Dear Student,

To help you prepare for the upcoming semester, we want to highlight a few things you can do on your own or you should know before the semester starts. This way, you won’t have to wait in-person to get them done!

If you do need to come in-person (but we hope that you can use CUNYfirst, CUNY Portal, and the Jay Stop website to take care of most things), from August 18 to 29, Jay Express, Academic Advisement, and other offices will be at the auxiliary gym in Haaren Hall to assist you with issues that you can’t do online otherwise. You can see the office hours in the side panel of this newsletter.

Please take the time to do the things recommended in this newsletter so that you can avoid coming in-person and we can then take care of the students who really need to come in-person.

Enjoy the rest of the summer and we look forward to a successful fall 2014!

Jay Express and Enrollment Management (EM) Call Center

Event Highlight
Super ONE STOP

If you absolutely need to come in-person, please note that Jay Express, Academic Advisement, and other offices will be at Super ONE STOP at the dates and times below.

Date: August 18-29, 2014
Location: Auxiliary Gym, 4th floor, Haaren Hall
Office Hours:
Monday-Thursday 10:00AM-5:45PM
Friday: 9:00AM-4:45PM

For regular Jay Express Services office hours, please visit the Jay Stop website.

Content in this newsletter:
Super ONE STOP........................................................................................................................................... 1
Tips from an Academic Advisor .................................................................................................................. 2
Advising Resources for Current Students .................................................................................................... 2
What Can You Do on CUNYfirst? .................................................................................................................. 3
August/September 2014 Important Dates You Need to Know................................................................. 4
Check Your Financial Aid Online (eFAP) and on CUNYfirst ............................................................... 4
Monthly Tuition Payment Plan ................................................................................................................... 4

The More You Know featuring:
Financial Aid
Check out these websites to learn more about financial aid!
www.studentloans.gov
www.fafsa.gov
www.studentaid.gov
Academic Advisement and Advising Resources for Current Students

Academic Advisement Services

Would you like to discuss your course options for fall 2014 with an advisor? Since all academic advisors will be at Super ONE STOP and unavailable for individual appointments starting August 18, get online NOW to make an appointment with an academic advisor by visiting the Academic Advisement Center’s website: www.jjay.cuny.edu/academicadvising.

From August 18-29, entering freshmen and new transfer students will be given advising priority at Super ONE STOP. Current students will be able to consult with peer advisors during Super ONE STOP.

Meanwhile, current students should also use these online tools to track your academic progress and plan which courses to take.

Degree Audit

Log on to your Student Degree Audit on the CUNY Portal and find out. This is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. It will help you determine what JJC requirements you need to fulfill in order to complete your degree. It will also identify what requirements you have completed or in-progress. Please be advised that the degree audit is not your academic transcript nor is it an official notification of completion of degree requirements.

Go to https://cunyportal.cuny.edu and log in or create your student account. Once you log in, click on Student Advisement Degree Audit.

College Bulletin

To enhance the accuracy and understanding of your degree requirements, go to http://www.jjay.cuny.edu/academics/654.php and click on the “Bulletin” that was in effect when you declared the major, then look up the major/minor to see requirements. The degree audit should always be used in conjunction with the college bulletin.

Tips from an Academic Advisor . . .

New Students

- You must satisfy the College’s immunization requirements before registering for classes at Super ONE STOP. Please submit your immunization records to the Health Office (Room L.67NB).
- If you are a transfer student who earned an Associate’s Degree at a previous college, get your official transcript to the Office of Testing and Evaluation (Room L.71NB)! We can’t correctly advise you without your transfer credits evaluated!
- Be as flexible as possible when it comes to scheduling your courses. Registration started in May. Yikes!
- Check your class schedule on CUNYfirst before the first day of classes to verify room location, time, etc.
What Can You Do on CUNYfirst?

Here are a few items that you can do on your own on the **STUDENT CENTER** on CUNYfirst and features you should pay attention to as you use the system.

### Change of Address

You can now change your mailing address on CUNYfirst! If you have moved or would like to have any college mailings sent to a different address, then make sure you update your correct address directly on CUNYfirst. There is no need to come in-person!

**Go to:** Personal Information section>Address tab

### View Term Schedule

Make sure to check when and where your classes are on CUNYfirst. Any changes made will be reflected immediately. We will not print any schedules in-person.

**Go to:** Academic section

### View Tuition Bill

You can view and print your tuition balance on Student Center. We will not print bills in-person. Any changes in registration or payment will be reflected in 24 hours.

**Go to:** Finances section (Account Inquiry)

### How to Claim Your CUNYfirst Account

Students who will be attending fall 2014 semester must claim their CUNYfirst account.

**Step 1.** Go to [http://home.cunyfirst.cuny.edu/](http://home.cunyfirst.cuny.edu/)

**Step 2.** Click on First Time User.

**Step 3.** Enter your personal info and follow the prompts.

**Step 4.** Your account is now activated. Write down BOTH the User ID and the ID number.

### Apply for Graduation

Beginning fall 2014, you can apply for graduation on CUNYfirst! Make sure you apply for graduation when you’ve earned 105 credits (undergraduate students) or in your last semester (graduate students) and before the deadline posted on the Academic Calendar!

**Go to:** Academics section>My Academics

### CUNYfirst Shopping Cart

This is a new feature where you can put the courses you want in your shopping cart as a way of planning your schedule in advance. You are NOT registered for the courses until you check out of your shopping cart and see confirmation of your enrollment!

**Go to:** Academics section>Enrollment Shopping Cart

### Course Withdrawal (Drop)

You are academically and financially responsible for all courses in which you are registered. Resignation or withdrawal from courses is done electronically through CUNYfirst. Please be aware that resignation may affect financial aid, loan deferment eligibility, and dependent health insurance.

**Go to:** Academics section>Enroll>Drop

You can also view and download written instructions and video tutorials about CUNYfirst features on the CUNY website. Go to [http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html](http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html)
### Important Dates You Need to Know*

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<th>Sunday</th>
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<th>Tuesday</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aug 27 Last day to drop classes for 100% tuition refund</td>
<td>Aug 28 First day of classes</td>
<td>Aug 29</td>
<td>Aug 30</td>
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<tr>
<td>Aug 31</td>
<td>Sep 1 Labor Day - College is Closed</td>
<td>Sep 2</td>
<td>Sep 3 Last day to drop classes for 75% tuition refund Last day to add classes for fall 2014 (current student)</td>
<td>Sep 4</td>
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<td>Sep 7</td>
<td>Sep 8</td>
<td>Sep 9</td>
<td>Sep 10 Last day to drop classes for 50% tuition refund</td>
<td>Sep 11 Last day to submit Pass/Fail Option and Independent Study form</td>
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<td>Sep 13</td>
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<td>Sep 14</td>
<td>Sep 15</td>
<td>Sep 16</td>
<td>Sep 17 Last day to drop classes for 25% tuition refund</td>
<td>Sep 18 Course Resignation period begins (no refund)</td>
<td>Sep 19</td>
<td>Sep 20</td>
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<td>Sep 21</td>
<td>Sep 22</td>
<td>Sep 23</td>
<td>Sep 24 No classes scheduled but College is open</td>
<td>Sep 25 No classes scheduled but College is open</td>
<td>Sep 26</td>
<td>Sep 27</td>
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<td></td>
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<td>Sep 23 Classes follow Friday schedule</td>
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*See the Academic Calendar on the John Jay College website for more important dates. These dates are accurate at the time of press. Please refer to the Academic Calendar for any other dates.

### Check Your Financial Aid Online (eFAP) and on CUNYfirst

You will be able to access your financial aid award information by going through the CUNY Portal (www.cuny.edu) to eFAP. You can also print out the eFAP award information as your financial aid award letter. You may provide the award letter to outside agencies.

You can also access your financial aid award on CUNYfirst by going to:

1) Student Center
2) Account Inquiry
3) Pending Aid (the bottom right under the box)

### Monthly Tuition Payment Plan

The monthly tuition payment plan is available to students in the fall 2014 semester. There is a $35 enrollment fee and you will pay the tuition balance in installments. To find more information and sign up, go to www.tuitionpay.com/cuny. Once you sign up, it will take 24 hours for your payment to show up on your CUNYfirst account. The payment plans that are still available are the following:

To pay in 4 installments, sign up between July 11 and August 10

To pay in 3 installments, sign up between August 11 and September 10