



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 Registrar

RE: **Recording CUNYStart students, classes and workshops on Student Records in 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.
 - 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.

```
File Edit Transfer Action Options Tools Window Window Help
C:\PROMPT\CONSOLE>C:\PROMPT>

CSSPG0806 837                COURSE SECTION                07/26/2011 152756

DIV DISCP NUMBER    SEC CODE DESCRIPTION                  CRED HRS EQCR STATUS
D   ENG   08A080     S21B  3182 FNOTN COLL LEV READ      0.0  4.0  4.0 ACTIVE
TEAM 08/20/2010 DEAN 00 DEPT 30 SCHED 400 ACCLV N       ENR 013 LAST UPDATE 06/29/2010

TRANS -
-
PRIMARY LIMIT      080 SECOND LIMIT 025
MINIMUM ENROLL     B SKIP SCHED CL N
2ND SESSION COURSE Y BLACKBOARD N              (Y OR N)
BEGIN 06/29/2010 END 07/27/2010
SPECIAL FEES       0.00 ASSIGN CD
ESL N LIBERAL ARTS N
ROOM REQ           01 OTHER PROGRAM 7
GRADE METHOD        R ATTEND REQ A
SCHED ADDEND       REQUISITE OFF N
REPEAT ALLOWED     N BLOCK PAG OFF
WAIT LIST          N PRE-REGISTR N
SECTION            S21B
```

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

TABLE ELEMENTS INQUIRY	
TABLE NAME	CPROG
SPECIAL PROGRAM SECTION - DESCRIPTION (1-48)	GRANT/CONTRACT
INDC (42)	
	REGULAR PROGRAM SECTION
C	COLLEGE NOW
H	CUNY HONOR'S COLLEGE
P	CAMPUS HONORS PROGRAM
S	STUDY ABROAD
W	WRITING INTENSIVE
1	UNIVERSITY SUMMER IMMERSION PROGRAM
2	POLICE SCIENCE PROGRAM IN PUERTO RICO
5	GRANT & CONTRACT COURSES
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.

```

C:\COURP13\cprgm1\cprgm1.f
File Edit Window Graphics Tools View Utilities Help
CRSPGB05 018 COURSE MASTER 07/26/2011 155419
DIV DISC NUMBER FIRST TERM LAST TERM LAST UPDATE
U *-----* 685
HLPPGB01 004 * * * SIMS ON LINE HELP * * * * VE
CR
DE ACADEMIC LEVEL is a code that further classifies
SC the course.
DE - R Regular undergraduate course
SP - N Remedial course
AC - D Developmental course
BH - C Compensatory course
ES - G Graduate course
RO - L Laboratory
VA - M Message
VA
GR
RE
WA
LA
*-----*
PF7-PRIOR PAGE PF8-NEXT PAGE PF12-RETURN
*-----*
ENTER-ENTER DATA PF1-NEW COURSE PF6-COURSE MENU PF13-HELP

```

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.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook

Course ID: 073130 Course Offering Nbr: 1
 Academic Institution: Kingsborough Community College
 Term: 2012 Fall Term UKCC
 Subject Area: ENG English
 Catalog Nbr: R00 PREP - CUNY READING [Auto Create Component](#)

Class Sections Find | View All First 1 of 15 Last

*Session: 1 Regular Academic Session Class Nbr: 16479
 *Class Section: 01 *Start/End Date: 09/10/2012 12/23/2012
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Units: 0.00 [Add Fee](#)
 *Campus: MAIN KBCC
 *Location: MAIN Main - Kingsborough CC
 Course Administrator:
 *Academic Organization: ENGL-KCC English
 Academic Group: UGRD KBCC Undergraduate
 *Holiday Schedule: AHS CUNY Academic Holiday Schedule
 *Instruction Mode: P In Person
 Primary Instr Section: 01

☒ Schedule Print
☒ Student Specific Permissions
☐ Dynamic Date Calc Required
☒ Generate Class Mtg Attendance
☒ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic

Course Topic ID: ☐ Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: ☐ Override Equivalent Course
 Class Equivalent Course Group:

Class Attributes Customize | Find | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
STRT CUNY Start	STRT_201 CUNY Start Reading

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	Description
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.

Class Associations		Class Components		Class Requisites	
Course ID:	073130	Course Offering Nbr:	1		
Academic Institution:	Kingsborough Community College				
Term:	2012 Fall Term	UKCC			
Subject Area:	ENG	English			
Catalog Nbr:	R00	PREP - CUNY READING			
Session:	1	Regular Academic Session	Class Roll		

Class Associations		Find View All		First 1 of 7 Last	
Associated Class:	1				
Minimum Units:	0.00	Maximum Units:	0.00		
Academic Progress Units:	2.00	FA Units:			
Course Count:	1.00	Course Contact Hours:	2.00		
Billing Factor:	0.000	*Instructor Edit:	No Choice		
Tuition Group:					
<input type="checkbox"/> Use Blind Grading					

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;

Catalog Data		Offerings		Components	
Course ID:	073130				
*Effective Date:	01/01/1901	*Status:	Active	Course Offering	1 of 1
*Description:	PREP - CUNY READING			ENG	R00
Long Course Title:	Preparation For Cuny Reading Test				
Long 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's ability to sustain close attention to brief texts.				

Course Units/Hours/Count	
Minimum Units:	0.00
Maximum Units:	0.00
Academic Progress Units:	2.00
Financial Aid Progress Units:	2.00
Last Course of Mult Term Seq:	<input type="checkbox"/>
*Enrollment Unit Load Calc Type:	Academic Progress Units
Course Count:	1.00
Course Contact Hours:	2.00

Course Grading	
*Grading Basis:	Remedial
*Grade Roster Print:	Component
Graded Component:	Lecture

Repeat for Credit Rules	
<input checked="" type="checkbox"/> Repeat for Credit	Total Units Allowed: 0.00
<input checked="" type="checkbox"/> Allow Multiple Enroll in Term	Total Completions Allowed: 1

Additional Course Information	
*Instructor Edit:	No Choice
*Add Consent:	No Consent
*Drop Consent:	No Consent
Requirement Designation:	MLA Message Liberal Arts

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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