TAP COMPLIANCE

Student Guide
- 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 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
Have you have filed the correct Major and/or Minor?

- 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/College Option Capstone 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.
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”
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
View your College Option requirement

Pathways - College Option

Still Needed: See Pathways - Psychology Minor College Option section

Academic Year: 2015-2016 UNDERGRADUATE

Great Works of Literature

CMP 2850

Still Needed:

Pre Business Requirement

Credits Applied: 31
### Course Requirements

**Major in Comm Studies-Corporate Comm BA**

- **Academic Year:** 2015-2016 UNDERGRADUATE
- **Credits Required:** 30
- **GPA:** 3.500
- **Credits Applied:** 24

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 3150</td>
<td>Business Communicat</td>
<td>A</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>MKT 3600</td>
<td>Marketing Research</td>
<td>IP</td>
<td>3</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>MGT 3300</td>
<td>Mgt:A Behavioral App</td>
<td>C</td>
<td>3</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>COM 3068</td>
<td>Managerial Communica</td>
<td>A</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>COM 3102</td>
<td>Comm For Executives</td>
<td>IP</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>COM 5010</td>
<td>Intro to Corporate Comm BA</td>
<td>IP</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>COM 3800</td>
<td>Prm Of Pub Relations</td>
<td>IP</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>COM 4000</td>
<td>Corp Communication</td>
<td>A</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>COM 4005</td>
<td>Pub Relations Writing</td>
<td>IP</td>
<td>3</td>
<td>Spring 2017</td>
</tr>
</tbody>
</table>

**Unmet Conditions:**
- 6 Credits needed

A minimum of 60% of the credits in the major field must be completed at Baruch College. For this major a minimum of 18 credits must be taken at Baruch.

- Business Communication
- Marketing/Advertising
- Management
- Business or Arts & Science Elective
- Managerial Communication Within Organizations
- Communication for Executives
- Internship in Business & Public Communication
- Communication Studies Electives

Still Needed:
- One course in a liberal arts and sciences area or in business is to be selected in consultation with a faculty advisor.

Student may retain credit for either ENG-3150 or COM-3150 not both.

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**View your Major requirements**

[Image of DegreeWorks online advisement system]

Plan (Major)
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**

- Communication-intensive Courses
  - BUS 1000 Intro To Business
  - ENG 2050 Great Works Lit II
  - Still Needed: 1 Class in BPL $100

- Liberal Arts and Sciences Courses
  - HIS 7000 History Elective [TRANSFER COLLEGE]
  - MTH 7000 Mathematics Elective [TRANSFER COLLEGE]
  - Still Needed: 1 Class in CIS $900

Still Needed: 3 Credits in FIN 3000 or 3000H
- MGT 3120 Fundamentals Of Mgt
- MKT 3000 Marketing Foundations
- Still Needed: 3 Credits in MGT 3121 or 3121H

Academic Year: 2015-2016 UNDERGRADUATE
Credits Required: 3
Credits Applied: 9

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

Elective classes allowed: 4 Credits allowed

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Allowed</th>
<th>Grade</th>
<th>Credits Applied</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 7500</td>
<td>Excess Bus Credits</td>
<td>C-</td>
<td>2</td>
<td>Transfer</td>
</tr>
<tr>
<td>Satisfied by:</td>
<td>TRANSFER COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 7050</td>
<td>Management Inter Ele</td>
<td>B+</td>
<td>3</td>
<td>Transfer</td>
</tr>
<tr>
<td>Satisfied by:</td>
<td>TRANSFER COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Elective classes not allowed

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLS 5000</td>
<td>IP</td>
<td>(3)</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>BUS 7500</td>
<td>A</td>
<td>4</td>
<td>Transfer</td>
</tr>
</tbody>
</table>
Current Eligibility in FACTS

Current Eligibility

Summary

Details

Financial Aid Eligibility & Certification Tracking System - 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.

Degree: Bachelor of Bus Admin (BBA)
Major(s): Finance (BBA)
Minor(s):
Welcome to the Financial Aid Eligibility & Verification Tracking System - FACTS!

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   *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 35 points at a community college. 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. 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. 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 objectives 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
Submit ONLY if one or more courses appear as non-compliant on DegreeWorks/FACTS

DO NOT submit if:

- Enrollment, or Major/Minor changes have not yet updated
- Transfer Evaluation is incomplete
- CUNY Baccalaureate students – contact CUNY BA advisor
- All E-Permit courses require submission of form
Submit a TAP Course Compliance Form

On the Registrar’s Office web page
Click “Forms”
In the “Record Updates” drop-down menu, select “TAP Course Compliance”
Questions?

TAP course compliance
TAP.Compliance@baruch.cuny.edu
Residency/Citizenship
Residencyunit@baruch.cuny.edu

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

Please click on the links below for additional information and instructions

Satisfactory Academic Progress (SAP)
FACTS information and instructions
Pursuit of Program (POP)
Ability to Benefit (ATB)
New York State HESC TAP eligibility
Transfer Credit Evaluation