

## Freshman Advising Fall 2007- First-Semester Freshmen

- In Fall 2007, there were 1676 new non-SEEK, non-CUNY Honors College, non-Teacher's Academy freshmen at Hunter.
- Students were assigned to a First-Year advisor based on the last letter of their last names, creating 6 caseloads:
  - A-C 335
  - D-F 144
  - G-I 172
  - J-L 267
  - K-R 398
  - S-Z 360
- First-Year Advisors had several forms of contact with students, including:
  - *Mass emails*, sent either from the First-Year Advising Director or the FYO@hunter.cuny.edu email address to all freshmen, or from individual advisors to their assigned student caseloads;
  - *Outreach*, where contact (email or phone call) was initiated by the Advisor;
  - *Student Contact*, where contact (phone call, email, walk-in, appointment, other) was initiated by the student;
  - *Network Advising*, where students were invited for advising appointments to discuss their spring 2008 registration.
- 9 *Mass Emails* were sent at various points throughout the semester to convey important information and connect the students to the First-Year advisors. Some emails were targeted to caseloads, some to only first-semester freshmen, and some to all freshmen. (Attachments A-I).
- 126 *Outreach* efforts were made by the first-year advisors, consisting of 120 individual emails (92% of Outreach) and 11 phone calls. 122 students received Outreach only once.
- First-Year advisors had 287 *Student Contacts*, including 9 phone calls (3% of Student Contacts), 53 emails (16%), 184 Walk-ins (54%), 90 appointments (27%) and 3 other. 245 students made student contact only once, while 42 made multiple contacts.
- 939 (56%) students scheduled appointments for *Network Advising* and 824 (49%) attended.
- All 1676 students (100%) were sent mass emails, and 1041 (62%) had some additional advisor contact either as an Outreach, Student Contact or Network Advising.
- 58 students' only advisor contact was an Outreach, 4 student's only advisor contact was Student Contact, and 656 students' only advisor contact was Network Advising, meaning 718 students (62%) only had one form of advisor contact, and 323 (38%) had multiple forms.
- Instructors teaching classes that were part of the Freshman Block program were asked to refer students who they thought might require additional assistance (Attachment J). 131 students were referred and First-Year advisors made Outreach efforts to these students.

**ATTACHMENT A**

**Email**

**Date: 9/6/07**

**To: All First-Semester Freshmen**

**From: FYO@hunter.cuny.edu**

**Subject: Getting Started at Hunter**

Dear First Year Student-

We hope your first few weeks of classes at Hunter have been going well, and that you are finding your way around and getting involved in the Hunter community!

If you are looking for student clubs and activities to get involved with, the Undergraduate Student Government's annual Club Fair will be on Wednesday, September 19, from 12:00 to 5:00 PM on 69th Street between Park Ave and Lexington Ave. You can check out Hunter's Clubs in a carnival atmosphere with rides, games and lots of great food!

If you are having any difficulty or have questions, please feel free to contact your First-Year Advisor. First-Year Advisors are assigned based on the first letter of your last name. You can find out who your advisor is and get contact information here:

<http://www.hunter.cuny.edu/fyso/advisors.shtml>

The advisors' schedules are posted each week on the Academic Advising web site so you may see when they are available, or you may come to 1119 East and see a posted schedule or ask the Receptionist:

[http://studentservices.hunter.cuny.edu/advising/advising\\_availability.htm](http://studentservices.hunter.cuny.edu/advising/advising_availability.htm)

We will be contacting you throughout the semester with important information and to invite you for an advising session as spring registration approaches, so please check your Hunter email often.

Have a great semester and we will see you soon!

Sincerely,

The First-Year Team:

Alta Mercedes

Barbara Tejada

Crystal Schachter

Nicole Wright

Taahira Maynard

Taz Sawetpibul

## ATTACHMENT B

### Email

Date 10/5/07

To: All First Semester Freshmen (By advisor caseload)

From: Individual advisor's Hunter email address

Subject: Important Advising Information

«GreetingLine»

Hello! Hope your first full month at Hunter has gone well and that you are getting comfortable with your classes, classmates and the campus.

Each freshman student at Hunter is assigned a freshman advisor based on the first letter of their last name. As your advisor, I am available to help you with any questions, plans or problems that may arise. There are a lot of decisions that will need to be made throughout the semester, especially as you approach the end of this term and registration for the spring term, and I want to be sure you have all of the information you need so you can make the best decisions!

First, I want to remind you that the deadline to officially Withdraw from a class with a grade of W is **Thursday October 25<sup>th</sup>**. If for any reason you need to drop one of your classes, you must get the form, get the instructor's signature and submit it to the OASIS by this date! There is no grade associated with a W so there are no GPA repercussions, but it may affect your "full-time" status for financial aid. Talk to me if you have any questions about whether or not you should do it, the consequences and how to do it. After **October 25<sup>th</sup>** you must complete any classes you are still registered in.

Second, spring registration will open at the beginning of December, and it is not too early to start thinking about what classes you want to take.

1- *Look over the spring 2008 class schedule:*

<http://registrar.hunter.cuny.edu/subpages/searchclass.shtml> to see what classes are being offered and when, and then read course descriptions in the catalog: <http://registrar.hunter.cuny.edu/subpages/collegecatalog.shtml> to find out what classes are like and what the pre-requisites are.

2- *Go to the GER workshop* that is scheduled for your FYSH (ORSEM) class the week of November 5-9 to learn what the Hunter requirements are and what classes fulfill them. If you are not in a Freshman Seminar, or if you miss the one scheduled for your class, you may attend one of the following GER workshops in the **Sylvia E. Fishman Student Center 417W**:

- Monday 11/5 9:10-10:00, 2:10-3:00 or 3:10-4:00
- Tuesday 11/6 9:10-10:00, 3:10-4:00 or 4:10-5:00
- Wednesday 11/7 4:10-5:00
- Thursday 11/8 9:10-10:00 or 4:10-5:00
- Friday 11/9 1:10-2:00

3- *Meet with an advisor.* By the end of October, you will be contacted with an appointment date during the weeks of November 12-December 4. You will

then schedule the exact appointment time and meet with an advisor in 1119East to discuss your spring classes before registration starts.

Until then, you are welcome to contact me for any information, questions, planning, decision-making, whatever you need! Please don't go it alone no matter how tough you are! I am available by email (advisor's email), phone (advisor's phone) walk-in visits or appointment. Each week you can see my walk-in availability here: [http://studentservices.hunter.cuny.edu/advising/advising\\_availability.htm](http://studentservices.hunter.cuny.edu/advising/advising_availability.htm).

(Note that times when there is an (FY) next to my name, freshmen are seen on a priority basis so you will get in faster!), and for appointments you can contact me or the reception desk at 212-772-4882 for availability.

I will see you soon!  
(Advisor's name)

**ATTACHMENT C**

**Email**

**Date: 10/17/07**

**To: All Freshmen**

**From: FYO@hunter.cuny.edu**

**Subject: Important Info on Winter Session**

Dear Student-

There has been a rush of students contacting us for advisement about spring registration because registration appointments for October 17 were just posted.

Please note that these registration appointments are for the WINTER SESSION, which is a 4 week accelerated session in January, and we do not recommend that freshmen take classes during this session.

Registration for spring will not begin until the end of November, and we will invite all of you for an advising appointment on a specific date between November 12 and November 30, so there is no rush to get in to see an advisor this week!

That being said, if you need any other immediate assistance, particularly if you are considering Withdrawing from a class, please contact your advisor within the next week.

See you all soon!

The First-Year Advising Team

Alta

Barbara

Crystal

Taahita

Taz

Nicole

**ATTACHMENT D**

**Email**

**Date: 10/18/07**

**To: All Freshmen**

**From: FYO@hunter.cuny.edu**

**Subject: Catalogs!**

Printed 2007-2010 catalogs are finally here!

Copies will be available in the Center for Student Achievement, C001 North, starting Monday, October 22.

The Center's hours are Mon-Thurs 10:00-7:00 and Fridays 10:00-3:00.

Pick one up to start planning your spring classes and exploring majors!

**ATTACHMENT E**

**Email**

**Date: 10/23/07**

**To: All Freshmen**

**From: crystal.schechter@hunter.cuny.edu**

**Subject: Advising Appointment for Spring Registration**

<<Greeting Line>>

Believe it or not it is already time to start thinking about registering for next semester! We have some resources and events coming up to help you with deciphering requirements, choosing classes, creating a schedule and registering.

**We have also scheduled an appointment for you to meet with an advisor to discuss your spring registration in 1113E on <<Appointment Date>>**

**Please take the following steps to schedule an exact time and be prepared for your advising appointment:**

**1- Schedule an exact time for your appointment** on your assigned advising day. See Millie in the Student Center in 417 Hunter West during the following times:

- Tuesday 10-4
- Wednesday 1-5
- Thursday 10-4

**2-Take your Math Placement Test** if you have not already done so. Having your math placement will be helpful for advising and registration. Go to the Testing Center in 150 Hunter North, or call 772-4868 for test dates and times.

**3- Look through the online Spring class schedule** to see what's being offered and when: <http://registrar.hunter.cuny.edu/subpages/searchclass.shtml>

**4- Pick up a Hunter Catalog** in the Center for Student Achievement C001 North and start reading descriptions of courses you are interested in and looking at the requirements for majors you are considering.

**5- Attend a GER workshop.** All FYSH classes are scheduled for a GER workshop during their regular class time.

- The following sections will have the workshop in their *FYSH classroom*:  
Wed: 129, 130, 136, 140, 142, 143, 144; Thurs: 109; Fri: 147
- The following sections will have the workshop in the *CSA, Room C001 Hunter North*:  
Wed: 116, 121, 128; Thurs: 135; Fri: 131
- All other sections will have the workshop in the *Sylvia E. Fishman Student Center 417 Hunter West*:

- If you are not in a Freshman Seminar, or if you miss the one scheduled for your class, you may attend one of the following GER workshops in the *Sylvia E.*

*Fishman Student Center 417W:*

Monday 11/5 9:10-10:00, 2:10-3:00 or 3:10-4:00

Tuesday 11/6 9:10-10:00, 3:10-4:00 or 4:10-5:00

Wednesday 11/7 4:10-5:00

Thursday 11/8 9:10-10:00 or 4:10-5:00

**6- Attend your scheduled advising appointment.**

**7- Register for Spring!**



**ATTACHMENT F**

**Email**

**Date: 10/26/07**

**To: All Freshmen**

**From: crystal.schachter@hunter.cuny.edu**

**Subject: Advising Events**

Hello!

Just a couple reminders about upcoming advising events:

**1- November 5-9: GER Workshops**

**To Prepare:**

- a) Please bring a printout of your DIG audit ([www.cuny.edu](http://www.cuny.edu)) and a copy of the Hunter Catalog (Available in the Center for Student Achievement C001N).
- b) Take your COMPASS math placement if you haven't already (150N)
- c) Review the on-line tutorials on "Choosing Your Classes" and "Creating a Class Schedule"  
<http://www.hunter.cuny.edu/fyso/resources.shtml>
- d) Review the schedule of spring 2007 classes  
<http://registrar.hunter.cuny.edu/subpages/searchclass.shtml>

All FYSH classes are scheduled for a GER workshop during their regular class time.

- The following sections will have the workshop in their *FYSH classroom*:  
Wed: 129, 130, 136, 140, 142, 143, 144; Thurs: 109; Fri: 147
- The following sections will have the workshop in the *CSA, Room C001 Hunter North*:  
Wed: 116, 121, 128; Thurs: 135; Fri: 131
- All other sections will have the workshop in the *Sylvia E. Fishman Student Center 417 Hunter West*:
- If you are not in a Freshman Seminar, or if you miss the one scheduled for your class, you may attend one of the following GER workshops in the *Sylvia E. Fishman Student Center 417W*:  
Monday 11/5 9:10-10:00, 2:10-3:00 or 3:10-4:00  
Tuesday 11/6 9:10-10:00, 3:10-4:00 or 4:10-5:00  
Wednesday 11/7 4:10-5:00  
Thursday 11/8 9:10-10:00 or 4:10-5:00

**2- See Millie outside the Student Center 417W to schedule an advising appointment time for your Spring Registration:**

- Tuesday 10-4
- Wednesday 1-5
- Thursday 10-4

**3- Use the information from the GER workshop, spring schedule and on-line tutorials to sketch out a plan for spring classes.**

**4- Attend your scheduled advising session in 1113East.**

**5- Register for Spring!**

Contact your advisor if you have any questions.

See you soon,

Alta

Barbara

Crystal

Taahira

Taz

Nicole

## ATTACHMENT G

### Email

**Date:** 11/19/07

**To:** All Freshmen

**From:** crystal.schachter@hunter.cuny.edu

**Subject:** Spring 2008 Advising and Registration

<<Greeting Line>>

*Please read the following advising and registration information carefully so you are prepared for spring 2008 registration.*

- 1- Registration for Spring 2008 opens on Wednesday, November 27. You should have received an email from the Registrar's Office giving you a registration appointment with an exact date and time, and this information is also available in eSIMS.

**Please note:**

- **This is NOT an appointment with an advisor, it is the date and time that you will be able to access the online registration system to add Spring 2008 classes. You do NOT need to meet with someone at this time.**
  - **You do NOT have to register at this exact time. This is the earliest you may register, but registration will remain open until December 9, 2007. However, we do recommend that you register as early as possible.**
- 2- In mid-October you were sent an email with an appointment date for advising, and instructing you to schedule an exact time on that date. These advising appointments have been going on in 1113E since Monday, November 12, and will continue through Friday, November 30. If you have not yet scheduled an appointment, there are some slots left during the week of November 26- November 30, and you may come to 1113E to schedule, or you may go to 1119E anytime and see other advisors on a walk-in basis (wait time at this year can be significant so bring a book!). Beginning December 4, first-year advisors will be available in 1119E on a walk-in basis only, and appointments will be available beginning December 10.
  - 3- If you are unable to meet with an advisor before your registration date, **we strongly recommend that you register for classes as soon as possible, and then meet with an advisor to discuss the choices you made and make changes if necessary.** For information about choosing classes and creating a schedule, you may review the tutorials on the First-Year website:  
<http://www.hunter.cuny.edu/fyso/resources.shtml>  
**Common second semester course choices:**
    - **Follow up ENGL120 with a literature class: ENGL220, AFPRL235, 236 or 237**
    - **US History: HIST151, HIST152 or POLSC110**

- **Foreign language** (See the language department you are interested in for information about determining which course is appropriate)
  - **Math** (If you need the COMPASS Math Placement Test contact Testing 150N, if you took it you can find your math placement here: [https://saturn.hunter.cuny.edu:4443/pls/sti/sti.stuskills\\_pkg.show\\_login\\_form](https://saturn.hunter.cuny.edu:4443/pls/sti/sti.stuskills_pkg.show_login_form))
  - **Natural Science** (see the GER description section GE2E in the Hunter catalog for a lit of appropriate classes)
  - **Pre-requisites or introductory courses for majors you are considering**
  - **Classes of interest to you**
- 4- If you have any questions, feel free to email or call your first-year advisor and we will answer as soon as possible: <http://www.hunter.cuny.edu/fyso/advisors.shtml>

**ATTACHMENT H**

**Email**

**Date: 11/26/07**

**To: All Freshmen**

**From: crystal.schachter@hunter.cuny.edu**

**Subject: Spring Registration Info**

**REGISTRATION 101: 911!**

- **Your registration appointment is the earliest time you may register for classes through your eSIMS account. It is not an appointment with an individual.** Registration will remain open from your registration appointment time through December 9, 2008. During this time you may add, drop or replace courses through eSIMS. Registration will then reopen January 8-January 16, 2008.
  
- At this point there are no appointments available with first-year advisors until after registration has opened. **We recommend that you schedule the earliest available appointment with an advisor in 1113E, register for classes as soon as registration opens for you, and then you may make any necessary or recommended changes to your classes after meeting with the advisor.** This will give you the best selection of classes, while still allowing you to confer with an advisor. If you feel you must speak to an advisor sooner, you may go as a walk-in to 1119E or 417W and see any available advisor or peer-advisor, but the wait time may be significant. In December, first-year advisors will again be available through 1119E for walk-ins or appointments.
  
- **Some common class choices for second-semester freshmen that you may want to consider:**
  - **15 credits:** 15 credits each fall and spring gets you to graduation in 4 years without summer classes
  - **Survey of Literature:** ENGL220 Survey of Literature, AFPRL235 African Literature, AFPRL236 African American Literature, or AFPRL237 Afro-Caribbean Literature
  - **US History:** HIST151 The United States from the Colonial Era to the Civil War, HIST152 The United States from the Civil War to the Present, or POLSC110 American Government: A Historical Introduction
  - **Math:** MATH100 Basic Structures of Mathematics, MATH101 Algebra for College Students, MATH104 Mathematics for Elementary Education I, MATH125 Precalculus, STAT113 Elementary Probability and Statistics, MATH150 Calculus with Analytic Geometry I, or STAT213 Introduction to Applied Statistics. (See the Testing Center for placement information:

<http://admissions.hunter.cuny.edu/Testing.htm>. Certain majors may require a specific Math course. See the catalog or department for more information.)

- **Foreign Language:** See specific language department for appropriate placement.
  - **Introductory classes in potential Major Departments:** See catalog or department for selection.
  - **Electives:** Classes that sound interesting and fit well into your schedule (Remember you need 120 credits and the credits from your Major, Minor and the GER won't get you there without electives!)
- 
- **Creating a Schedule and Registering:** When creating a schedule, use a Program Planning Form and begin by filling in the classes that you want/need the most or that are not offered often, then fill in your schedule with other courses. Use the "Open Sections" button in eSIMS to see where seats are available and note the 4-digit course codes of the classes you want. Click "Registration", "Spring 2008", enter these codes into the boxes and click "Submit". If you are registered the courses will appear on the top of the screen. If there is a problem, an Error message will appear telling you why you were not registered for a particular course. Click "Schedule" to be sure your courses are correct.
  
  - **Bill:** If you register by December 9, your bill will be mailed to your home address and you must make payment or have financial aid or a payment plan in place by **January 3, 2008**. If you do not make payment arrangements by this date you will lose all of your classes and not be permitted to register again until January 11, 2008, when many classes will be full.

## **ATTACHMENT I**

### **Email**

**Date: 12/18/07**

**To: All First-Semester Freshmen**

**From: crystal.schachter@hunter.cuny.edu**

**Subject: Your First Completed Hunter Semester!**

<<Greeting Line>>

Congratulations! You have made it through your first semester as a Hunter College student, and you are one big step closer to becoming a Hunter College graduate! The first semester is often the hardest, full of new decisions and new people, lots of finding your way around and, of course, learning how to manage all of your class work. Each semester you are at Hunter, you will gain a better understanding of how things work, so instead of spending time and effort figuring out things like, “Where is Thomas Hunter Hall?”, “How do I register for classes?”, and “What’s a credit?”, you can put that energy toward your academic studies and decisions, which will continue to get more challenging each term.

Your First-Year advisor will still be available to you for assistance through your second semester, but the kinds of advising you need from us will be different. Instead of learning about basics, like which courses to take and how the grading and registration systems work, you will want to start thinking more broadly about your major and minor, internship or study-abroad opportunities, and even your career and/or graduate school goals. First-Year advisors can help you to make many of these decisions, as well as direct you to other helpful resources on campus.

Even if it was a rocky start or if you felt a bit overwhelmed at times, you should be truly proud of yourself for taking on this challenge, and for committing yourself to working toward an important and potentially life-changing accomplishment. Lao-tzu wrote, “The journey of 1000 miles begins with a single step”, and all you have to do now is keep walking. (We’ll help you with the directions.) Enjoy your break.

Sincerely,  
The First-Year Advising Team  
Alta  
Barbara  
Crystal  
Greg  
Taahira  
Taz  
Nicole

### **IMPORTANT INFORMATION FOR THE BREAK:**

- Tuition bills must be paid, or arrangements for payment must be in place, by **January 3** or you will lose your classes
- Registration reopens **January 9**. You may Drop classes now, but you cannot Add or Replace classes until January 9.

- The first day of classes is **Friday, January 25** (Yes, Friday).
- Many Student Services Offices (Advising, Registrar, Bursar, etc.) are open throughout January, but hours may vary so call for exact times.



**ATTACHMENT J**

**Email**

**Date: 10/9/07**

**To: All Block Course Instructors**

**From: crystal.schechter@hunter.cuny.edu**

**Subject: Student Referrals**

October 9, 2007

Dear Block Instructor:

The freshman advising team is working to engage our first-year students and help them to have a successful semester. To that end we are asking that you identify any freshmen in your classes who you think may need additional attention from us. By identifying students with difficulties now we will be able to provide them with academic and/or personal support in time to improve their performance this semester.

On the attached page, please print the names of any freshmen you feel may need additional assistance, along with a few words about what lead you to refer them. In identifying students, please consider academic factors, such as their grades, attendance and participation, as well as personal factors, such as emotional affect, social interactions with other students, and physical health and well-being.

Also indicate what class you instruct the student in, and if you prefer that we not disclose your name to the student, please circle DNI (Do Not Identify). **Please then send this form interoffice mail to Crystal Schachter in 1143East by October 15 so we may have time to contact and meet with the students before the Withdrawal deadline on October 25.**

Thank you so much for your participation in the Freshman Block program, and your assistance in making sure that new students get the help and attention they need. Please feel free to contact us if we can be of any assistance.

Sincerely,

The Freshman Team:

Alta Mercedes

Barbara Tejada

Crystal Schachter

Taahira Maynard

Taz Sawetpibul

Nicole Wright

**Freshman Referrals Fall 2007**

Name: \_\_\_\_\_

Class: \_\_\_\_\_ DNI (Circle if you wish to remain anonymous)

Reason for referral \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_ DNI (Circle if you wish to remain anonymous)

Reason for referral \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_ DNI (Circle if you wish to remain anonymous)

Reason for referral \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_ DNI (Circle if you wish to remain anonymous)

Reason for referral \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please interoffice mail to Crystal Schachter in 1143E by October 15, 2007**

