

## **Success Guide**



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## WELCOME LETTER



## Welcome to the Student Success Coaching Unit!

The Student Success Coaching Unit will support you from Orientation to Graduation! We are excited to present to you our Student Success Guide. Use this guide as a resource throughout your entire academic journey here at Hostos! While you are here, we want you to get to know us and the entire campus. Now that you're a part of our community this is your opportunity to:

- Meet new friends to share in on this new journey
- Become familiarized with academic and social resources
- Begin building an educational plan with your Student Success Coach
- Attend campus activities and join student clubs!

We welcome you to Hostos Community College and are excited to support you throughout your academic journey.

*"Perfection is not attainable, but if we chase perfection we can catch excellence."* —*Vince Lombardi* 

Warmest Regards,

Jason Pelosi Director of The Student Success Coaching Unit

Eugenio María de Hostos Community College 500 Grand Concourse, Bronx, NY 10451



SSCU Linktree

## WELCOME

The Student Success Coaching Unit (SSCU) works with students throughout their academic, personal and professional development. Success Coaches work one on one with students to orient them to the college community, discuss resources available to them on campus, and to help facilitate degree completion.

The Student Success Coaching Unit is located in the B Building in room 208.

#### Student Success Coaching Unit's contact information:

Email: SSCU@hostos.cuny.edu Main Phone: 718-664-2560 Fax: 718-664-2570

FOLLOW US! Stay up to date with deadlines, SSCU news and events! Student Success Coaching Unit's Social Media tools:



IG: www.instagram.com/hostos\_sscu/

YouTube: www.Bit.ly/hostossscu



Website: http://www.hostos.cuny.edu/SSCU

# ABOUT SSCU

The Student Success Coaching Unit welcomes new and continuing students to Hostos Community College. Our Unit and the Student Success Coaches are committed to supporting you with academic, personal, and professional development. Your Student Success Coach will work with you from Orientation to Graduation. Your personalized coaching is consistent with our mission to guide you towards degree completion while teaching self-efficacy skills.

The following section explains the different coaching appointments you will have during your semesters at Hostos. Please review the different appointment types below:

**Check In appointment**—At the start of each semester it is imperative for you to meet with your Success Coach. This appointment allows you to share your progress at the beginning of your semester.

**Advisement & Enrollment appointment**—All students must meet with their Success Coach for each semester to complete an advisement & enrollment appointment. This appointment is specifically designed to determine next semester classes and track degree completion.

**Academic Recovery appointment**—If you find yourself struggling academically you must participate in the Academic Recovery program. You meet with your Success Coach throughout the semester to get back on track towards degree completion.

**Graduation Planning appointment**—Once you have earned 45 academic credits work with your Success Coach to track remaining graduation requirements and review transfer options after Hostos.



Schedule your appointments here

## Ready for your Check In appointment?

Check In appointments should be scheduled within the first two to six weeks of each semester. During your check in appointment, it is important to talk to your Success Coach about your semester. This is your opportunity to talk about academic goals, grades and any challenges you are experiencing. If you have not done so, log into Suceed@Hostos to schedule your appointment. During the semester, appointments to see your Success Coach must be made in advance.

## Preparing for your Check In appointment:

Once you have scheduled your Check In appointment, make sure to prepare for it beforehand. Review the list below so you are ready to talk to your Success Coach:

- 1. Use page 9 as a guide to prepare for your Check In appointment. Fill in your Academic Plan, Overall GPA at the top of the page.
- 2. List the courses you are currently enrolled in for the semester. Also use 2-3 words to describe how you are performing in your courses along with the grade you are aiming to earn for the semester.
- 3. If you are experiencing any challenges in your courses, tell your Success Coach about it. If you are enjoying certain classes more than others, use this appointment to talk more about it.

#### Check In appointment extras:

During your Check In appointment you can also speak to your Success Coach about:

- 1. Projected Graduation: You can create a graduation plan with your Success Coach. This plan will show you recommended courses to take each semester until graduation.
- 2. GPA Review: Your Grade Point Average is a mathematical equation that shows you Academic Standing at the college. You can talk to your Success Coach about ways to boost up your GPA.
   Ise the GPA calculator in DegreeWorks on your own at home. You can also turn to page 31 of this guide to calculate it on your own.
- 3. After Graduation: Talking about plans after graduation can start as soon as your first semester.

I scheduled my Check In appointment for: \_\_\_\_\_

## **CHECK IN APPOINTMENT**

Academic Plan:				
Overall GPA:	Current Semester:			
Classes I am currently enrolled in:	Describe your progress in that class:			
1				
2				
3				
4				
5				
6				
My academic goals for this semester are:				

## Things my Success Coach should know:

My favorite class of the semester is:

List any challenges you are experiencing this semester:

Other things my Success Coach should know:

## **Next Steps:**

I scheduled my Advisement & Enrollment appointment for:

### Ready for your Advisement & Enrollment appointment?

Advisement & Enrollment (A&E) appointments should be scheduled five to seven weeks into the semester. During your A&E appointment, it is important to talk to your Success Coach about courses for the semester/session. Course recommendations are listed on your Degree Plan in CUNYfirst and may be available before your appointment. Make sure to check out for your Hostos email account for notification of when your Degree Plan is available. If you have not done so, log into Succed@Hostos to schedule your appointment. During the semester, appointments to see your Success Coach must be made in advance.

## **Preparing for your Advisement & Enrollment appointment:**

Once you have scheduled your A&E appointment, make sure to prepare for it beforehand. Review the list below so you are ready to talk to your Success Coach:

- 1. Use page 11 as a guide to prepare for your A&E appointment. Fill in your Academic Plan and Overall GPA at the top of the page.
- 2. Review your DegreeWorks page and your DegreePlan in CUNYfirst to review your recommended courses and overall degree requirements.
- 3. List the courses you are intending to enroll into for the upcoming semester/session. Also, indicate if you plan on attending full time or part time.\* This may effect your financial aid package.

#### Advisement & Enrollment appointment extras:

During your A&E appointment you can also speak to your Success Coach about:

- 1. Projected Graduation: You can create a academic timeline with your Success Coach. This timeline will show you recommended courses to take each semester until graduation.
- GPA Review: Your Grade Point Average is a mathematical equation that shows you Academic Standing at the college. You can talk to your Success Coach about ways to boost up your GPA.
   \*Use the GPA calculator in DegreeWorks on your own at home.
- 3. After Graduation: Talking about plans after graduation can start as soon as your first semester. Whether you are sure or unsure of next steps, start the conversation early with your Success Coach.

I scheduled my Advisement & Enrollment appointment for: \_\_\_\_\_



Schedule your appointments here

## **ADVISEMENT & ENROLLMENT APPOINTMENT**

Academic Plan:		
Overall GPA:		·
According to my Degree Plan, my S	Success Coach recommended the fo	llowing courses to enroll into*:
1		
2		
3		
4		
5		
6		
*Indicate which courses are Writing	g Intensive	
	<b>n should know:</b> rt time:	
I want to take courses during the w	vinter/summer session:	
My plan to pay for courses:		
List any challenges you anticipate	for next semester:	
My enrollment date on CUNYFirst i	is:	

## Ready for your Academic Recovery appointment?

Academic Recovery appointments should be scheduled within the first two to six weeks of the semester, if your cumulative GPA has fallen below a 2.0. During your Academic Recovery appointment, it is important to talk to your Success Coach about any challenges that may have contributed to your current academic standing. This is an opportunity to talk about academic goals, grades and any solutions that may help to raise your GPA.

If you have not done so, log into Suceed@Hostos to schedule your Academic Recovery appointment. During the semester, appointments to see your Success Coach must be made in advance.

## Preparing for your Academic Recovery appointment:

Once you have scheduled your Academic Recovery appointment, make sure to prepare for it beforehand. Review the list below so you are ready to talk to your Success Coach:

- 1. Sign into DegreeWorks to review your overall GPA. Use page 13 to fill in your semester and overall GPA, then indicate any challenges you experienced that may have contributed to this GPA.
- 2. Use page 13 as a guide to prepare for your Academic Recovery appointment. Read the information carefully as this will help you to develop a goal for your Success Plan.
- 3. Use pages 20–22 to learn about SMART Goals. During your Academic Recovery appointment, you will create one SMART academic and personal goal for the semester. You can prepare goal ideas on page 13.

## Academic Recovery appointment extras:

During your Academic Recovery appointment, you can also speak to your Success Coach about:

- 1. Strategies you have used in the past to address your challenges.
- 2. Accommodations, supports or assistance you received to help with learning difficulties while in high school.
- 3. Hostos resources or services you have used, and any additional support that you may need.

#### Next Steps:

I scheduled my Academic Recovery appointment for:

## ACADEMIC RECOVERY APPOINTMENT

Academic Plan:
Overall GPA: Current Semester:
Identify challenges that contributed to your current academic status:
1
2
3
4
Consider academic, personal and major related challenges
Classes I am currently enrolled into: Is this a repeat course? Progress in Class
1
2
3
4
My SMART goals for this semester are:
Academic Goal:
Personal Goal:
Things my Success Coach should know:
Share your study routine for the semester:
List any challenges impacting your ability to succeed this semester:
Share any appointments you have with HALC (Hostos Academic Learning Center):
Other things my Success Coach should know:
Next Steps:
I scheduled my Academic Recovery appointment for:

## **Ready for your Graduation Planning appointment?**

Graduation Planning (GP) appointments are scheduled prior to your final semester. During your appointment, it is important to review remaining requirements to complete your academic program. You can also review transfer options or career planning during this appointment.

If you have not done so, log into Suceed@Hostos to schedule your appointment. During the semester, appointments to see your Success Coach must be made in advance.

## **Preparing for your Graduation Planning appointment:**

Once you have scheduled your GP appointment, make sure to prepare for it beforehand. Review the list below so you are ready to talk to your Success Coach:

- 1. Use page 15 as a guide to prepare for your GP appointment. Fill in your Academic Plan, Overall GPA and earned credits at the top of the page.
- 2. Log in to DegreeWorks to review your completed academic requirements. If there are any outstanding requirements, discuss them at this appointment.
- 3. Review transfer applications submitted.

## Graduation Planning appointment extras:

During your GP appointment you can also speak to your Success Coach about:

- 1. Applying for Graduation: You submit a completed Graduation Request Form to the Office of the Registrar in the beginning of your final semester.
- 2. Commencement: Currently, there is only one graduation ceremony per year. Speak to your Success Coach and the Office of Student Activities to find out about Commencement.
- 3. After Graduation: Talking about plans after graduation can start as soon as your first semester. Whether you are sure or unsure of next steps, start the conversation early with your Success Coach.

I scheduled my Graduation Planning appointment for: \_\_\_\_\_

## **GRADUATION PLANNING APPOINTMENT**

Academic Plan:		
Overall GPA:	Current Semester:	
According to DegreeWorks, my number of co	mpleted credits are:	
My projected graduation is for:		
Remaining courses: 1 2 3		
4		
5		
6		
Things my Success Coach should	d know:	

I will apply for graduation by: \_\_\_\_\_

My plans after graduating from Hostos are:

## **GRADUATION PLANNER**

Use your Graduation Planner in every appointment with your Success Coach. The planner allows you to keep track of the courses you've already completed and recommend when you should take remaining degree required courses. This recommended timeline will help when your academic plan requires courses to be completed in a specific order.

Fall Courses - Credits	WINTER COURSES - CREDITS
	-
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits
Spring Courses - Credits	Summer Courses - Credits
_	
	_
	-
- - - - - - - -	

Total Earned Credits \_\_\_\_\_

Overall GPA \_\_\_\_\_ Total Earned Credits \_\_\_\_\_

Writing Intensive 1:

## **GRADUATION PLANNER**

Review your planner after each completed semester and fill in your grades earned. This will allow you to track your academic standing for each semester.

Fall Courses - Credits	WINTER COURSES - CREDITS
-	-
_	-
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits

Spring Courses - Credits	Summer Courses - Credits
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits

Writing Intensive 2: \_\_\_\_\_

## SUCCESS SKILLS

Success Skills are the tools and training that allow you to achieve your goals and live a happy, fulfilled life. Success skills include goal setting, time management, study habits and more. When you practice and strengthen these skills you will achieve more. These success skills provide resources for first-year college students on the path to academic and life success.

**Goal setting**—The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts.

**Time management**—Proper time management skills allows you to establish clear priorities and control you spend the hours in a day to effectively accomplish you goals.

**How to Calculate Your Grade**—The ability to calculate your classroom grade allows you to properly track your progression and make changes in a timely manner.

**Calculating Your Grade Point Average**—Calculating your overall Grade Point Average (GPA) can allow you to measure your academic progression throughout your college career.

## **SMART GOALS**

#### How to Make Your Goals Achievable

Do you ever feel like you're working hard but not getting anywhere? Maybe you see little improvement in your skills or achievements when you reflect on the last few years. Or perhaps you struggle to see how you'll fulfill your ambitions.

Many people spend their lives drifting from one job to another, or rushing around trying to get more done while actually accomplishing very little. Setting SMART goals means you can clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.

## How to Use SMART Goals

## 1. Specific

Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it. When drafting your goal, try to answer the three "W" questions:

#### A specific goal should address questions such as:

- 1. What do I want to accomplish?
- 2. Why is this important?
- 3. Who is involved?

### 2. Measurable

It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal. A measurable goal should address questions such as:

#### A measurable goal should address questions such as:

- 1. How much?
- 2. How many?
- 3. How will I know when it is accomplished?

## 3. Attainable

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it.

#### An attainable goal will usually answer questions such as:

- 1. How can I accomplish this goal?
- 2. How realistic is the goal, based on other constraints, such as financial factors?
- 3. How many necessary resources needed do I have access to?

## 4. Relevant

This step is about ensuring that your goal matters to you, and that it also aligns with other relevant goals.

#### A relevant goal can answer "yes" to these questions:

- 1. Does this seem worthwhile?
- 2. Does this match other efforts/needs?
- 3. Am I the right person to reach this goal?

## 5. Timely

Every goal needs a target date so that you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.

#### A timely goal will usually answer these questions:

- 1. What can I do six months from now?
- 2. What can I do six weeks from now?
- 3. What can I do today?

#### How to turn a Goal into a SMART Goal

Step 1: Decide what is the goal you would like to accomplish

Goal: I want to get a good grade in class

Step 2: Break down your original goal into each of the five elements of a SMART Goal

		Example
S	SPECIFIC	II would like to improve my ability at statistics so I can earn a B or higher in MATH 120
Μ	MEASURABLE	I should have the ability to analysis a statistical model or algorithm and be able to communicate the statistical results clearly.
A	ATTAINABLE	I can set time aside every week to meet with a Math tutor. I can also ask my classmates and professor for tips.
R	REALISTIC	Statistics is a required class for my Business Management Major. I want to do well in this class so I can be as successful as possible in my career.
Т	TIMELY	In three months I should be proficient enough in statistical analysis to ensure I can correctly answer 85% of the questions on a MATH 120 exam.

Step 3: Rewrite your goal using the pieces you created in Step 2 and form a SMART Goal

**SMART Goal:** Because statistics is a required class for my major and I want to be successful in my career I want to improve my overall grade in my MATH 120 (Statistics) class to a B grade or higher. I will know I have met this goal if in 3 months I am able to analysis statistical models or algorithms and communicate the results clearly ensuring that I can correctly answer at least 85% of the questions ona Math 120 exam. I will attain this by meeting weekly with a Math Tutor and speaking with my classmates and professor on tips to understand the subject.

## **SMART GOAL: WORKSHEET**

Goal: \_\_\_\_\_

S	SPECIFIC	
Μ	MEASURABLE	
A	ATTAINABLE	
R	REALISTIC	
Т	TIMELY	

#### Smart Goal: \_\_\_\_\_

As a college student, it is important for you to effectively manage your time. Whether you're fresh out of high school or working two jobs while raising a family, these time management strategies and tips for college students will help keep your assignments on time.

**1. Set Goals**—Goals give your life, and the way you spend your time, direction. Set goals that are specific, measurable, realistic and achievable (SMART). Goals can give you a much-needed sense of direction.

**2. Focus on the Task and Avoid Distractions**—Have you ever been so focused and devoted to what you are doing that time seems to have flown by? This mental state is called 'flow' –when you are completely immersed and involved in an activity. While you are studying or writing, turn off your phone's ringtones and vibrations and put it where you won't be tempted to answer calls and messages. Allow yourself to check your phone only once per hour. Get off Instagram, Messenger, YouTube and other distractions.

**3. Spend Time Planning and Organizing**—Using time to think and plan is time well-spent. Organize in a way that makes sense to you. If you need color and pictures, use a lot on your calendar or planning book. Some people need to have papers filed away; others get their creative energy from their piles. So forget the "shoulds" and organize your way.

**4. Use a Calendar**—A calendar is a great way to plan your day. It'll be an easier way to schedule your appointments and remember your obligations. It can also help you to study in blocks and devote time to different subjects. Set up a calendar on your phone or computer and ensure you stick to it. Factor in extra time in case an activity takes longer than expected.

**5. Use a Checklist**—Printing or writing out checklists for each class or each day of the week can be a helpful way of remembering everything you need to get done. Try color-coordinating tasks by importance or subject (such as school or work) to help you better visualize what needs to get done. Don't be afraid to try a new system —you just might find one that works even better than your present one!

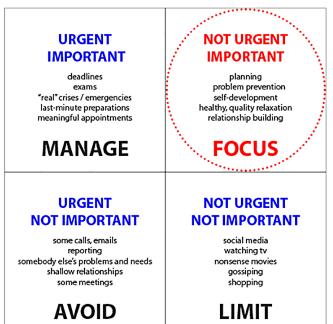
**6. Consider Your Biological Prime Time**—That's the time of day when you are at your best. Are you a "morning person," a "night owl" or a "late afternoon whiz?" Knowing when your best time is and planning to use that time of day for your priorities (if possible) is effective time management.

**7. Schedule Rewards**—You need to treat yourself when you do the right thing. Take a few minutes out of every hour to take a break and do something you enjoy, like go for a walk or watch some TV. The break will also allow your brain to relax and be more productive when you return. However, whatever you do, make sure you don't overindulge until you have completed your tasks.

#### **Prioritizing Your To Do List**

#### How do you eat an elephant? One bite at a time!

Making a To Do List allows you to lay out everything that you need to do and organize. A wise man once said, "The main thing is to keep the main thing the main thing." In other words, there will always be lots of important things to do but we need to make sure that we keep the most important items in our focus. In the matrix below, you can see four different quadrants from which one can work but if we focus on the "Not Urgent/Important" section, you can operate at maximum efficiency.



Make a "To-Do" list for yourself for today in the space below and then place each item in the Time Management Matrix.

To Do: \_\_\_\_\_

	Urgent	Not Urgent
Important		
Not Important		

#### Ask Yourself:

- Where do I normally spend my time?
- Is it bringing me closer to the goals that I have for myself?
- What changes can I make to be able to get there?

#### Time Management Matrix

#### Sample Student Schedule

"There's never enough time to get everything done." Does that sound familiar? The trick is to plan ahead. Sit down and plan out your activities for the next few days. You'll be amazed by how much more you can get done if you always know what you should be doing now and what can wait until a little bit later.

Prioritizing is a key part of time management. When you first try planning your day, you may have a hard time deciding which items on your to-do list are the most important. But with practice, it will become easier for you to determine which items are truly critical, which are merely important, and which are optional to complete that day or can be put off to another day.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Section 1 8:00 AM – 9:15 AM	Travel to Hostos	Travel to Hostos	Travel to Hostos	Travel to Hostos	Study Math	Personal Time	Personal Time
Section 2 9:30 AM – 10:45 AM	BIO 230 LEC	ENG 110	BIO 230 LAB	ENG 110	Study Biology	Study Biology	Travel to Work
Section 3 11:00 AM - 12:15 PM	BIO 230 LEC	Study English	BIO 230 LAB	Study English	Study Biology	Study Bio	Work
Section 4 12:30 PM – 1:45 PM	MATH 20	MATH 20	MATH 20	MATH 20	Study Psychology	Personal Time	Work
Section 5 2:00 PM – 3:15 PM	Study Biology	PSY 101	Study Biology	PSY 101	Study Psychology	Study English	Work
Section 6 3:30 PM – 4:45 PM	Travel to Work	Study English	Work				
Section 7 5:30 PM – 6:45 PM	Work	Work	Work	Work	Work	Personal Time	Work
Section 8 7:00 PM – 8:15 PM	Work	Work	Work	Work	Work	Personal Time	Personal Time
Section 9 8:30 PM – 9:45 PM	Study Math	Personal Time	Study Math	Study Math	Personal Time	Personal Time	Personal Time

Blank Schedule—Fill out the schedule grid by dividing up your weekly activities.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Section 1							
8:00 AM –							
9:15 AM							
Section 2							
9:30 AM –							
10:45 AM							
Section 3							
11:00 AM -							
12:15 PM							
Section 4							
12:30 PM -							
1:45 PM							
Section 5							
2:00 PM –							
3:15 PM							
Section 6							
3:30 PM –							
4:45 PM							
Section 7							
5:30 PM –							
6:45 PM							
Section 8							
7:00 PM –							
8:15 PM							
Section 9							
8:30 PM –							
9:45 PM							

Figure out where and how you are spending your time. Make sure you are allocating enough time so you can be successful each semester. At times it may seem as though the pile of work you have is insurmountable. Work encroaches on school, and who even has time for a social life? In times like these, it's important to step back and take a deep breath.

Fill in the table below by adding up how many hours you spend on each activity:

ACTIVITY	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.	TOTAL
Classes								
Study Time								
Work								
Personal								
Fun								
Total								

#### Study Formula for Success:

The following is a formula that can help you decide how many credit hours you can handle and how much you can commit to school.

\_\_\_\_\_ Course hours X 2 = \_\_\_\_\_ hours of study per week

Study in blocks of 3 hours at a time, reading on the train or bus does not count as "study time" and try to eliminate as many distractions as possible when studying. Now break that total hours of study time into subjects to make a more concrete plan.

Minimum study hours per week: \_\_\_\_\_

Ask yourself:
Am I scheduling enough time to studying for each class?
Which part of your schedule is flexible for your needs?
Do you feel accomplished each day?

## Success Tip: You can discuss the answers to the questions above with your Success Coach.

A good student should know where s/he stands exactly when it comes down to grades, however often times at the end of the semester the common experience is shock and surprise when a less than desired grade is given. This guide is to help you calculate the grade you will receive for a class.

**Step 1:** Read the syllabus: It is so important to read and understand the syllabus. All your assignments are listed here and also how much the assignments are worth.

Step 2: Know how much each part of class is worth

Here is an example of what you could find

Grading	Total	Actual
Presentation	10%	
Participation	15%	
Homework	20%	
Midterm	20%	
Final	35%	

Step 3: Calculating the grade with math

We'll look at homework for example since these will have the most numbers; Assuming all homeworks are worth the same amount, if you add everything up it should look something like this:

Grades for Assignments: 95 + 95 + 97 + 90 + 88 + 87 + 87 + 92 + 93 + 88 = 912 Calculating Average: 912 (sum) / 10 (total # of grades) = 91.2 Calculating Percentage: 91.2 X .20 (percentage) = 18.24 (actual)

Participation: How does a professor grade you for participation? Will showing up be enough or do you have to raise your hand, and answer questions at least twice per class. There is no concrete answer here, but the best way to look at this is "how does the professor see me as a student"?

Sample: This is a sample of how a student could calculate their grade

	•	0					
Presentation:	80 (sum) / 1(total # of grades) = 80						
	80 X .10 = 8% (actual)						
Participation:	This was an average student and s/he guesses the	professor would give	them an	85/100			
	85 X .15 = 12.75% (actual)						
Homework:	95 + 95 + 97 + 90 + 88 + 87 + 87 + 92 + 93 + 88 = 912						
	912 (sum) / 10 (total # of grades) = 91.2 (average)						
	91.2 x .20 (percentage) = 18.24 (actual)						
Midterm:	87 (sum) / 1(total # of grades) = 87	Grading	Total	Actual			
materill.	C	Presentation	10%	8%			
	87 X .20 = 17.4 (actual)	Participation	15%	12 75%			

**<u>Final:</u>** 82 (sum / 1(total # of grades) = 82 82 X .35 = 28.7 (actual)

Grading	Total	Actual
Presentation	10%	8%
Participation	15%	12.75%
Homework	20%	18.24%
Midterm	20%	17.24%
Final	35%	28.7%
Total	100%	84.93%

## HOW TO CALCULATE YOUR GRADE FOR A CLASS

Grading	Total	Actual
Homework		
Add assignments+++++++++		
Calculate your percentage(average) X(Total %) =		
Participation		
Out of 100 what do you think you received =		
Calculate your percentage(average) X(Total %) =		
Presentation		
Add assignments+++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Quizzes		
Add assignments+++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Midterm		
Grade =		
Calculate your percentage(Grade) X (Total %) =		
Final		
Grade =		
Calculate your percentage(Grade) X (Total %) =		
Additional type of grade (if applicable)		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		

Success Tip: Calculating your GPA is a helpful skill in order to set the proper academic goals. A grade point average, more commonly called a GPA, is a number representing the average value of the accumulated final grades earned in courses over time. During your academic career, you will take classes, earn credits, receive grades which will all lead up to you earning a grade point average or a GPA. Your GPA is a numerical reflection of the average of all of your grades for either the semester, your term GPA, or for your entire academic career, cumulative GPA.

- Term GPA This GPA reflects the average grades that you have received for a semseter
- Cumulative GPA This refers to the overall GPA. This can be determined by dividing the number of quality points earned in all courses attempted by the total degree-credit hours in all attempted courses.

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. At Hostos your grade point average may range from 0.0 to a 4.0.

(Point Value x Credits)/credits attempted = Grade Point Average

The table below refelects the point values assigned to a potential earned grade. Use this to calculate your grade point average.

Letter Grade	Range	Point Value
А	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
В	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
С	70-76	2.0
D	60-69	1.0
F	Failure	0.0

#### Try it out!

Review the example below and then use the blank table to calculate your own GPA.

Course	Credits	Letter Grade	Point Value	Quality Points
ENG110	3	B+	3.7	11.1
BIO230	4	В	3.0	12
MAT20	0	С	2	0
SOC101	3	А	4	12
Total	10			35.1

Quality Points/ Credits = GPA

35.1/10 = 3.51GPA

Fill in the table below with the courses that you are taking this semester. Use the GPA equation to determine what GPA you are anticipating for this semester.

Course 0	Credits	Letter Grade	Point Value	Quality Points
Quality Points/ Credits =	GPA		_QP /	Cr =GP/

## DIGITAL TOOLS FOR SUCCESS

As a college student, there are a plethora of internet tools and resources available to you to encourage your academic success. Digitally, there are resources that exist to streamline your processes and to help facilitate your learning. You will have several different usernames and passwords and there is value in activating and utilizing each one. These resources will help give you access to your education on and off campus. In this section, you will explore some of the tools available to you and how it can support you on your educational path. When utilized, they can support your academic goals and drive success.

**Blackboard**—A classroom tool available to you online. Many courses use this to house information, have discussions, and many online courses use this exclusively.

**CUNYfirst**—A streamlined way for you to access and make changes to your information available to support offices in the CUNY system. You are able to manage your course schedule and see your grades, bill, financial aid and much more with this system.

**Degree Works**—A place where you are able to see your progression towards your degree, and project things like GPA and graduation.

**Succeed@Hostos**—An online place where you can make appointments with your Success Coach as well as keep in touch with your professors and your progression in your classes.

**Webmail**—The most secure place for anyone to contact you in Hostos about Hostos things. Great opportunities and resources are sent to this email address. The username and password is also used for many things on campus.

Additional support for using these tools can be found in IT, and the IT HelpDesks in the library or computer labs.

BLACKBOARD

Blackboard is a web-based course management program that enables students and faculty to participate in online classes and/or utilize online course materials to compliment face-to-face learning. Instructors can provide course materials, quizzes, discussion boards or use a combination of Blackboard and face-to-face interaction to teach students.

- Engage with with course materials (like your syllabus, files, and videos)
- Interact with others in discussions and Blackboard Collaborate
- Access quizzes, exams, graded assignments, etc.
- View attendance and grades during and at the end of the course

#### To access:

Blackboard

Navigate to www.cuny.edu. From the login drop down menu, select the CUNYfirst login option. Enter your CUNYfirst username, along with @login.cuny.edu, and password. To get to your "Student Center" page, select "Campus Solutions" and then "Self Service" and then "Student Center."

UNIVERSITY OF New York	
CUNY L	ogin
• •	r <u>CUNY Login credentials</u> CUNYfirst account, see the <u>FAQs</u> .
	Username
	@login.cuny.edu
	Password
	Log in
New	/ User   Forgot Username   Forgot Password   Manage your Account
ONLY enter your CUN NEVER share it with ot	SONAL INFORMATION AND PRIVACY / Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). hers or enter your CUNY Login password elsewhere without the approval of your campus formation on CUNY's policies regarding user accounts and credentials can be found in the

#### Ask yourself:

• Have I looked at my course schedule to see the location of my classes, books that I need, and the names of my professors?

Success Tip: You can access your Blackboard account from CUNY.edu, the Hostos webpage, and CUNYfirst.

One of your most versatile tools will be CUNYfirst. There are many processes that you can complete in CUNYfirst. Becoming a master of this resource will help to give you a significant amount of freedom to manage your academic journey.

- Set up and manage your CUNY Alerts
- Managing your course schedule and view your final grades
- Viewing financial aid and paying your bill
- Access to Blackboard, Degreeworks, FACTS, and other links
- Manage your contact information (phone, address, and personal email) available to faculty and staff

#### To access:

Navigate to www.cuny.edu.

From the login drop down menu, select the CUNYfirst login option.

Enter your CUNYfirst username, along with @login.cuny.edu, and password.

Username:	@login.cuny.edu
Password:	This must be a
minimum of 8 digits and contain numbers and at least one capital letter	

#### Ask yourself:

- When was the last time I signed into CUNYfirst?
- Have I looked at, and addressed, the items in my "to do" list?
- Have I looked at my course schedule to see the location of my classes, books need, and the names of my professors?
- Have I checked to make sure that my bill is fully covered?

#### Success Tip: Your CUNYfirst account is structured FIRST NAME.LAST NAME##. The ## are the last two digits of your Empl ID.

Username:	@login.cuny.edu
-----------	-----------------

Password:

This must be a minimum of 8 digits and contain numbers and at least one capital letter

DegreeWorks is a web-based advising tool and degree audit program accessible through CUNYfirst. The student and Success Coach can see which education requirements have already been fulfilled and which ones still need to be completed. Student Success Coaches use the Degree Plan feature in DegreeWorks to list recommended courses for the next academic semester. Students can view these recommendations at anytime once posted. Features of DegreeWorks include but are not limited to:

- Degree Plan
- GPA Calculator

**DegreeWorks** 

- What-If Predictor (what if you had a different major)
- Transfer What-If (TWIf)

#### Ask yourself:

- What do I need to graduate?
- How can I use the GPA calculator to create a goal for myself?
- Which classes would I need if I were to change my major?

Success Tip: TWIf helps you to understand what coursed that you've taken/are enrolled in may transer to a specific college for a specific major.





You have already started a path to success. Higher education requires time, effort and resources. Luckily, we have a platform that can help you connect with those that can support you. Succeed@ Hostos is a communication tool that connects you to the people and services that help you engage with your education.

# **Benefits:**

- Allows you to schedule appointments with your Success Coach
- Facilitates communication among you, your Coach, instructors, and others who are here to support your path to success
- Connects you with services and resources to maximize your academic and personal goals
- Gives you access to individual and specific feedback from professors

# **5 Things You Should Do:**

# 1. Edit your profile

Set your email preferences.

# 2. Update your CUNYFirst

Update your contact information in CUNYFirst to allow your support system to reach you when they recognize that you need extra help.

# 3. Connect to people who can help you succeed!

Make it easier for your instructors and coach to get to know you and stay in contact. Quickly discover which support services are available to you, where they are, and learn how to connect with them.

# 4. Stay on track

Use your Dashboard to stay on top of upcoming appointments and recommendations from your instructors and Coach.

5. Log in today!! Use your Hostos user name and password Schedule an appointment with your coach

Link: https://hostos-succeed.starfishsolutions.com/starfish-ops/support/login.html





As a Hostos Community College student, your Hostos webmail credentials provide you access to many things on campus. Your Hostos webmail email is a secure place through which offices on campus are able to send emails. These offices are able to communicate with you freely compared to an external webserver that may block the communication from going through or mark you as SPAM. You also have access to the following resources when you use your credentials to log-in.

- Free printing & Wi-FI
- Sign-in to computers on campus
- Secure notifications from campus offices are sent here

# To access:

At the top of the Hostos webpage, select the grey "Login to" button and select "Webmail". Type in your username and password

Username:	@login.cuny.edu
	0 ,

Password: \_\_\_\_\_

This must be a minimum of 8 digits and contain numbers and at least one capital letter

Success Tip: Forgetting a password is common, be sure to register for Self-Service Password Management (SSPM) to make resetting your password easy.

# ACADEMIC PLANS AT HOSTOS

As you embark in your journey in college you will be making decisions about your education and career choices that can have positive impacts in your life for years to come. From day one you have to think "what is my major?", "what are my next steps?", and "what related career would I like to pursue?". In this section we will go over some of the key questions you should be asking in order to make a well-informed decision. We are also providing you with the list of majors currently being offered at Hostos. Hostos offers associate degree programs and two certificate programs that facilitate easy transfer to The City University of New York's (CUNY) four-year colleges or baccalaureate studies at other institutions. This gives you a lot of room to make choices and to share your ideas with those you trust. Please review the following pages and share your findings with your success coach, professionals in the fields, and your loved ones.

When meeting with your Success Coach a topic that often comes up is your choice of Academic Plan (major) and how that leads to a future career. Speaking with your coach is a great way to receive guidance on a wide range of topics and life-long experiences.

Presented in the following pages are all of the Academic Plans offered at Hostos Community College. Look over these academic plans and related career options as you consider if this is something you would like to pursue. When exploring your career options you should ask yourself some of the following questions:

# Values "Who am I?" "What's important to me?"

- What did I like most or least about my past experiences (e.g. part-time jobs, volunteer work, and student organization positions)?
- What makes my life and work meaningful and purposeful?

# Interests "What do I enjoy?"

- Which classes am I most interested in engaging with?
- What are the common themes in the clubs/organizations that I am a part of?

# Skills "What am I good at?"

- Which courses do I have a natural knack for understanding the material?
- Where have I found success that speaks to my authentic self?

This is just the first step, speak to your coach for help with these and other related questions.

# ACADEMIC PLANS — SELF EXPLORATION

2.00	of possible careers:
1.	
2.	
3.	
4.	
5.	
Are	the Academic Plans above offered at Hostos Community College?
1.	
2.	
2. 3.	

Success Tip: Discuss your findings with your Success Coach. It's a great topic for your next appointment!

# LIST OF ACADEMIC PLANS

Major	Degree	Department	Room
Accounting	A.A.S.	Business	C590
Accounting	A.S.	Business	C590
Aging and Health Studies	A.A.S.	Education	A107
Business Management	A.S.	Business	C590
Community Health	A.A.S.	Education	A107
Computer Science	A.S.	Mathematics	B439
Criminal Justice	AA	Behavioral/Social Science	B328
Dental Hygiene	A.A.S.	Allied Health	B131
<b>Digital Design:</b> Design Animation	A.A.S.	Humanities	C415
Digital Music	A.A.S.	Humanities	C415
<b>Engineering:</b> Chemical Mechanical	A.S.	Natural Science	A507
<b>Engineering:</b> Civil Electrical	A.S.	Mathematics	B437
Food Studies: Food Policy Social Issues Health & Nutrition Environmental Sustainability	A.S.	Natural Science	A507
Accounting for Forensic Accounting (previously: Fraud Examination & Financial Forensic)	A.S.	Business	C490
Game Design	A.A.S.	Humanities	C415
Liberal Arts	AA	English	B504
Liberal Arts	A.S.	Natural Science	A507
Mathematics	A.S.	Mathematics	B437
<b>Office Technology</b> Administrative Medical Office	A.A.S.	Business	C590
Paralegal Studies	A.A.S.	Behavioral/Social Science	B328
Police Science	A.S.	Behavioral/Social Science	B334
Public Policy & Administration	A.A.S.	Behavioral/Social Science	B328
Radiologic Technology	A.A.S.	Allied Health	A307
Registered Nurse (RN)	A.A.S.	Allied Health	A307
Science for Forensic Science	A.A.S.	Natural Science	A507



Visit the Degree Maps page.

# Hostos Community College offers three types of Associates degrees.

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of Applied Science (A.A.S.)

Knowing the difference of each degree will help you determine which path is right for you. Review the descriptions below to ensure that you are pursuing the degree that best works for you and your career goals. Review your options with your Success Coach and work with them to decide the best option.

# Which degree is best for you?

# Associate of Arts (A.A.)

The A.A. is a two-year degree that's designed to transfer to a four-year school. The A.A. is best for those planning to pursue four-year majors that fall under Liberal Arts (such as art, art history, psychology, criminal justice, history, English, philosophy, and theater).

- The credits and classes you take are guaranteed to transfer to any four-year college in CUNY.
- You get your core courses done (English, math, science, etc.).
- You will transfer to a four-year university as a junior and have only two years left (typically 60 credits) to complete your degree.

# Associate of Science (A.S.)

Like the A.A., the A.S. is a degree that is designed to best facilitate transfer to a four-year college. It is best to choose the A.S. if you plan to major with a strong Science, Technology or Math background.

- You take a standard set of classes that satisfy the general education requirements at any four-year college in CUNY and are guaranteed to transfer.
- You get your core courses done (English, math, science, etc.).
- You will transfer to a four-year university as a junior and have only two years left (typically 60 credits) to complete your degree.

# Associate of Applied Science (A.A.S.)

The A.A.S. programs are designed for students seeking employment immediately upon graduation. Emphasis is placed on courses which enable the student to gain practical knowledge, important for working in their interest field of interest.

It's not intended to transfer into a bachelor's degree program, but some classes might be accepted if you later decide to transfer.

# Accounting A.A.S.

# ASSOCIATES IN APPLIED SCIENCE

# SUMMARY OF MAJOR

The A.A.S. in Accounting trains students for entrylevel career positions in the accounting profession and provides students with an educational foundation to pursue advanced accounting studies at any four-year college leading to a bachelor's degree.

# ACADEMIC DEPARTMENT

Business and Accounting Department Location: C-590 Tel: (718) 518-6512 or (718) 518-6626

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Credit Analysts, Accounts Receivable Clerk, Accounting Assistant, Billing Clerk, Bookkeeper, Management Trainee, Payroll Clerk, Financial Clerk, Tax Advisor

# Accounting A.S.

# **ASSOCIATES IN SCIENCE**

#### SUMMARY OF MAJOR

The Associate in Science program in Accounting will provide students with the first two years of a Baccalaureate program in Accounting. The program has been designed as a transfer program and students will be advised that they should complete the baccalaureate degree in order to be prepared for careers in Business, Industry and Government. This program consists of courses which will allow students to pursue further education and careers in accounting, auditing, as well as financial operations and management fields.

# ACADEMIC DEPARTMENT

Business and Accounting Department Location: C-590 Tel: (718) 518-6512 or (718) 518-6626

# THINKING TOWARDS THE FUTURE

# Career Opportunities:

Credit Analysts, Accounts Receivable Clerk, Accounting Assistant, Billing Clerk, Bookkeeper, Management Trainee, Payroll Clerk, Financial Clerk, Tax Advisor Aging & Health Studies A.A.S. ASSOCIATES IN APPLIED SCIENCE

#### ACADEMIC DEPARTMENT

Business and Accounting Department Location: C-590 Tel: (718) 518-6512 or (718) 518-6626

#### SUMMARY OF MAJOR

The purpose of the Aging and Health AAS at Hostos Community College is to prepare students for careers that involve working with older adults. Qualified professionals can work in such settings as, senior citizen centers, health related and skilled nursing facilities, and home health care agencies. Students who would like to further their education may then apply their courses at a fouryear institution in a program of gerontology, social work, physical or recreation therapy, etc.

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Recreation Aides and Social and Human Service Assistants opportunities are available in Nursing Homes, Private Senior or Community Services Agencies, Medical and Health Services and hospitals.

# Business Management A.S ASSOCIATES IN SCIENCE

# SUMMARY OF MAJOR

The A. S. in Business Management provides training for students in entry-level managerial positions in the private sector. The program also offers courses which may be transferred to a baccalaureate program, thereby allowing the option of further study for the graduate in business management.

# ACADEMIC DEPARTMENT

Education Department Location: A-107 Tel: (718) 518-4156/4159

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Entrepreneur, Retail Sales Supervisor, Manager, Sales Manager, Advertising Managers, Office Managers, Human Resources Assistant, Store Manager, Marketing Assistant, Purchasing Assistant, Loan Officers

# Chemical Engineering A.S ASSOCIATES IN SCIENCE

#### SUMMARY OF MAJOR

The Associate in Science (A.S.) degree in Chemical Engineering as a jointly registered, dual admission program with the existing Bachelor of Engineering in Civil Engineering (B.E./C.E.) at the City College of New York. Chemical engineers apply the principles of chemistry, biology, physics, and math to solve problems that involve the production or use of chemicals, fuel, drugs, food, and many other products.

# ACADEMIC DEPARTMENT

Natural Science Department Location: A-507 Tel: (718) 518-4128

# THINKING TOWARDS THE FUTURE

*Career Opportunities:* Chemical Technician, and Environmental Science and Protection Technician

# Civil Engineering A.S. ASSOCIATES IN SCIENCE

# SUMMARY OF MAJOR

The Associate in Science (A.S.) degree in Civil Engineering as a jointly registered, dual admission program with the existing Bachelor of Engineering in Civil Engineering (B.E./C.E.) at the City College of New York. The program has been designed to meet the licensure guidelines of the Accreditation Board of Engineering and Technology (ABET). Civil engineering technicians help civil engineers plan and design the construction of highways, bridges, utilities, and other major infrastructure projects. They also help with commercial, residential, and land development. Civil engineering technicians work under the direction of licensed civil engineers.

# ACADEMIC DEPARTMENT

Mathematics Department Location: B-437 Tel: (718) 518-6616

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Civil Engineering Technicians, Drafters, Surveying and Mapping Technicians, and Surveyors

# Community Health A.S ASSOCIATES IN SCIENCE

#### SUMMARY OF MAJOR

The A.S. degree program in Community Health produces graduates who can provide culturally and linguistically appropriate services to the most vulnerable populations in NYC. Graduates of the program will make significant contributions toward reducing the many barriers that Hispanics and African Americans confront while negotiating services with health and human services agencies.

# ACADEMIC DEPARTMENT

Education Department Location: A-107 Tel: (718) 518-4156/4159

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Community Health Worker, Peer Educator, Facilitator, Advocate, Referral Professional, Community Health Advisor, Family Advocate, Liaison, Health Promoter, Outreach Worker, Peer Counselor, Patient Navigator, Health Interpreter, and Public Health Aide

# Computer Science A.S. ASSOCIATES IN SCIENCE

#### SUMMARY OF MAJOR

The Associate in Science (A.S.) degree in Computer Science consists of courses that allow students to pursue further education and careers in Computer Science, Cybersecurity, and Information Technology, as well as other software and computer networking related fields. The curriculum emphasizes basic computer science principles and provides a foundation in programming and network security as well as computer industry certifications.

# ACADEMIC DEPARTMENT

Mathematics Department Location: B-437 Tel: (718) 518-6616

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Software developer, Web developer, Mobil app developer, IT project manager. Systems Architect and Information Security Analyst.

# **CAREER EXPLORATION**

# Criminal Justice A.A. ASSOCIATES IN ARTS

#### SUMMARY OF MAJOR

Hostos Community College offers an Associate in Arts (A.A) degree in Criminal Justice as a jointly registered, dual admission program with the existing Bachelor of Arts in Criminal Justice (B.A.) at John Jay College of Criminal Justice.

# ACADEMIC DEPARTMENT:

Behavioral and Social Sciences Department Location: B-334 Tel: (718) 518-6566 Location: B-419

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Investigator, Legal Assistant, Correctional Officer, Parole Officer, Police Officer, Computer Forensics, Security Guard

# Dental Hygiene A.A.S. ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

The Dental Hygiene Program leads to an Associate in Applied Science (A.A.S.) degree for students who successfully complete the course of study. Students are prepared to become registered dental hygienists. Students provide preventive dental health care at the onsite dental hygiene patient care facility for patients under direct guidance and supervision of licensed professional dental hygienists and dentists.

# ACADEMIC DEPARTMENT:

Dental Hygiene Department Location: B-131 Tel: (718) 319-7945

# THINKING TOWARDS THE FUTURE

Career Opportunities: Dental Hygienist

# Digital Design and Animation A.A.S. ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

The Associate in Applied Science degree in Digital Design and Animation will provide students with a strong foundation for future occupations in motion graphics, animation, graphic design and/or web through a series of intensive lecture and studio-based classes. The curriculum emphasizes the use of industry standard digital technology and media to help students develop the artistic and technical skills necessary to plan, analyze, and create visual solutions to communications problems.

# ACADEMIC DEPARTMENT:

Humanities Department Location: C-412 Tel: (718) 518-6677 or (718) 518-6685

# THINKING TOWARDS THE FUTURE

Career Opportunities: Web Developer

# Digital Music A.A.S. ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

The Associate in Applied Science Degree in Digital Music will provide students with a strong foundation for music careers in business and industry. The curriculum is designed to provide students with the specialized knowledge skills and hands-on experience now needed by creative professionals in addition to an awareness of industry opportunities. The curriculum also emphasizes the use of industry standard technology to help students plan, analyze and create music, sound and artistic productions.

# ACADEMIC DEPARTMENT:

Humanities Department Location: C-412 Tel: (718) 518-6677 or (718) 518-6685

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Sound Engineering Technicians, Broadcast Technicians, Audio and Video Equipment Technicians

# Early Childhood Education A.A.S. ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

The program of Early Childhood Education at Hostos Community College is designed to prepare students with the background, knowledge, and skills for employment in schools, day care centers, and other agencies providing programs for infants and young children. The course of study combines classroom instruction with workshops, seminars, and field experiences. The program also prepares students to work in bilingual programs and provides them with the foundation for advanced work in other areas.

# ACADEMIC DEPARTMENT:

Education Department Location: A-107 Tel: (718) 518-4156/4159

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Teacher Assistant, Group Leader, Child Care and Guidance Workers, Child Care Provider/Assistant, Substitute Paraprofessional, Preschool Teacher, Family Associate, Parent Program Assistant, Educational Associate

# Electrical Engineering A.S. ASSOCIATES IN SCIENCE

# SUMMARY OF MAJOR

Hostos Community College offers the Associate in Science (A.S.) degree in Electrical Engineering Science as a jointly registered, dual admission program with the existing Bachelor of Engineering in Electrical Engineering (B.E./E.E.) at the City College of New York. They use their expert knowledge of electrical theory and circuitry to help engineers take scientific principles and apply them to practical situations.

# ACADEMIC DEPARTMENT:

Mathematics Department Location: B-437 Tel: (718) 518-6616

# THINKING TOWARDS THE FUTURE

*Career Opportunities:* Chemical Engineering Technician, Civil Engineering Technician, Computer Support Person, Electrical Engineer, Electronics Technician, Electrical Technician. Accounting in Forensic Accounting (previously known as: Fraud Examination & Financial Forensics)

# **ASSOCIATES IN SCIENCE**

#### SUMMARY OF MAJOR

The Associate in Science (A.S.) degree in Science for Fraud Examination and Financial Forensics as a jointly registered, dual admission program with the existing Bachelor of Science in Fraud Examination (B.S.) at John Jay College of Criminal Justice (John Jay). Forensic accountants combine their knowledge of accounting and finance with law and investigative techniques to determine if an activity is illegal. Many forensic accountants work closely with law enforcement personnel and lawyers during investigations and often appear as expert witnesses during trials.

#### THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Investigator, Certified Fraud Examiner; Examining Officer, Principal Examiner, Senior Capital Markets Specialist, Senior Examiner, Supervisory Examiners

# Food Studies A.S ASSOCIATES IN SCIENCE

#### SUMMARY OF MAJOR

Food Studies core courses, a career practices course and a required internship. During the first year, students select a track in one of four areas: food policy, food and social issues, health and nutrition, or environment and sustainability. These tracks prepare graduates to transfer into four-year bachelor's programs in food studies and related fields such as political sciences, urban studies, nutrition, and environmental studies.

# ACADEMIC DEPARTMENT:

Natural Science Department Location: A-507 Tel: (718) 518-4128

#### THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Agricultural and Food Science Technicians, Nutritionist, Urban & Regional Planners, Environmental Science and Protection Technicians

# Game Design A.A.S.

# ASSOCIATES IN APPLIED SCIENCE

# SUMMARY OF MAJOR

The Associate in Applied Science degree in Game Design will provide students with a strong foundation for future occupations in the entertainment software industry. The course of study in this curriculum will provide students with additional career opportunities in the field of entertainment software publishing. In addition, the program is designed to allow expansion as technology advances or need arises.

# ACADEMIC DEPARTMENT:

Humanities Department Location: C-412 Tel: (718) 518-6677 or (718) 518-6685

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Concept/Storyboard Artist, Game Level Designer, Character Artist, Game Play Designer, Flash Developer, 3D Artist, Character Animator, Graphics/Special Effects Designer, Interface Designer, Texture Artist and Visual Effects Editor, Sound Designer, and Professional Tester.

# Liberal Arts & Science A.A. ASSOCIATES IN ARTS

# SUMMARY OF MAJOR

The A.A.in Liberal Arts trains students for entry-level career positions in the accounting profession and provides students with an educational foundation to pursue advanced accounting studies at any four-year college leading to a bachelor's degree.

# ACADEMIC DEPARTMENT:

English Department Location B-504 Tel: (718) 518-6678

# THINKING TOWARDS THE FUTURE

# Career Opportunities:

Human Resources Coordinator, Teacher at a charter school, Paralegal/legal assistant, Sales Representative, Translator, Junior Business Analyst, Marketing Coordinator, Customer Service Associate

# **CAREER EXPLORATION**

# Liberal Arts & Science A.S. ASSOCIATES IN SCIENCE

#### SUMMARY OF MAJOR

The A.S. in Liberal Arts trains students for entry-level career positions in the accounting profession and provides students with an educational foundation to pursue advanced accounting studies at any four-year college leading to a bachelor's degree.

# ACADEMIC DEPARTMENT:

Natural Science Department Location: A-507 Tel: (718) 518-4128

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Physician assistant, Dentist, Cartographer, Actuary, Civil Engineer, Psychologist, Statistician, Software developer

# Mathematics A.S.

# **ASSOCIATES IN SCIENCE**

#### SUMMARY OF MAJOR

The Associate in Science degree in Mathematics allow students to pursue a baccalaureate degree or careers in mathematics, mathematics in education and statistics. The curriculum emphasizes the calculus sequence, linear algebra, and differential equations which are required for further study in Mathematics and Engineering.

# ACADEMIC DEPARTMENT:

Mathematics Department Location: B-437 Tel: (718) 518-6616

# THINKING TOWARDS THE FUTURE

#### **Career Opportunities:**

Actuaries, Financial Analysts, Market Research Analysts and Statisticians.

# Mechanical Engineering A.S. ASSOCIATES IN SCIENCE

#### SUMMARY OF MAJOR

The Associate in Science (A.S.) degree in Mechanical Engineering as a jointly registered, dual admission program with the existing Bachelor of Engineering in Mechanical Engineering (B.E./M.E.) at the City College of New York (CCNY). Mechanical engineering techs help design, manufacture, install, and test the machinery and other systems used to produce goods and services. Mechanical engineering is one of the broadest engineering disciplines. Engineers in this discipline work on power-producing machines

# ACADEMIC DEPARTMENT:

Natural Science Department Location: A-507 Tel: (718) 518-4128

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Chemical Engineering Technician, Civil Engineering Technician, Electrical Engineering Technician, Electronics Engineering Technician, or Industrial Engineering Technician

# Office Technology A.A.S. ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

The Office Technology Unit offers an A.A.S. degree in Office Technology with two options: Administrative Assistant and Medical Office Manager. The mission of the Office Technology Unit is to provide students with the technology, communications, and interpersonal skills needed for employability in the business, legal and allied health fields and to prepare students for transfer to a senior college.

# ACADEMIC DEPARTMENT:

Business and Accounting Department Location: C-590 Tel: (718) 518-4370

#### THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Tax Examiners and Collectors, and Revenue Agents, Bookkeeping, Accounting, and Auditing Clerks

# Paralegal Studies A.A.S.

# ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

The Public Interest Paralegal Program offers an A.A.S. degree in paralegal studies with an emphasis on training students for public service legal work. Students will be trained in the skills necessary to provide paralegal services in legal service and legal aid offices, community and religious organizations, social services agencies, the courts, unions, and other public service institutions.

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Paralegals, Legal Assistants, Claims Adjuster, Examiners, Investigators, and Law Clerks.

# ACADEMIC DEPARTMENT:

Behavioral and Social Science Location: B-334 Tel: (718) 518-6566

# Police Science A.S. ASSOCIATES IN SCIENCE

# SUMMARY OF MAJOR

The Associate in Science degree in Police Science provides a course of study that will develop and prepare students interested in the professional law enforcement/ protective services community. The courses provide specialized concentrations in the role of police and the community, police organizations & their structure and issues that affect law enforcement today.

# ACADEMIC DEPARTMENT:

Behavioral and Social Science Location: B-334 Tel: (718) 518-6566

Dual Degree Office: Location: B-419

# THINKING TOWARDS THE FUTURE

# Career Opportunities:

Firefighters; Fire Inspectors and Investigators; Bailiffs; Correctional Officers and Jailers; Detectives and Criminal Investigators; Police and Sheriff's Patrol Officers; Transit and Railroad Police; Private Detectives and Investigators; Security Guards.

# Public Policy & Administration A.A.A. ASSOCIATES IN APPLIED SCIENCE

#### SUMMARY OF MAJOR

This program involves organization and management, for public agencies, private business, and corporations, including civil service and criminal justice. The Public Administration curriculum is designed to prepare for employment in management; supervisory, or executive positions in one of the many career areas available in the public sector at the federal, state, county, and municipal levels of government; in the private sector, in various areas of small business and corporate and industrial organizations; and in community organizations.

# ACADEMIC DEPARTMENT:

Behavioral and Social Science Location: B-334 Tel: (718) 518-6566

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Manager, planner, fundraiser, program worker, campaign worker, member of a politician's staff

# Radiologic Technology A.A.S. ASSOCIATES IN APPLIED SCIENCES

# SUMMARY OF MAJOR

The Radiologic Technology Program is designed to provide students, who will work under the direction of a radiologist, with the essential skills needed to use ionizing radiation as a means of determining the nature of disease or injury. Students participate in classroom lectures, activities in the department's energized laboratory, and clinical experiences at affiliate hospitals. Radiologic Technologists utilize the art and science of radiation to provide images of the human body. These images may be recorded on film or displayed on a video monitor.

# ACADEMIC DEPARTMENT:

Radiologic Technology Program Location: A-307C Tel: (718) 518-4123 (Secretary); 718-518-4114 (Direct)

# THINKING TOWARDS THE FUTURE

#### Career Opportunities:

Radiologic Technologists found in Medical and diagnostic laboratories, general medical and surgical hospitals, and physician offices.

# Registered Nurse A.A.S. ASSOCIATES IN APPLIED SCIENCE

### SUMMARY OF MAJOR

Students are prepared to become registered nurses upon successful completion of the course of study and satisfactory performance on the National Council Licensure Examination-Registered Nurse (NCLEXRN). The framework for the nurse education program embodies basic needs, the nursing process, and the Associate Degree Nurse (A.D.N.)

# ACADEMIC DEPARTMENT:

Registered Nurse Program Location: A-307 Tel: (718) 518-4108

# THINKING TOWARDS THE FUTURE

# Career Opportunities:

Hospital, e.g. Medical, Surgical, Emergency Room, Operating Room, Pediatrics, Obstetrics, Critical Care, Oncology or Rehabilitation

NOTES		

# **APPENDIX**

# **CHECK-IN APPOINTMENT**

Academic Plan:	
Overall GPA:	Current Semester:
Classes I am currently enrolled in:	Describe your progress in that class:
1	
2	
3	
4	
5	
6	
My academic goals for this semester are:	
· · ·	
Things my Success Coach should kn	ow:

My favorite class of the semester is:

List any challenges you are experiencing this semester:

Other things my Success Coach should know:

# **Next Steps:**

I scheduled my Advisement & Enrollment appointment for: \_\_\_\_\_

# **CHECK-IN APPOINTMENT**

Academic Plan:	
Overall GPA:	Current Semester:
Classes I am currently enrolled in:	Describe your progress in that class:
1	
2	
3	
4	
5	
6	
My academic goals for this semester are:	
Things my Success Coach should ki	now:
My favorite class of the semester is:	

List any challenges you are experiencing this semester:

Other things my Success Coach should know:

# **Next Steps:**

I scheduled my Advisement & Enrollment appointment for: \_\_\_\_\_

# **ADVISEMENT & ENROLLMENT APPOINTMENT**

Academic Plan:       Overall GPA:	Current Semester:
According to my Degree Plan, my Succes	ss Coach recommended the following courses to enroll into*:
1	
2	
3	
4	
5	
6	
Indicate which courses are Writing Inten	isive
Things my Success Coach sho	ould know:
I intended to enroll full time or part time	2:
	, .
I want to take courses during the winter/	summer session:
My plan to pay for courses	
My plan to pay for courses:	
List any challenges you anticipate for no	ext semester:
List any chanenges you anticipate for he	
My enrollment date on CUNYFirst is:	

# **ADVISEMENT & ENROLLMENT APPOINTMENT**

Acadamia Dian		
Overall GPA:	Current Semeste	er:
According to my Degree Plan, my	/ Success Coach recommended the	following courses to enroll into*:
1		_
Indicate which courses are Writir	ng Intensive	
Things my Success Coad	ch should know:	
I want to take courses during the	winter/summer session:	
My plan to pay for courses:		
List any challenges you anticipat	e for next semester:	
My enrollment date on CUNYFirs	t is:	

# ACADEMIC RECOVERY APPOINTMENT

Academic Plan:
Overall GPA: Current Semester:
Reflect on challenges that contributed to your current academic status:
1
2
3
4
Consider academic, personal and major related challenges
Classes I am currently enrolled into: Is this a repeat course? Progress in Class
1
2
3
4
My SMART goals for this semester are:
Academic Goal:
Personal Goal:
Things my Success Coach should know:
Share your study routine for the semester:
List any challenges impacting your ability to succeed this semester:
Share any appointments you have with HALC (Hostos Academic Learning Center):
Other things my Success Coach should know:
Next Steps:
I scheduled my Academic Recovery appointment for:

# ACADEMIC RECOVERY APPOINTMENT

Academic Plan:	
Overall GPA: Current Semester:	
Reflect on challenges that contributed to your current academic status:	
1	
2	
3	
4	
Consider academic, personal and major related challenges	
Classes I am currently enrolled into: Is this a repeat course? Progre	ess in Class
1	
2	
3	
4	
My SMART goals for this semester are:	
Academic Goal:	
Personal Goal:	
Things my Success Coach should know:	
Share your study routine for the semester:	
List any challenges impacting your ability to succeed this semester:	
Share any appointments you have with HALC (Hostos Academic Learning Center)	:
Other things my Success Coach should know:	
Next Steps:	
I scheduled my Academic Recovery appointment for:	

# **GRADUATION PLANNING APPOINTMENT**

Academic Plan:	
Overall GPA:	_ Current Semester:
According to DegreeWorks, my numbe	r of completed credits are:
My projected Graduation is for:	
Remaining courses:	
2	
3	
4	
5	
6	

# Things my Success Coach should know:

I will apply for graduation by: \_\_\_\_\_

My plans after graduating from Hostos are:

# **GRADUATION PLANNING APPOINTMENT**

Overall GPA:	Current Semester:
According to DegreeWorks, my numbe	er of completed credits are:
Ay projected Graduation is for:	
Remaining courses:	
1	
2	
3	
4	
5	
6	

# Things my Success Coach should know:

I will apply for graduation by: \_\_\_\_\_

My plans after graduating from Hostos are:

# SMART GOAL WORKSHEET

Goal: \_\_\_\_\_

S	SPECIFIC	
Μ	MEASURABLE	
A	ATTAINABLE	
R	REALISTIC	
Т	TIMELY	

# Smart Goal:

# **SMART GOAL WORKSHEET**

Goal: \_\_\_\_\_

S	SPECIFIC	
Μ	MEASURABLE	
A	ATTAINABLE	
R	REALISTIC	
Т	TIMELY	

# Smart Goal: \_\_\_\_\_

# TIME MANAGEMENT

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Section 1							
8:00 AM -							
9:15 AM							
Section 2							
9:30 AM –							
10:45 AM							
Section 3							
11:00 AM -							
12:15 PM							
Section 4							
12:30 PM -							
1:45 PM							
Section 5							
2:00 PM -							
3:15 PM							
Section 6							
3:30 PM -							
4:45 PM							
Section 7							
5:30 PM –							
6:45 PM							
Section 8							
7:00 PM -							
8:15 PM							
Section 9							
8:30 PM -							
9:45 PM							

Blank Schedule—Fill out the schedule grid by dividing up your weekly activities.

# TIME MANAGEMENT

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Section 1							
8:00 AM -							
9:15 AM							
Section 2							
9:30 AM –							
10:45 AM							
Section 3							
11:00 AM -							
12:15 PM							
Section 4							
12:30 PM -							
1:45 PM							
Section 5							
2:00 PM -							
3:15 PM							
Section 6							
3:30 PM -							
4:45 PM							
Section 7							
5:30 PM -							
6:45 PM							
Section 8							
7:00 PM -							
8:15 PM							
Section 9							
8:30 PM -							
9:45 PM							

**Blank Schedule**—Fill out the schedule grid by dividing up your weekly activities.

# HOW TO CALCULATE YOUR GRADE FOR A CLASS

Grading	Total	Actual
Homework		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Participation		
Out of 100 what do you think you received =		
Calculate your percentage(average) X(Total %) =		
Presentation		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Quizzes		
Add assignments+++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Midterm		
Grade =		
Calculate your percentage(Grade) X (Total %) =		
Final		
Grade =		
Calculate your percentage(Grade) X (Total %) =		
Additional type of grade (if applicable)		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		

# HOW TO CALCULATE YOUR GRADE FOR A CLASS

Grading	Total	Actual
Homework		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
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Out of 100 what do you think you received =		
Calculate your percentage(average) X(Total %) =		
Presentation		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Quizzes		
Add assignments+++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		
Midterm		
Grade =		
Calculate your percentage(Grade) X (Total %) =		
Final		
Grade =		
Calculate your percentage(Grade) X (Total %) =		
Additional type of grade (if applicable)		
Add assignments++++++++=		
Calculate your average(sum) /(total # of grades) =		
Calculate your percentage(average) X(Total %) =		

# **GRADUATION PLANNER**

Fall Courses - Credits	WINTER COURSES - CREDITS
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits

Spring Courses - Credits	Summer Courses - Credits
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits

Writing Intensive 1:

# **GRADUATION PLANNER**

Fall Courses - Credits	WINTER COURSES - CREDITS
-	-
-	-
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits

Spring Courses - Credits	Summer Courses - Credits
Overall GPA	Overall GPA
Total Earned Credits	Total Earned Credits

Writing Intensive 2: \_\_\_\_\_

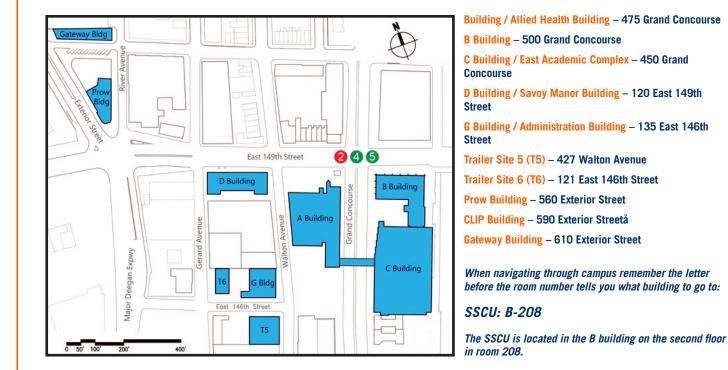
# GLOSSARY

Term	Definition
Academic Calendar	A calendar published by CUNY that outlines all of the openings, closings, and other important dates for the college. This is available on the Hostos website
Academic Credit/Unit	The number of credits/units awarded to a student's transcript for a particular course.
Academic Plan	This refers to your major and minor (Hostos doesn't have minors)
Academic Program	The degree type e.g., A.S., A.A., A.A.S., B.A., B.S., B.F.A., M.A., etc.
Academic Year Accessibility	The school year beginning with the summer sessions.Can be viewed as the "ability to access" and benefit from some system or entity despite limitations of one's disability. If you need help with accessibility on campus, please visit the ARC in D-101L
ASAP	Accelerated Studies in Associates Program. A program that provides a significant amount of additional help to students that qualify for financial aid. An offer from a college or career school that states the type and amount of
Award Letter	financial aid the school is willing to provide if you accept admission and register to take classes at that school. At Hostos, students receive this letter via email.
Billable Credit/Unit	The number of credits/units assigned to a course that determines how a student's tuition is calculated.
· · · · ·	A web-based course management program that enables students and faculty to participate in online classes and/or utilize online course materials to compliment face-to-face learning. This is often a preferred method for online
Blackboard	and hybrid courses.
Bursar	The office that collections all monies received from students, faculty, and staff for the College, including the Adult and Continuing Education programs. The Bursar also distributes all salary, financial aid, and internal college checks. This office is located in D-B105.
CUNVE:	An integrated system used to manage student, employee and financial processes University Wide. Students use it to register for classes, add/drop courses, view grades and to view your financial aid. Username is formatted:
CUNYFirst	Firstname.LastnameXXXX (XXXX = last four digits of Student ID number)         Online system where a student is able to see their progress towards         graduation, academic plans created with Success Coach/academic advisor, or         predict what courses they would need to take with a different major, GPA         calculator
Degree Works	Number automatically assigned to an individual in place of their social security number for use throughout CUNY. Also known as student ID number, CUNY ID.
	<i>Free Application for Federal Student Aid</i> . The application that students complete to be eligible for Federal and state grants and loans. Some
FAFSA	scholarships require students to have a valid FAFSA on file.
Grant	Status earned when enrolled for 12 or more billable credits/units.A sum of money given by an organization, especially a government, for a particular purpose. Financial aid grants are often based on financial need and does not need to be repaid (unless, for example, you withdraw from school and owe a refund).
HALC	Hostos Academic Learning Center. A place where a student can find tutoring support services for most courses in C-596.
Part-Time	A status assigned to a student that is enrolled in less than 12 billable credits/units.

# GLOSSARY

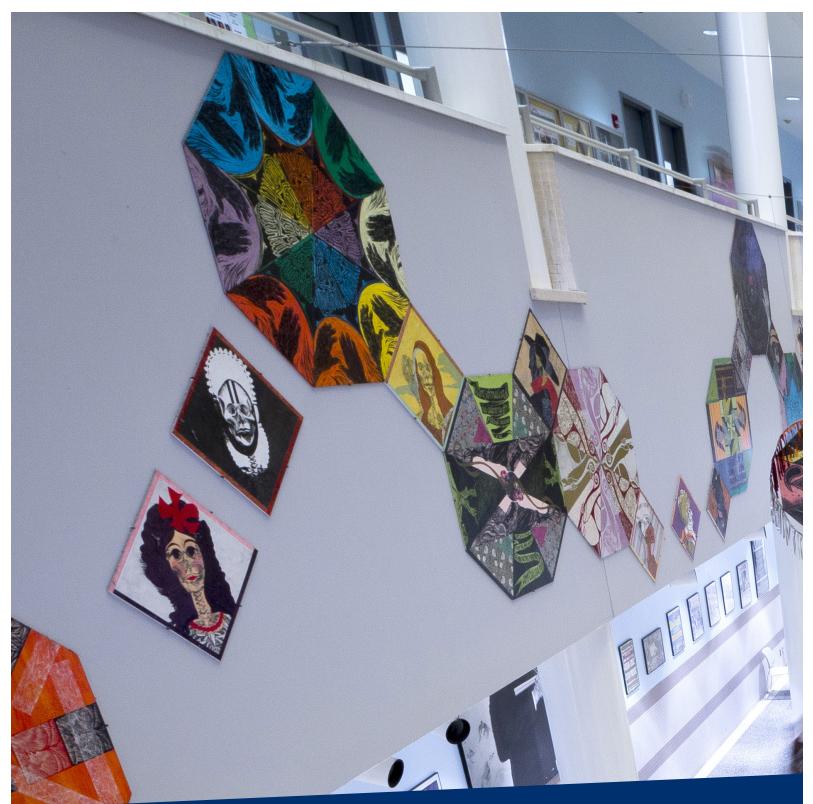
	The process or period during which students are able to enroll (select and
Desistantian	The process or period during which students are able to enroll (select and
Registration	check out with) for courses.
	A $\star$ or $\otimes$ at the top of your CUNYFirst student center page. A positive service
	indicator allows students to access to additional services, e.g., veterans'
	services, early registration, specialized accommodation. A negative service
	indicator will prevent an action from occurring e.g., registration block, or
Service Indicator	transcript block.
	A CUNYfirst registration feature for students to temporarily save classes until it
	is time to enroll in them in term. Classes in a student's shopping cart remain
	there throughout the term, until the student either enrolls in a class or deletes
Shopping Cart	the class from their Shopping Cart.
	The process through which a student's transcript from a previous institution is
	reviewed and credits are awarded towards their degree. If you have questions
Transfer Credit Evaluation	about yours, please email transfercredits@hostos.cuny.edu.
	The process your school uses to confirm that the data reported on your FAFSA
	is accurate. Your school has the authority to contact you for documentation
Verification	that supports income and other information that you reported.
	Preferred Hostos secure email system. Unless otherwise indicated, this is the
Webmail	best email address to use to reach out to faculty and staff on campus.
	An intervention that allows a student to get a condensed amount of tutoring
	that is aimed at helping a student pass a test. Workshops include (ATB,
Workshop	Immersion, and SGI).
	A federal student aid program that provides part-time employment while you
	are enrolled in school to help pay your education expenses. Completing the
Work-Study	supplement form helps with eligibility.
	A place where a student is able to go to get additional assistance in writing,
	revising their own work. Students are able to bring challenge areas to get
Writing Center	tutoring on how to handle these things. This office is located in C-596

# **HOSTOS CAMPUS**



# Notes



# EUGENIO MARÍA DE HOSTOS COMMUNITY COLLEGE...

... is an educational agent for change that has been transforming and improving the quality of life in the South Bronx and neighboring communities for half a century. Since 1968, Hostos has been a gateway to intellectual growth and socioeconomic mobility, as well as a point of departure for lifelong learning, success in professional careers, and transfer to advanced higher education programs. The College's unique "Student Success Coach" program, which partners students with individualized guidance, is emblematic of the premier emphasis on student support and services. Hostos offers 27 associate degree programs and two certificate programs that facilitate easy transfer to The City University of New York's (CUNY) four-year colleges or baccalaureate studies at other institutions. The College has an award-winning Division of Continuing Education & Workforce Development that offers professional development courses and certificate-bearing workforce training programs. Hostos is part of CUNY, the nation's leading urban public university, which serves more than 500,000 students at 24 colleges.



S.D.E.M Division of Student Development + Enrollment Management

