FYI 101
HANDBOOK

FRESHMAN YEAR
FYI INITIATIVE

FYI is The Freshman Year Initiative at Queens College.

FYI offers resources for first-year students and a selection of Learning Communities: the opportunity to take two paired courses with a small group of fellow-freshmen as part of your Fall schedule.

For an overview of FYI and a list of Learning Communities available this coming fall, visit our website: FYI.qc.cuny.edu.
TIME MANAGEMENT I

How do you spend your time?

Did you know that Queens College assumes you will need to study at least 2 hours outside of class for every hour in class? (You may need more time or a little less depending on the class and your background knowledge.)

Calculate how much time you would need to spend each week.

Credits _____  X 2 hours  = _______ hours to spend studying in one week

Ways to study:

- The most important part is to focus. Turn off the TV and cell phone.-

- Review class notes and notes taken while reading
- Look over the textbook chapters
- Answer the questions that follow each chapter/section
- Join/ form a study group – we learn best by talking it over with a group
- Look over former assignments
- Make connections with yourself, other courses, other texts and world events

In college, you spend less time in the classroom than you did in to high school, but do not be fooled; you do need to commit more time outside of class.

First, consider what you need to get done and how much time you’ll have to do it so you know how best to pace yourself. The best way to do this is to use a planner in which you list your academic, social, family and work obligations.

- The best way to do this is to get an planner [you can use Smartphones, Google calendar, etc.] and list everything that needs to get done under each respective date
- Plan to begin assignments way before the due date.
- Don’t forget to account for commuting time and sleep. You really don’t have 24 productive hours in a day.
- If your professor has something in bold, highlighted or in CAPS, be sure to make a special note of it.
- If you are spending 5 hours a day on a social network or playing video games, that is 5 hours less you have to study, work, sleep, etc.
- Prioritize how you spend your time and what needs the most attention.

On your syllabus you can find: your professor’s contact information, required texts, assignments and due dates, how you will be graded, and other course requirements. It is always a good idea to make a note next to each assignment, including how much of your grade it will account for.
TIME MANAGEMENT II

Time Keeping: Which planner is best for you?

The Weekly Calendar:

This calendar is best for incoming freshmen because it helps teach time management skills and allows you to set short term goals. Plan your week with study sessions and review times for each class, exercise time, as well as personal time.

The Semester Calendar:

This calendar is useful if you have 4 or fewer courses with few assignments and/or exams in each course. You would use this if you only need a monthly calendar.

How to create a semester calendar:

- Print out a calendar for the entire semester on one sheet for convenience and organizational purposes
- Write in all your tests, quizzes, due dates etc.

Keep this calendar in a convenient location where you will frequently check it.

The Planner:

The Queens College planner, for sale at the QC Bookstore, is a great way to organize your tasks. It includes all the school holidays, schedule changes and a directory of the campus.

QC App:

You can download the Queens College app from any application store for free. It comes with many useful features but we will highlight the complete, academic calendar as a big selling point.

Organization and planning are key tools for success that we encourage you to practice.
Where to Buy Textbooks

You can go in person to the Queens College Bookstore, or look up the books for each course on the QC website – bkstr.com

Acquire your books either before, or on the first day of class. You won’t be excused from reading assignments because you don’t have the book yet. Be sure to get the edition of the book specified by your professor, unless noted otherwise.

In person:

- Queens College Bookstore – Student Union Building. Don’t forget to bring your schedule with professor names and course sections – you’ll need it.
- Barnes and Noble
- Some students post flyers around campus advertising book they are selling

Ordering Online: When buying textbooks online it **may take up to 2 weeks to ship – so plan accordingly.** Often there is a choice between **media mail** and **expedited shipping.** Media mail can take up to a few days to a week longer and expedited shipping comes a few days sooner but costs more.

- Bkstr.com. This is the Queens College Bookstore website
- Strandbooks.com
- Amazon.com
- Abebooks.com
- Chegg.com
- Ebay.com
- Half.com
- Dealoz.com
- Gettextbooks.com – You can search book prices for many different providers in order to get the best prices.
- Ibookstore.com – this website is for ebooks, you can view them on your computer or other electronic device.
- Facebook group: QC Textbook Buying/Selling Central
- Slugbooks.com

Free Books: It is not a guarantee that the books will be there

- Your local library
- Queens College Library – located next to the fountain
CUNYfirst Login:  (Direct Link: https://home.cunyfirst.cuny.edu)

1. Go to www.qc.cuny.edu
2. Click on CUNYfirst on the upper right corner of the page
3. Click where it says “Click Here to Sign on to CUNYFirst” on the right.
4. Login
   Username: FirstName . LastName Last Two digit of your CUNYfirst ID#
   Password:
   • At least 8 characters long.
   • At least 1 uppercase letter AND at least 1 numeric OR one special character.
   • Can’t use last 4 previous passwords.
   • Can’t be changed for 5 days after the last password change.
   • Keep in mind that this password is reset every 90 days!
5. PLEASE WRITE YOUR USERNAME AND UPDATED PASSWORD DOWN
6. On the left side of the page, Click Self Service ➔ Student Center
7. This is the main page where you will access everything from searching classes to manage your financial aid and viewing unofficial transcript and etc.

Holds

1. On the Student center, look to the top right for holds.
2. If there is a hold, you cannot register for classes. Contact the Bursar to resolve these issues.

Financial Aid

1. Go to CUNYfirst
2. Self Service ➔ Student Center
3. Scroll down to Finances ➔ Select Account Inquiry

Transcript

1. Go to Academics
2. Select Transcript :View Unofficial Transcript from the drop box
3. Academic Institution: Queens college
   Report Type: Unofficial Student Transcript
4. Select view report on the appropriate date (Allow pop-up windows in your browser)
Searching for Classes:

1. Search Criteria:
   i. **Institution:** Queens College
   ii. **Term:** 2014 Fall Term

2. Class Search Criteria:
   i. **Course Subject:** Select the department which offering the course you are searching for.
   ii. **Course Number:** If you know the course you want, enter the course number to find the various sections for that particular course or leave blank to view different courses offered by the department
   iii. To see all the sections that are offered, you need to [uncheck](#) the Show Open Classes Only.
   iv. **Course Career:** Undergraduate
   v. **Additional Search Criteria:**
      a. For Winter session, need to select “winter” under session
      b. You may add additional search criteria to narrow the results to show classes that work best for you.
         Ex: only show classes offered at specific days or times.

3. **When you pick a class, write down the 5 digit code in parenthesis for that class sections.**
4. Add the course into your shopping cart if it fits in with your schedule and must have a 15 minutes gap between your classes.

Viewing Classes:

1. Click on the “Enroll” under the Academics tab after you designated enroll appointment.
2. Then select “2014 Fall” Term then click [continue](#).
3. If you are entering the classes by the code: Enter the 5 digit class code where it says “Enter class Nbr” and click enter.
4. The screen which comes up lets you know if the class is open or closed and allows you to place yourself on the class' wait list, should the class be closed. It also lets you know about any pre requisites for the class. Click [next](#).
5. This places the course in your shopping cart.
6. **If you already have classes in your shopping cart or after you add them through the above method:** Click “Proceed to step 2 of 3” and follow the directions from there to enroll.
   i. Keep in mind that when looking at your shopping cart, you have the option to enroll or delete the course.
   ii. Courses in Shopping Cart do NOT mean you are registered for those courses. You need to [PROCEED](#) to “step 2 of 3” and “step 3 of 3” to complete your enrollment.

Student Center How-to Web Page:
[http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/StudentAdministration/StudentSelfService.html](http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/StudentAdministration/StudentSelfService.html)
Queens College Email

How to Access your QC email:

1. Go to qcmail.qc.cuny.edu
2. Sign in with your username and password
   NOTE: You should already have this. If lost, you can find this information at cems.qc.cuny.edu

Forwarding your QC email to a primary email address:

1. After accessing the QC email
2. Click on More (next to trash can icon)
3. Within the drop down menu click on New Rule
4. You can give a name for the Rule in Rule Name [Optional]
5. Status: Enabled
6. Create Conditions: select All Documents click Add>>
7. Create actions: select send copy to
8. In the middle box type in the email address that you want your QC emails to be forwarded to.
9. Make sure last box on left says Full click Add >>
10. Click Save & Close located on the top

Note: Queens College much prefers that students check their QC mail accounts regularly.
CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties including failing grades, suspension, and expulsion, as provided herein.

Definitions and Examples of Academic Dishonesty

Cheating: the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (all or in part).
- Submitting someone else’s work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.

Plagiarism: the act of presenting another person’s ideas, research or writings as your own.

The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person’s ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
**Internet plagiarism**: includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and “cutting & pasting” from various sources without proper attribution.

**Obtaining Unfair Advantage**: any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means it is an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student’s work.

**Falsification of Records and Official Documents**

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Adapted with permission from Baruch College: A Faculty Guide to Student Academic Integrity. The Baruch College document includes excerpts from University of California’s web page entitled “The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation” by Prof. Harry Nelson. Adjusted for use by Freshman Year Initiative.
Tips on using scholarly citations

Different academic disciplines use different citation formats.

- English and Humanities courses use MLA.
- Psychology and Social Sciences use APA.
- History, Art, Philosophy, and Business use Chicago Style.

If your instructor doesn’t specify a format, *ask*

- Some professors accept *any* format as long as it is used consistently throughout the paper.
- All three formats are explained, with examples, in the handbook required for English 110. You may also refer to the website [http://owl.english.purdue.edu](http://owl.english.purdue.edu)
- “I didn’t know” or “I didn’t mean to” just won’t work and are not accepted as excuses for plagiarism. Like traffic laws, students are expected to know the rules and academic conventions.
- If you wrote a paper on the topic in the past, you should *not* resubmit it for another class. Students are strongly advised against resubmitting papers because it suggests to the professor that you have learned nothing on the topic beyond what you knew when you came into the class.

If you are not sure whether you’ve cited your sources properly, or you are afraid that you may have plagiarized, you may:

- Have a mentor review your paper [*Honors Hall room 5, (718) 997-5567*]
- Have someone from the Writing Center check your work [*Kiely Hall, Room 229*]
- Have your professor review your paper with you during his/her office hour.