Dear Student,

The middle of the fall 2014 semester is fast approaching. That means, we are also gearing up for registration for winter and spring 2015! In this edition of the newsletter, we want to prepare you for the upcoming registration cycle. This way, you can plan ahead and know what to expect.

The last day to withdraw from classes for fall 2014 is also in November. Before you do so, make sure you read the section on “To Withdraw or Not to Withdraw”. You will want to consider all options and understand the consequences before you withdraw from any courses.

Registration for winter/spring 2015 will begin soon. Are you ready for it? If not, read the article and get into action now to prepare for registration!

Our financial literacy workshop is also well underway. Don’t miss the chance to manage your money better! You can find the workshop topics for the month of November in the calendar on page 4. The workshops are only 30 minutes long!

Jay Express and Enrollment Management (EM) Call Center

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Event Highlight

Winter/Spring 2015 Registration

Registration for Winter/Spring 2015 will begin in November. Make sure you are ready for registration well before it begins. Don’t procrastinate!

Read the articles in this newsletter to help you get ready.

Apply for Spring 2015 Graduation!

Beginning November 1, 2014, you can apply for Spring 2015 graduation on CUNYfirst!

The More You Know featuring:

CUNYfirst Shopping Cart

It keeps a list of courses you want to register for prior to your actual registration date and time

• Make sure to check you meet the pre-requisites of the course before you add it to the shopping cart.
• Go back to check out of your shopping cart. That is when you have truly registered!
To Withdraw or Not to Withdraw?

That is NOT the ONLY Question!

Withdrawing from a course by the withdrawal deadline (November 6, 2014) means you will not incur academic penalty (GPA will not be affected). However, it may still affect your current or future semester’s financial aid eligibility and/or your degree completion progress. Here are a few other questions to consider before you withdraw from course(s).

Have you spoken to your professor?
Although not required, it is generally a good idea to speak to your professor before withdrawing from your course. You may think you are doing poorly in the course, but your professor can give you a better picture of your performance in class. Sometimes they can tell you the grade you can expect to receive based on your performance thus far.

Have you spoken to your academic advisor and/or Major/Minor advisor?
Are you taking a class that is not required for your degree? Are you pursuing a minor? It may be a good idea to speak to an academic advisor about your plan of study.

Are you currently on academic probation?
For students who are on academic probation (undergraduate students with under 2.0 GPA or graduate students with under 3.0 GPA), part of the academic agreement is that you should not receive any grades of F, INC, WU, W, WA for your classes. By earning any of those grades for one or more courses, you may risk academic dismissal. If you feel that you are not doing well in your courses, reach out to an academic advisor well before the deadline to discuss your options.

Do you know the financial aid consequences of withdrawing from your course(s)?
What you need to know about withdrawing from courses and financial aid is this – in order to continue to receive financial aid, you need to continue to earn an appropriate amount of credits towards your degree (granted if you haven’t used up all your eligibility). If you withdraw from courses, it may affect the number of earned credits; thus, making you ineligible. The appropriate number of credits are published in the College Bulletin. If you are looking to withdraw from classes, the best thing to do is to stop by Jay Express Services and have an Enrollment Specialist give you an idea of how your withdrawal may affect your specific eligibility.

What if I don’t withdraw from the course(s) by the deadline?
If you do not withdraw from the course, your professor will assign, at the end of the semester, a letter grade that is appropriate to the course work you did. This grade could be any grade between A to F, incomplete (INC), or unofficial withdrawal (WU) which is calculated as a grade of F into your GPA. There is no late withdrawal after the published deadline. Make sure you withdraw before the deadline.
Before Your Registration

Academic Advisement – Freshmen students (0-30 earned credits) are required to attend group advisement session. Students who are on academic probation or have been accepted for readmission for probation must make mandatory individual appointments. You can book your appointment by phone, in-person, or online with Academic Advisement. Registration is not allowed for these students until advisement is completed.

Academic advisement for continuing students is optional. Alternatively, continuing students can use their degree audit on the CUNY Portal to help plan for registration for the following semester.

DegreeWorks – Besides academic advisement, your CUNY Portal degree audit is the next best tool to guide you towards degree completion. Your degree audit will indicate all the courses needed for your degree (General Education Requirements, Major, and Elective) and show you the courses you have taken and have left to take.

CUNYfirst Shopping Cart – With CUNYfirst, you can add the classes you would like to take in your shopping cart before your registration. Make sure you go back to your shopping cart to check out when your registration date and time arrives. If you don’t check out, it’s like leaving the shopping cart at the store and going home empty-handed without checking out.

Plan for Alternatives – Nothing is worse than not having your Plan A go through. Inevitably, some classes you pick may be closed for full enrollment. When you plan for registration, it is wise to plan for an alternate schedule. Plan for the same course but for a different section or even a different course that applies to your degree. Your CUNY Portal degree audit will come in handy.

Day of Your Registration

Registration Date and Time – You can login to CUNYfirst the day and time of your registration. Since many students will also be accessing the website to register, it is best to only login during your time to register so the site is not overloaded with traffic. It is also a good idea to have your classes added to your shopping cart before registration begins. That way, all you have to do is check out of your shopping cart.

Closed Course/Prereq Required – If you see a message that says the course is closed, you should switch to Plan B and pick a different section or course. In extenuating circumstances, you may ask the department that the course is offered for an overtally. If approved, the department will allow you to register on CUNYfirst. You do not need to bring anything in writing to Jay Express. If you are missing pre-requisites to a course, you will need to fulfill the pre-requisites. If you would like a waiver to your missing requirement, you must speak to the department that offers the course. The department can also allow you to register so that you do not need to come to Jay Express Services.

After Your Registration

Check Your Bill – Before you logoff of CUNYfirst, make sure to check your bill due date for the classes you registered for. If you are not registering for all your classes on the same day or make subsequent changes, the due date for the portion of your bill can be different. It is the student’s responsibility to check for and adhere to the due date.

Check Your Student Email – You should regularly check your John Jay student email for any communications sent to you regarding your courses. Remember, the College notifies you by email only if the course is eliminated or the date and time the class is offered changed. Changes in location and instructor can be changed without notification.
# November 2014

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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.

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### “Text Express” New Feature to Get a Jay Express ticket

**Paper ticket are a thing of the past! Text express and get to class!**

Text Express is a new feature at Jay Express Services Center where you can text for a ticket! Follow the steps below to get a text ticket.

**Step 1:** Text “JayExpress” to 313131. Make sure “JayExpress” is one word.

**Step 2:** Text back “R” for a Registrar ticket or “F” for a Financial Aid ticket.

**Step 3:** You’ll be given a text ticket number & approximate time your ticket number will be called.

**Step 4:** Show up on time & show your text ticket number to the representative when it is called.

*Your carrier’s standard messaging rates apply to your texts.*