be accepted into graduate school in SLP or Audiology ? What constitutes a high GPA?**
  - Admissions to graduate school is a competitive process, particularly in the NYC area. It is advisable to check the website of prospective schools to see if they have guidelines relative to GPA criteria.
  
- **Do I need to worry about performing well from the beginning-- starting with the 100- level classes?**
  - YES, it is important but ultimately it is your final major GPA that will be critical so there is always room for improvement.
  
- **What are the guidelines for asking professors for a letter of recommendation (LOR) for SLP or Audiology graduate school applications?**
  - Decide which Instructors can write the best letter for you.
  - Ask those Instructors if they would agree to write a letter for you. Start this process early on (e.g., when you have completed the specific course) to assure that you will get a positive response from the Instructor. **Requests for letters will NOT be considered 2 months before the application deadline.**
  - Some Instructors will have already committed to other students and therefore, will have to decline your request.
  - Please be aware that each instructor has his/her own requirements for providing recommendation letters. The student **must** check each instructor's guidelines to assure a positive response.
  - Many schools require 3 letters of recommendation; however, some indicate that only **ONE** or at the most **TWO** letters must be from a Professor in Communication Sciences and Disorders. You **CANNOT** get more than two letters from our program.
  - Please check the websites of the schools that you are applying to and find out exactly how many letters you need from CSD faculty.
  - **Students will be required to indicate which two CSD instructors agreed to write letters for them using a Forms link that will be emailed to you by the department in early-mid Fall of each academic year (Fall-Spring).**
  - For additional letters, students are encouraged to ask faculty members from other programs at the college who can comment on their academic ability.

- ***WE WILL DO OUR BEST TO HELP YOU GET THE CSD LETTERS YOU NEED.***
- ***MAKE SURE TO FOLLOW THE GENERAL GUIDELINES FOR LOR AS WELL AS THE SPECIFIC REQUIREMENTS OF EACH INSTRUCTOR.***
- **Where can I find out more information about the GREs?**  
<https://www.ets.org/gre.html>

## **PROFESSIONALISM**

- **How should I refer to my Professor in my email and personal communication with him/her?**
  - Be sure to be respectful, professional, and appropriate in your communication with your professor as this will reflect on you. Refer to them as “Professor” or “Doctor”, as appropriate and not by their first name.
  - When you meet with your advisor, please dress appropriately for the meeting.
- **How can I find out the emails for my professors?**
  - Professors’ emails can be found on the department website.
- **What should I do if I don’t hear back from a Professor?**
  - Please understand that the professors are very busy. Give the professor at least 2 days before you send a second e-mail on the same topic. If you have not heard from the professor in a timely fashion, please contact the Associate Chair or Program Director.

## **EXTRACURRICULAR**

- **How do I connect with other students in our department? I would like to be part of a student organization.**
  - We have two student groups that we encourage you to join:
    - 1) **NSSLHA (National Student of Speech, Language, and Hearing Association):** Contact info: [QC.NSSLHA@qc.cuny.edu](mailto:QC.NSSLHA@qc.cuny.edu)

This is the only national student organization for pre-professionals studying communication sciences and disorders (CSD) recognized by the



American Speech-Language-Hearing Association (ASHA). The meetings and activities aim to inspire, empower, and support students in the field of CSD by giving students the tools to navigate their academic career while preparing students for a professional one.

- 2) **BLASK (Black, Latinx, Asian, and all Students of Color):** Contact info: [qcblasklcd@gmail.com](mailto:qcblasklcd@gmail.com)

This is a support group that represents the needs of students from racial, ethnic, cultural, and diverse backgrounds within our department. The aim is to provide a safe space for our students to come and discuss issues that impact their academic and social success, including applications to graduate programs. In addition, BLASK-LCD aims to connect our LCD students with organizations of students of color within our College and with professionals of color within our communities.

- **I would like to get some research experience. How can I get involved in research?**

If you are interested in doing research in a particular area or with a particular professor, feel free to reach out to them to discuss the possibilities.

## **TECHNICAL ISSUES**

- **If I am having technical issues and I cannot log into my classes, what should I do?**
- Contact the Help Desk: call 718-997-4444, or email [support@qc.cuny.edu](mailto:support@qc.cuny.edu). In addition, let your professor know that you cannot log into class, particularly for synchronous classes.