Must be a resident of New York State
Must be a U.S. citizen or eligible noncitizen
Have graduated from a high school in the U.S., earned a GED or passed the ATB test
NYS Higher Education Services Corporation regulations require that you be enrolled in at least 12 credits per semester that are required to complete your degree
Declare a major by 60 credits
Second majors and minors, may not be counted towards a TAP award
To maintain eligibility students must meet Satisfactory Academic Progress (SAP) and Pursuit of Program (POP)
Transfer Students

- Transfer Evaluations must be completed to determine TAP compliance
  - TAP remains pending until that time
  - Processed by Undergraduate Admissions Transfer Center
- Academic requirements may differ based on courses/credits transferred or degree(s) earned
- Please visit the Center for Academic Advisement to review individual requirements
Degree Works is an advisement tool. It is aimed to help the student plan through his or her degree requirements efficiently.

FACTS is a financial aid advisory tool that will help you track your eligibility for TAP and other forms of financial aid.
How can I check my course compliance?

- Log-on to your CUNYfirst account to access FACTS and Degree Works.
- View your TAP eligibility through FACTS
  - Check which course(s) are not compliant
- Check your degree requirements through your Degree Works audit.
  - Make sure your Major and/or Minor is correct.
  - If your courses are in the *Elective Credits Not Allowed* block at the bottom of the page, they may not be TAP eligible.
Review your degree audit 3-5 business days after:

- You register, to ensure the courses you selected apply to your degree requirements
- You make a change to your schedule
- You make changes to your program (i.e. major or minor)
- Your grades for each semester are posted
For Majors and Minors to apply to the current semester, you must file by the deadline noted in the Academic Calendar.

Intended Major and Declaration of Minor are available at the Registrar’s Office.

Students officially accepted into their major must revise with their respective Dean’s Office.

Minors with any approved exceptions by the department must be on file in the Registrar’s Office.

If you are an Ad-Hoc major, the courses must be pre-approved by the Weissman School.

If you are a liberal arts major with electives to be chosen in consultation with an advisor, the approval must be on file in the Registrar’s Office.

Have you have filed the correct Major and/or Minor?
Understanding your Degree Works Audit

Areas you should be familiar with:

- Student Header
- Pathways Required Core & Flexible Core
- Pathways- College Option/Liberal Arts Minor
- Plan (major)
- Sub-plan (concentration)
- Elective Classes Not Allowed
Log-on to your CUNYfirst Account and go to “Student Center”
Online Student Resources Log in

Click “DegreeWorks – Online Advisement” or “FACTS – Financial Aid”
Click “DegreeWorks” or “FACTS”
View your Degree, Major, Student Groups and GPA
Pathways - Flexible Core

Ensure Flex Core courses follow Pathways rules.
### Pathways - College Option

#### Great Works of Literature

**Course:** CMP 2850  
**Title:** Great Works Lit II  
**Credits:** 3  
**IP:** (3)  
**Fall 2016**

**Still Needed:**

3 Credits in PSY 4010 In residence = Y or 4012 In residence = Y or 4012h In residence = Y or 4013 In residence = Y or 4051 In residence = Y or 4080 In residence = Y or 4180 In residence = Y or 4181 In residence = Y or 4182 In residence = Y or 4183 In residence = Y or 4184 In residence = Y or 4185 In residence = Y or 4900 In residence = Y

### Notes

- Unmet condition for this set of requirements: Minimum GPA unsatisfied
- Pre Business Requirement: 2.25 GPA required
- Students who intend to major in Accounting are reminded that the second course in Accounting for the Business Core is ACC 2202 not ACC 2203.

### Course Satisfactions

- **Principles of Accounting**
  - Satisfied by: ACC 2101  
  - Grade: A-  
  - Credits: 3  
  - Transfer

- **Intro to Information Systems & Technologies**
  - Satisfied by: CIS 2200  
  - Grade: B  
  - Credits: 3  
  - Transfer
View your Major requirements
Sub-plan (Concentration)

Missing Sub-plan – incomplete major submit an **Intended Major Form**

Major in Computer Information Sys BBA

Still Needed: **CONC block was not found but is required**
Course(s) not applicable towards your degree

The bottom of your audit is where you can find out what course(s) are not applicable towards your degree.
Current Eligibility in FACTS

- FACTS is a financial aid advisory tool that will help you track your eligibility for the Tuition Assistance Program (TAP), Aid for Part-Time Study (APTS) and selected HESC scholarships.

- A FACTS audit will display for every CUNY student registered for each semester.

- Your FACTS audit will be updated 24 hours after registering or changing your program.

- FACTS will determine if you are eligible to receive an award for each semester.

- To receive an award you must have applied and been approved to officially receive Financial Aid award(s) - TAP, APTS, and HESC scholarships.

- If you have not yet applied, FACTS will indicate whether you are eligible and should apply.

- Click on the Current Eligibility tab to get the FACTS now!
Understanding your FACTS Summary

Summary shows degree, major, minor and course compliance for the current semester along with your eligibility.
• FACTS is a financial aid advisory tool that will help you track your eligibility for the Tuition Assistance Program (TAP), Aid for Part-Time Study (APTS) and selected HESC scholarships.

• A FACTS audit will display for every CUNY student registered for each semester.

• Your FACTS audit will be updated 24 hours after registering or changing your program.

• FACTS will determine if you are eligible to receive an award for each semester.

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• If you have not yet applied, FACTS will indicate whether you are eligible and should apply.

• Click on the Current Eligibility tab to get the FACTS now!
Details will show further criteria required to be eligible for a TAP award

<table>
<thead>
<tr>
<th>TAP Tuition Assistance Program Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not eligible for a TAP payment in the Spring 2017 semester.</strong></td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
</tr>
<tr>
<td><strong>Points:</strong></td>
</tr>
<tr>
<td>You are allowed a total of 48 TAP/APTS/PTAP points for your degree at a senior college and a total of 36 points at a community college.</td>
</tr>
<tr>
<td>Students in the SEEK program are allowed a total of 60 points, and College Discovery students are allowed a total of 42 points.</td>
</tr>
<tr>
<td><strong>Enrollment Status:</strong></td>
</tr>
<tr>
<td>Enrolled as a full-time student (12 credits/equated credits or more) credits must be used to fulfill degree requirements.</td>
</tr>
<tr>
<td><strong>GPA Requirement:</strong></td>
</tr>
<tr>
<td>Payments 1 through 4 require you to maintain a specific GPA. Refer to the NYS TAP guidelines chart listed in the FACTS Student guide to identify the required minimum GPA.</td>
</tr>
<tr>
<td>A GPA of 2.0 or higher is required to receive your 5th TAP payment and beyond.</td>
</tr>
<tr>
<td><strong>Major - Degree Requirements:</strong></td>
</tr>
<tr>
<td>If you are enrolled at a senior college, you may receive TAP payments prior to completing 60 credits before declaring a major. After 60 credits are completed, you must declare a major and enroll in courses applicable to the requirements of that major/degree.</td>
</tr>
<tr>
<td>If you are enrolled at a community college, you must declare a major upon admission and enroll in courses applicable to requirements of that major/degree.</td>
</tr>
<tr>
<td><strong>TAP Credits:</strong></td>
</tr>
<tr>
<td>Enrolled for at least 12 credits or equated credits (full-time) that meet your major/degree requirements.</td>
</tr>
<tr>
<td>In your first TAP semester, you must have at least 3 TAP/degree credits as part of your full-time course load. After your first semester you must have at least 6 TAP/degree credits as part of your full-time course load.</td>
</tr>
<tr>
<td><strong>Ability to Benefit:</strong></td>
</tr>
<tr>
<td>If you graduated from a foreign high school AND you are a first time TAP recipient, you must have passed all three skills tests: math, reading and writing objective by the college add/drop period or within...</td>
</tr>
</tbody>
</table>
FACTS does not display information updated after “Freeze Date”

- 30 days after the first day of class
- Changes after this date may be viewed in Degree Works
TAP course compliance
TAP.Compliance@baruch.cuny.edu

Ability to Benefit (ATB)
Testing.evaluation@baruch.cuny.edu

Residency/Citizenship
Residencyunit@baruch.cuny.edu

Transfer Center
Transfercenter@baruch.cuny.edu

Questions?

Please click on the links below for additional information and instructions

Satisfactory Academic Progress (SAP)
Pursuit of Program (POP)
New York State HESC TAP eligibility

FACTS information and instructions
Ability to Benefit (ATB)
Transfer Credit Evaluation