

**Procedures & Implementation of CUNY Policies
Recording ACE and LEAP students enrolled in USIP classes on CUNYfirst
Effective Summer 2012**

TO: College Registrars

April 2, 2012

FROM: Annamarie Bianco, University Registrar

RE: **Recording ACE and LEAP students enrolled in USIP classes on CUNYfirst
Effective Summer 2012**

Historically several campuses have served students through Immersion, including students receiving services through Adult and Continuing Education (ACE) and through programs such as LEAP (Labor Education and Advancement Project). There has been a lack of consistency with regard to the recording of these students' Immersion participation, making it difficult for CUNY's Office of Academic Affairs to efficiently evaluate Immersion programs. To accurately evaluate Immersion offerings, it is critical that Immersion participation for such students be reflected in CUNY First.

In an effort to standardize the recording of all Immersion participation it is required that all enrollments for USIP classes regardless of current affiliation with the college be recorded in CUNYfirst. In the event that a student participant is not currently matriculated or does not exist in CUNYfirst, the USIP coordinator must provide all required information in order for the registrar or admissions office to create the student participant in the CUNYfirst system with a non-degree program plan in the ACE or LEAP student group. Attached is a draft form you may use to solicit the necessary information from the student.

Please contact the Office of the University Registrar at our@mail.cuny.edu if you have any questions regarding this process.

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