Office of the University Registrar



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Policies & Procedures Recording CUNYStart status on Student Records Effective Winter/Spring 2013

MEMORANDUM December 19, 2012

TO: College Registrars

FROM: Annamarie Bianco, University Ro

RE: Recording CUNYStart students, c. ... and workshops on Student Records in

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SIMS and CUNYfirst Effective Winter/Spring 2013

CUNYStart provides intensive preparation in academic reading, writing, math, and "college success." The program enrolls students who have been accepted to college but are not ready for college-level work based on their scores on the CUNY Assessment Tests. In order to ensure degree advancement and successful college transition, CUNYStart participants are offered academic skills development courses in math, reading, and/or writing.

In an effort to standardize the recording of all CUNYStart classes the following documentation describes the University wide coding scheme for CUNYStart offerings. All colleges are required to record CUNYStart in CUNY First or SIMS as outlined below.

All CUNYStart students are enrolled in the student system with Non-Degree status. Furthermore, all CUNYStart classes are to be recorded on student records in the Student Information System (SIMS and CUNYFirst).

- All CUNYStart offerings will be coded as message courses and do not print on the undergraduate transcript.
 - Upon successful completion of the CUNYStart program, the CUNYStart instructor awards the grade earned onto the student record.
 - o Admissions decision to matriculate a CUNYStart student into a degree program is reviewed after grading is complete.

In SIMS:

CUNYStart classes must be coded with an Other Program code = 7 in the CRU/CSU/CSR screen. The discipline code for CUNYStart classes should be the same as that which would be used for other courses offered at the college in the same discipline.

```
CSSPG006 037
                                                   COURSE SECTION
                                                                                                          07/26/2011 15275
DIV DISCP NUMBER
                                    SEC CODE DESCRIPTION
                                                                                           CRED HRS EQCR STATUS
D ENG 88888 S218 3182 FNDTN COLL LEV READ 8.8 4.8 4.8 ACTIVE
TERM 82/2818 DEAN 88 DEPT 38 SCHED 488 ACLVL N ENR 813 LAST UPDATE 86/29/281
PRIMARY LIMIT E
MINIMUM ENROLL
2ND SESSION COURSE
                             8 SECOND LIMIT 825
8 SKIP SCHED CL N
E Y BLACKBOARD N
                                                                                  (Y OR N)
                                      BLACKBOARD
B7/27/2018
ASSIGN CD
LIBERAL ARTS
OTHER PROGRAM
ATTEND REQ
REQUISITE OFF
BLOCK PRG OFF
GRADE METHOD
SCHED ADDEND
REPEAT ALLOWED
WAIT LIST
SECTION
                                       PRE-REGISTR
ENTER-ENTER DATA
                                     PF1=NEW SECTION
                                                                           PF6-SECTION MENU
```

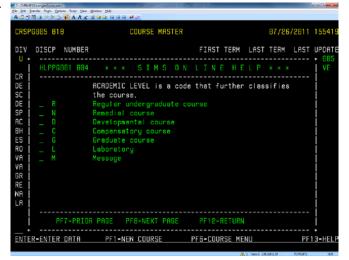
The "OtherProgram" code of 7 is defined in the CPROG table in SIMS for CUNYStart.

```
TBLPGB04 813 TABLE ELEMENTS INQUIRY
TABLE NAME CPROG
SPECIAL PROGRAM SECTION - DESCRIPTION (1-40) GRANT/CONTRACT
INDC (42)

REGULAR PROGRAM SECTION
C | COLLEGE NOW |
H | CUNY HONOR'S COLLEGE |
P | CAMPUS HONORS PROGRAM |
S | STUDY ABROAD |
M | WRITING INTENSIVE |
1 | UNIVERSITY SUMMER IMMERSION PROGRAM |
2 | POLICE SCIENCE PROGRAM IN PUERTO RICO |
5 | GRANT & CONTRACT COURSES | Y |
6 | PRELUDE TO SUCCESS (HOST) |
7 | CUNY START PROGRAM
```

In addition to using the other program code 7, message courses must be created with

an academic level M.

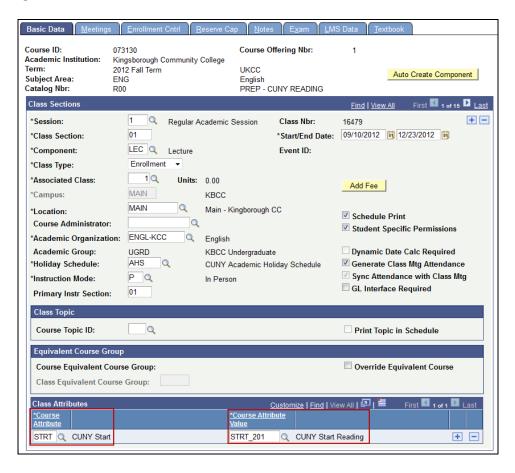


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In CUNYfirst:

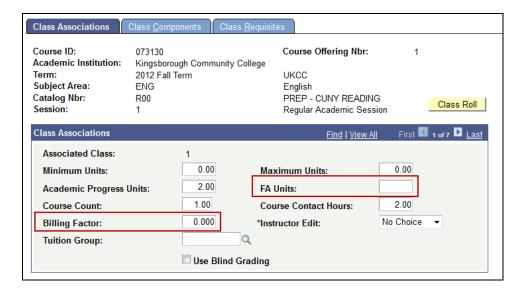
CUNYStart classes must be coded with class attribute code of STRT – CUNY Start and the appropriate attribute value code on the basic data tab of the Maintain Schedule of Classes component on the specific CUNYStart class section. The subject area for CUNYStart classes should be the same as that which would be used for other courses offered at the college in the same discipline.



CUNYStart course attribute value compliments the class attribute code to identify the University wide category subject area and detailed information specific to the CUNYStart offering. CUNYStart directors must provide this detail to the scheduling staff.

Course Attribute Value	<u>Description</u>
STRT_101	CUNY Start Math
STRT_201	CUNY Start Reading
STRT_301	CUNY Start Writing
STRT_501	CUNY Start

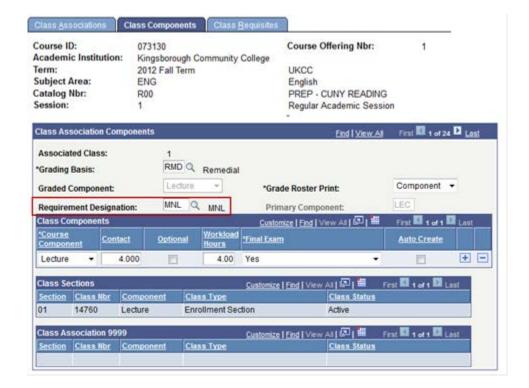
All CUNYStart offerings should be identified to carry **no FA units and a Billing Factor of** zero. This is done on the Class Associations tab of the Adjust Class Associations component.



CUNYStart offerings are to be set up as **message courses** with a requirement designation as detailed in the figure below. This is done on the **Catalog Data** tab of the **Course Catalog** component;

Course ID:	073130						
					Find View All	First 🚨 1 e	(1 🗖 L
Effective Date:	01/01/1901	ii .	Status:	Active •	Course Offer	ing 🛚 1 of 1	+
Description:	PREP - CUNY READING				ENG	R00	
ong Course Title:	Preparation For Curry Reading Test						2
ong Description:	The course will familiarize students with the computer-adaptive testing modality, as well as with drawing distinctions among different question types. Course will increase the reader, a ability to sustain close attention to brief texts.						
Course Units/Hours/Count							
Minimum Units:	0.00	0.00 Last Course of Mult Term Seq:					
Maximum Units:	0.00	00 *Enrollment Unit Load Calc Type:			Academic Pro	gress Units	-
Academic Progress Units:	2.00	0 Course Count:			1.00		
Financial Aid Progress Units:	2.00	2.00 Course Contact Hours:			2.00		
Course Grading							
*Grading Basis:	Remedial	▼ "Grade Roster Print:			Component •		
	Laston						
Graded Component:	Lecture						
	Lecture						
	Lecture	Total	Units Allo	wed:	0.00		
Repeat for Credit Rules				wed: ons Allowed:	0.00		
Repeat for Credit Rules Repeat for Credit Allow Multiple Enroll in	[erm						
Repeat for Credit Rules Repeat for Credit	[erm						

Or on the Class Components tab of the Adjust Class Associations component.



Please Note:

If both CUNYStart sections and non-CUNYStart sections of the same course are offered in the same semester, then the non-CUNYStart sections must have a different class association number than the CUNYStart sections. For example all the non-CUNYStart sections would have a class association number of 1 and all the CUNYStart sections of the same course would have a class association of 2 with the CUNYStart specific coding detailed above.

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

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