

Words of Wisdom for Minority Undergraduates



The Minority Advisement Office at Queens College welcomes you. We hope that our Words of Wisdom will help you get started on the path to success. Equally important to academic ability is the ability to manage your undergraduate career. The College Bulletin and the Schedule of Classes are two of your most important resources. Keep them handy and refer to them as often as needed.

The people you meet—Faculty and staff—are also important resources. Do not hesitate to call upon their services. Communicate with your fellow students informally and through organizations.

Inform and be informed. Learn and grow.

Maureen Pierce-Anyan

Director, Minority Student Affairs

The Minority Student Affairs Office
Queens College/CUNY



The College Counseling and Resource
Center
Frese Hall, Rm 112

Phone: 718-997-5423

Queens College Undergraduate Bulletin

The *Bulletin* is your contract with Queens College. Read through it carefully to acquaint yourself with:

- Student Rights
- College Rules and Policies
- College Resources

You should refer to the Bulletin each time you have a question. It is extremely important that you read the “General Information” section.

SCHEDULE OF CLASSES

Keep this handy after registration. Use the semester Calendar to keep abreast of important dates regarding your classes.

PLANNING A SCHEDULE

Your freshman year should be spent fulfilling basic skill requirements and exploring disciplines via the LASAR requirements. Your program should reflect a variety of areas of study and coursework demand. For example, you should not register for four English, Math, or Science courses in the same semester. Balance your program to include challenging courses as well as courses that reflect your abilities and interests. Do not commit yourself to more than 12 credits unless you have excellent and proven time-management skills.

REGISTRATION/CLASS SCHEDULE

Your semester program may be a compromise. You may not get your desired program. Have alternative programs ready when you register. Once you have registered for a program, you are responsible for fulfilling the requirements for each class, which includes regular class attendance. If you cannot attend a class you registered for, you must file a withdrawal form within the deadline stated in the *Schedule of Classes*. If you fail to officially withdraw from a class, you will receive a WU which is a penalty F. It is calculated into your GPA and except for exceptional circumstances cannot be reversed. Your Financial Aid award may be affected by withdrawals. Please consult with the Financial Aid office before withdrawing from a course.

Get help early, there are options you can take to salvage the semester.

SURVIVAL TIPS

Some important services available to you are:

Advising Center, Kiely (KY) 217

Health Service Center, Frese Hall (FH) 310

Writing Center, KY 229

Mathematics Lab, KY 331

Career Development Center, FH 213

- Plan a study schedule around your classes and other responsibilities.
- Follow the study schedule as you would any other routine activity in your life.
- Study at the same time and place consistently. Experiment to find the optimal time and location—then stick to it.
- Participate in class discussions. Write down questions while doing homework and raise them in the next class.
- Make a friend in class and exchange phone numbers.
- Study in a group.
- Read more newspapers, the *New York Times* and the *Wall Street Journal*, and watch less TV.
- Ask your professors to recommend outside reading in areas you find interesting.
- If you are unable to attend class due to a medical or personal circumstance, contact the professor immediately and discuss how long you will be absent. Always obtain documentation for your situation, i.e. doctor’s note, plane tickets, etc.
- The College Counseling and Resource Center has trained personnel to help with personal crises. The services is strictly confidential and free.
- Set your goals based on prior academic experience. Use the grade-point average formula in the College *Bulletin* to estimate how current performance (grades) will affect your GPA.
- Be aware of Pass/No Credit (P/NC) deadline. A grade of P/NC will not affect your GPA.