FALL 2013 OFFICE HOURS*

Monday  
9:00 AM – 5:00 PM
Tuesday  
9:00 AM - 7:00 PM
Wednesday  
9:00 AM - 7:00 PM
Thursday  
11:00 AM – 5:00 PM
Friday  
9:00 AM – 5:00 PM

*Last walk-in should arrive 30 minutes before closure.  
Walk-in hours are subject to change.
MISSION STATEMENT

The Center for Academic Advisement is dedicated to assisting all Baruch undergraduates in taking ownership of their educational experiences. We endeavor to guide the students in making responsible choices towards achieving their educational goals, career goals and personal goals from orientation to graduation and beyond. We will do this with professionalism, courtesy and respect.

WHAT WE DO

The Center offers a wide range of advisement services to Baruch College undergraduate students. The Center's staff is available to assist students in making important decisions concerning their academic achievement at Baruch. It is the place where students can obtain answers to a broad range of questions - from degree requirements to general policies and procedures. These are a few topics that can be discussed at the Center:

- Majors and Minors
- Probation, Dismissal and Reinstatement
- Worksheet and Degree Requirements
- Course Withdrawal
- Total Resignation
- Credit Overload
- Appeals

In addition to the one-on-one discussions students have with advisors, there are also group functions that the Center conducts or participates in, to ensure that the students' academic and college experience is reached and well achieved. These programs include:

- Majors/Minors Fair
- New Student Advisement/L.U.C.Y
- Early Intervention Programs
- E-Advisement
- Peer Advisement

ADVISEMENT STAFF

Sharon D. Ricks, Director
Sharon.Ricks@baruch.cuny.edu

Elaine Cataletto, Associate Director
Elaine.Cataletto@baruch.cuny.edu

Stephanie Gika, Senior Advisor
Stephanie.Gika@baruch.cuny.edu

Phillip Hogue, Senior Advisor
Phillip.Hogue@baruch.cuny.edu

Adam Joncich, Senior Advisor
Adam.Joncich@baruch.cuny.edu

Marvin Rodriguez, Senior Advisor
Marvin.Rodriguez@baruch.cuny.edu

Dionne Brown, Academic Advisor
Dionne.Brown@baruch.cuny.edu

Lirie (Lilly) Kurtaj, Academic Advisor
Lirie.Kurtaj@baruch.cuny.edu

Vilmarie Rosario, Academic Advisor
Vilmarie.Rosario@baruch.cuny.edu

Sarah Wagner, Deans Scholar Advisor
Sarah.Wagner@baruch.cuny.edu

Lancia Yan, Deans Scholar Advisor
Lancia.Yan@baruch.cuny.edu

Serena Abraham
Serena.Abraham@baruch.cuny.edu

Gerardo Fontan
Gerardo.Fontan@baruch.cuny.edu
ARE YOU ON THE RIGHT PATH?

FRESHMAN YEAR:
1. Attend Freshmen Orientation.
2. Complete Freshmen Seminar.
5. Complete your math requirement.

SOPHOMORE YEAR:
1. Start thinking about the majors you are interested in learning more about. Attend the Majors/Minor's Fair.
2. Be aware of how your courses are fulfilling your degree requirements. Log onto DegreeWorks Audit.
3. Consider internship opportunities.
4. Consider Study Abroad during your junior year.
5. Research the Minors offered at Baruch.
6. Submit the Eligibility Review for Your Major or ZUPS.

JUNIOR YEAR:
1. Research Study Abroad opportunities.
2. Submit your Declaration of Minor(s) application.
3. Submit the Eligibility Review for Your Major. Complete your major form with your faculty advisor (BA and BS Degrees).
4. Schedule a worksheet appointment with an academic advisor.

SENIOR YEAR:
1. Sign up for on-campus recruitment and workshops with the Starr Career Development Center.
2. Review your worksheet with an Academic Advisor.
3. File for graduation with the Office of the Registrar.
4. Smile for your yearbook photo 😊

ADVISOR’S RESPONSIBILITIES - What you (the student) can expect:
You can expect me as your advisor to:
1. Impart knowledge of Baruch's policies, procedures and curriculum in a timely, accurate and responsible fashion.
2. Develop a partnership between the advisor and student in the educational process.
3. Assist in program planning that will lead into realistic life choices.
4. Facilitate initiatives that will strengthen the bond between the student and Baruch College.
5. Encourage and support students with information about and strategies for utilizing the resources and services available.
6. Monitor and accurately document students’ progress toward meeting their goals.
7. Be accessible for meetings with advisees via office hours for advising, telephone, e-mail and web access. Advisor will respond to student inquiries within 48 hours.
8. Maintain confidentiality.
9. Assist you in achieving success at Baruch College.

ADVISEE RESPONSIBILITY - What you are expected to do:
As an advisee, you have clear responsibilities in the advising partnership in order to be successful:
1. Accept responsibility regarding the investment you have just made in yourself. Your education is an investment that can affect the rest of your life.
2. Willingness to learn- Be an active participant in the advising experience.
3. Seek information and assistance relevant to the decision making process.
4. Observe department rules and procedures. Respect advisors and CAA staff.
5. Take ownership of the learning process.
6. Explore, discover, and take advantage of college resources.
7. Ask questions if you do not understand an issue or have a specific concern.
8. Understand boundaries and parameters of advisor/ advisee relationships.
### Tips for Success

- **Keep track of all grades** in each course. At any point in the semester you should know your grade in each course.
- **Mark in your calendar** or set a reminder in your cell phone for important deadlines in the academic calendar, such as the last day to drop a course. Develop timelines and keep semester and weekly calendars for dates when course assignments are due.
- **Prioritize and organize** your study and personal time into daily and weekly patterns of effectiveness, maintain regular study hours, and establish a study environment that allows you to stay focused.
- **Visit your professors** during office hours and utilize the SACC Tutoring Center in NVC 2-116 for help with challenging courses.
- **Visit the Writing Center** located in NVC 8-185 for one-on-one sessions and group workshops to help strengthen writing and language skills.
- **Develop a network of resources**: make a list of phone numbers and email addresses of your faculty, advisors, tutors, and at least one other student from each class.
- **Review the specific deadlines**, policies, and procedures relating to your academic status, course withdrawal, course repeats, course registration, and the eligibility requirements for your major.
- **Check your Baruch email and Blackboard** on a consistent basis.
- **Utilize your Degree Works Audit** for help in planning your course load and tracking your academic progress.
- **Familiarize yourself with course pre-requisites and co-requisites**.
- **Set academic goals** and make a plan to achieve your goals.
- **Make a plan for graduation**—make an appointment for an Academic Worksheet at the Center for Academic Advisement located in NVC.

---

### Pathways CURRICULUM

#### Required Core (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2100 Writing I</td>
<td></td>
</tr>
<tr>
<td>ENG 2150 Writing II</td>
<td></td>
</tr>
<tr>
<td>Mathematical &amp; Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics at the 2000 level</td>
<td></td>
</tr>
<tr>
<td>Life &amp; Physical Sciences (Lab Sciences)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1012, BIO 1016, CHM 1004, ENV 1004, PHY 2001</td>
<td></td>
</tr>
<tr>
<td>STEM VARIANT: BIO 2010, CHM 2003, PHY 2003,</td>
<td></td>
</tr>
<tr>
<td>PHY 3010</td>
<td></td>
</tr>
</tbody>
</table>

#### Flexible Core (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Cultures &amp; Global Issues</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1001, HIS 1001, HIS 1003, LTS 1003, POL 2001 or POL 2260</td>
<td></td>
</tr>
<tr>
<td>U.S. Experience in its Diversity</td>
<td>3</td>
</tr>
<tr>
<td>BLS 1003, HIS 1000, HIS 1005, PAF 1250, POL 1101 or POL 2332</td>
<td></td>
</tr>
<tr>
<td>Creative Expression</td>
<td>3</td>
</tr>
<tr>
<td>ART 1000, ART 1011, ART 1012, MSC 1003, MSC 1005 or THE 1041</td>
<td></td>
</tr>
<tr>
<td>Individual &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1500, PHI 1600, PHI 1700, or SOC 1005</td>
<td></td>
</tr>
<tr>
<td>Scientific World (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1011L, BIO 1015L, CHM 1003L, ENV 1003L, PHY 2002L</td>
<td></td>
</tr>
<tr>
<td>STEM VARIANT: BIO 2010, CHM 2003, PHY 2003, PHY 3010</td>
<td></td>
</tr>
</tbody>
</table>

#### Flexible Core Sixth Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course must be taken from areas of above but no more than one course form any one department, discipline, or interdisciplinary field. Ex: HIS 1000 and HIS 1003. These purposes POL and PAF are also considered same discipline. (Science courses are not permitted for the Flexible Core Sixth Course.</td>
<td>3</td>
</tr>
</tbody>
</table>
UNDERGRADUATE DEGREE PROGRAM
ZICKLIN SCHOOL OF BUSINESS (ZSB)

Eligibility Requirements
- ENG 2100
- LAW 1101
- ECO 1001
- CIS 2200
- STA 2000
- ACC 2101
- ECO 1002
- CALCULUS (MTH 2205, 2206, 2207, 2610) – Based on Sequence
- Completion of 45 credits with an overall 2.25 GPA in addition to a 2.25 GPA in the eight courses listed above.
- Completion of ENG 2150 and COM 1010

Additional Requirements
(Permission from Zicklin School of Business required)*
- ACC 2203
- BUS 1000
- FIN 3000*
- MGT 3120*
- MGT 3121*
- MKT 3000*
- BPL 5100*

WEISSMAN SCHOOL OF ARTS AND SCIENCES (WSAS)

Eligibility Requirements
A minimum of a 2.0 GPA is required to be accepted into Weissman

SCHOOL OF PUBLIC AFFAIRS (SPA)

Eligibility Requirements
A minimum of a 2.25 GPA is required to be accepted into Public Affairs and completion of PAF1250 or POL 1101

See Faculty Advisor at the School of Public Affairs

College Option – 12 credits

Zicklin School of Business
- Course #1- ENG/CMP 2800/2850
- Course #2- Liberal Art Minor 4000 level Capstone
- Course #3- Liberal Art Minor Course
- Course #4- Liberal Art Minor Course

Weissman School of Arts & Sciences
- Course #1- ENG/CMP 2800 or 2850
- Course #2- COM 1010
- Course #3- Language Sequence 1
- Course #4- Language Sequence 2
- See language Dept. for language placement

School of Public Affairs
- Course #1- ENG/CMP 2800 or 2850
- Course #2- 3000/4000 level Liberl arts selected by student and SPA Faculty
- Course #3- 3000/4000 level Liberl arts selected by student and SPA Faculty
- Course #4- 3000/4000 level Liberl arts selected by student and SPA Faculty
- May also choose the BBA or BA College Option

There are four courses REQUIRED to complete the College Option, they depend on the degree desired by the student.
LIBERAL ARTS DISCIPLINARY AND INTERDISCIPLINARY MINOR CONCENTRATIONS

American Studies
Anthropology
Art History
Arts & Sciences (Honors)
Asian & Asian American Studies
Biology
Black and Hispanic Studies
Business Writing
Chemistry
Chinese
Communication Studies
Modern Language & Comparative Literature
Economics
English
Environmental Sustainability
Film Studies
French
Global Studies
Graphics
Hebrew
History
Information Studies (Library Sci)
Information Technology and Social Responsibility
Italian
Japanese
Jewish Studies
Journalism
Latin American & Caribbean Studies
Law & Policy
Mathematics
Music
Natural Sciences
New Media Arts
New York City Studies (Honors)
Philosophy
Photography
Physics
Political Science
Psychology
Public Affairs: Survey Research
Religion and Culture
Sociology
Spanish
Spanish: English Translation
Theatre
Visual Arts Administration
Women's Studies

MAJORS

ZICKLIN SCHOOL OF BUSINESS (ZSB)
(B.A. 124 credits required)

Accounting
Computer Information Systems
Economics
Finance
Industrial/Organizational Psychology
International Business
Statistics and Quantitative Modeling
Real Estate
– Real Estate Development
– Real Estate Investment
Management
– Entrepreneurship
– Human Resource Management
– Operations Management
Marketing
– General Marketing
– International Marketing
– Digital Marketing
– Business to Business Marketing
– Advertising and Marketing Communications

WEISSMAN SCHOOL OF ARTS AND SCIENCES (WSAS)
(B.A. 120 credits required)

Arts & Humanities
English
History
Journalism
Journalism: Creative Writing
Modern Languages & Comparative Literature
Music (including Management of Musical Enterprises)
Philosophy
Spanish

Math and Sciences
Actuarial Science
Biological Sciences
Mathematics
Statistics

Social Sciences
Economics
Political Science
Psychology
Sociology

Interdisciplinary Studies
Arts Administration
Art History and Theatre
Asian & Asian American Studies
Business Writing
Corporate Communication
Management of Musical Enterprises
Natural Sciences
Religion and Culture

SCHOOL OF PUBLIC AFFAIRS (SPA)
(R.S. 120 credits required)

Public Affairs