

# FAQ's

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**Technology** – [Baruch Computing and Technology Center \(BCTC\)](#)

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- Click “Register for a New Account” and follow the instructions
- Access your DegreeWorks Audit through the CUNYfirst

**Q: What if my Baruch username is not found?**

A: If you just registered, your Baruch Username may not have been created yet. Please try again in a few days or a week before the first week of classes. You may have to check with the registrar’s office regarding your information.

**Q: What should I do if I do not see Baruch as an option on my CUNY First, Degree Works, or Blackboard?**

A: In CUNYfirst, you may have to edit one of the items in your profile such as email address or your phone number. When you do this and save the information, logout, then login again. You should see Baruch as the new banner. For Degree Works and

Blackboard, once you have registered you need to allow at least two weeks for your record to update. First, try accessing these pages in different browsers. If you are still unable to see Baruch as an option in any browser, you will need to contact the BCTC Help Desk and submit a ticket.

**Q: Who should I contact if I have any other issues claiming my accounts?**

A: First, check the [BCTC website](#). If you still need additional support, call the Help Desk at (646) 312-1010.

## **Transfer Credits – [Baruch Undergraduate Admissions Transfer Center](#)**

### **[Contact us](#)**

**Q: What if I am unable to view my Transfer Credit Report?**

A: Email the Transfer Center at [transfercenter@baruch.cuny.edu](mailto:transfercenter@baruch.cuny.edu)

**Q: What if my Transfer Credit Report is incomplete/I am missing last semester's classes?**

A: If you are currently taking classes at your previous college, the Transfer Center will update your report once the final grades have been posted. The Transfer Center will send an email to inform you once your Transfer Credit Report is complete. Credits from non-CUNY schools require an official transcript to be evaluated. Many schools are sending electronic pdf transcripts. Non-CUNY transfer students should request an electronic transcript showing final grades as soon as possible.

**Q: I believe I should have received credit for a course that is not listed on my Transfer Credit Report. Who should I talk to?**

A: It is possible that a course at your previous school may not have a Baruch course equivalent. You may see the credit posted as a 7000 level course on your Transfer Credit Report. You can speak with a counselor in the Transfer Center for more information on how your courses were evaluated. Email the Transfer Center at [transfercenter@baruch.cuny.edu](mailto:transfercenter@baruch.cuny.edu).

**Q: What if my AP or College Now credits are missing?**

A: If you have taken an AP exams make sure to submit the score report via College Board to the Transfer Center. Scores 3 or higher are only accepted by Baruch college for possible transfer credit from AP exams. If you have taken College Now courses make sure to submit the official transcript to the Transfer Center in order to evaluate for possible transfer credits.

**Q: Where do I send my non-CUNY final transcripts or AP scores?**

A: You are required to submit your official final transcript to the Transfer Center, located next to the Office of Undergraduate Admissions, in Room 725. Mailing address: One Baruch Way, Box H-0725, New York, NY 10010. Many schools are sending electronic pdf transcripts. Non-CUNY transfer students should request an electronic transcript showing final grades as soon as possible.

**Q: Am I required to submit proof of immunization?**

A: New York State Law requires all college students to document their immunization. Download the forms from [our website](#). **If you satisfied the immunization requirements at your previous CUNY school, you can skip this step.**

**Q: I have more questions about my Transfer Credit report, can I speak with a transfer evaluator?**

A: Please [email us](#) or visit the Transfer Center 151 East 25 Street New York 10010 – 7th floor Room 725 once school re-opens.

## **Academic Advisement – [Office of Undergraduate Advisement & Orientation](#)**

- Make a 15 minute or 30 minute appointment to meet with an Advisor. [Click here](#) (New students must wait 72 hours to access the online appointment system)
- [Contact us](#)

**Q: Do I need to take Flexible Core or College Option courses?**

A: Students who have earned an AA/AS degree are waived from both the Required and Flexible Core courses. Students who have earned an AA/AS/AAS degree are waived from courses #3 and #4 of the College Option. You may have transferred in courses which satisfy College Option course #1. Check your Transfer Credit Report for ENG/CMP 2800/2850. College Option course #2, the 4000 level Capstone course, must be completed in residence at Baruch College. Check the list of [approved Capstone courses](#).

**Q: When can I start my major?**

A: Students who intend to major in Weissman liberal arts majors or Public Affairs can begin taking courses towards their major immediately – as long as course prerequisites have been met. Intended business majors must complete all of the Zicklin eligibility requirements in order to take major courses. Please review the Zicklin Registration Information section.

**Q: I don't understand the math requirements for my major. Do I have to follow my math placement?**

A: Transfer credits override placement. Follow this chart, however, if you did not transfer any of these courses in, you must follow your math placement. Zicklin students are required to complete calculus, Marxe students must complete MTH 2003 or higher, Weissman students will only need additional math courses if it is required for their intended major (for example, Psychology, Economics, Math, Actuarial Science, etc).

<b>Transfer Course</b>	<b>Intended Business/Public Affairs majors: Course to take</b>
MTH 2000/2001	MTH 2207
MTH 2003	MTH 2205
MTH 1030	MTH 2003
MTH 2205/2206/2207/2006/2007/2610/2630/3010	Math Complete

*\*Intended Weissman majors should speak with their academic department or check the Undergraduate Bulletin to review the math requirement for their major.*

**Q: Can I change my math placement?**

A: Only the faculty advisors in the Math Department can change a student's

placement. Math Advisors are available for ZOOM meetings on Wednesdays from 3:00-5:00. [Click here](#) to view the log in information.

**Q: How do I know what courses I need for my major or minor?**

A: Review the [Undergraduate Student Bulletin](#) to review major/minor requirements. Weissman and Marxe students can also contact their academic department to meet with a faculty advisor.

**Q: How can I enroll in upper level language courses?**

A: Contact the Department of Modern Languages for placement into upper level language courses. Include your name, empl id number, phone number and desired class information in your email.

[www.baruch.cuny.edu/wsas/academics/modern\\_languages/Language\\_Placement.htm](http://www.baruch.cuny.edu/wsas/academics/modern_languages/Language_Placement.htm)

**Q: I have more questions about what courses I can take, can I speak with an Academic Advisor?**

A: **Option 1:** Email the [advisement staff](#), **Option 2:** [Make an appointment](#). Advisors are meeting with students via ZOOM. **Option 3:** Join us for **Bearcat Chats** every Tuesday and Thursday. Check your email for instructions on how to RSVP for a Chat session. There is a 72 hour delay for new students to access the appointment system.

## Registration Questions

**Q: I am unable to register – what should I do?**

A: **Step 1:**

Check your Enrollment Appointment date in your CUNYfirst Student Center. If there is no date listed or the date is later than today please [email us](#). Make sure you are looking at the Baruch enrollment appointment.

**Step 2:**

Check Holds on your record. Below are some common holds you may encounter:

- TRANSFER EVALUATION HOLD – No registration impact
- NEED HS TRANSCRIPT – Contact Transfer Center
- NEED COURSE DESCRIPTION – Contact Transfer Center
- NEED OFFICIAL AP SCORES – Contact Transfer Center
- NEED COLLEGE TRANSCRIPT – Contact Transfer Center
- MISSING MMR IMMUNIZATION – Contact Office of Undergraduate Admissions
- ADVISEMENT REQUIRED – [Email us](#)
- BURSAR HOLD – You must pay your bill
- INTERNATIONAL STUDENT ORIENTATION- Must attend International Student Orientation

### **Step 3:**

Double check the pre-requisites for the courses you are trying to register for. If the prerequisite course is still in progress at your previous school or not listed on your Transfer Credit Report this will prevent you from registering for the next course. Email the [Transfer Center](#) to request an update to your Transfer Credit Report once your final grades have been entered.

### **Step 4:**

If you are trying to register for a 3000 level business courses (for example: MKT, FIN, ECO, ACC, etc), please review the Zicklin Registration Information section.

#### **Q: Can I register for more courses at a later date?**

A: Yes, you have the ability to add/drop courses until the first week of the new semester. Check the [Academic Calendar](#) for the last day to add a course.

#### **Q: Can I register for summer or winter courses?**

A: Email the [Transfer Center](#) to request a registration appointment for summer or winter courses.

#### **Q: Can I take courses on e-permit in my first semester?**

A: No. You must establish a Baruch College GPA and be in Good Academic Standing in order to be eligible to apply for an epermit. Review the [Registrar's website](#) for more information.

#### **Q: How many courses can I register for each term?**

A: Students who are in good academic standing can enroll for a maximum of 18 credits for the spring and fall terms. The maximum enrollment for winter is 7 credits,

and in summer students can register for 6-8 credits each session (summer 1 and 2); some courses run for the entire summer (summer 3). Spring and fall full time enrollment is between 12-18 credits.

## **Zicklin School of Business Registration Information**

**Q: If I am completing my last pre-business courses in my first semester at Baruch, can I also enroll in business courses in the same semester?**

A: Conditional permission will be granted to take one or more 3000-level Business Base courses. All 10 pre-business courses must be shown as completed or in progress on your Baruch College CUNYfirst at the time of request. Review [this link](#) to review the eligibility criteria for new transfer students and to complete the online request form. **Online request form will be available June 1, 2020 – August 21, 2020.**

**Q: I completed the request form to take 3000-level Business courses, when will I get a response?**

A: Eligible students will get permission starting **June 16, 2020.**

**Q: I transferred MTH 2140/2160, why can't I register for my Zicklin courses.**

A: MTH 2140/MTH 2160 does not satisfy the math requirement for the Zicklin School of Business. Please follow your math placement. Refer to Academic Advisement FAQ section for more details on the math sequence.

**Q: I took Accounting at my previous school, why didn't I receive credit for an Accounting course at Baruch?**

A: Baruch frequently requires the completion of two semesters of Accounting as a course equivalent for our Principles of Accounting course (ACC 2101). Contact the [Transfer Center](#) if you have more questions about how your courses were evaluated.

**Q: I have completed all 10 pre-business courses but did not meet the GPA requirement, can I retake any of these courses at Baruch?**

A: You cannot retake a course if credit was already granted. If your pre-business GPA is below a 2.25, you will have to choose a major within the Weissman School of Arts & Science or the Marxe School of Public & International Affairs.

**Q: Can I get permission to enroll in a pre-business course for the upcoming semester, if I am enrolled in the pre-requisite this semester at my current institution?**

A: You will have to wait for the course to be completed and have your Transfer Credit Report updated before registering for the next course. Contact the [Transfer Center](#) once your grades have been posted.

**Q: I have more questions about what courses I can take, can I speak with an Academic Advisor?**

A: **Option 1:** Email the [advisement staff](#), **Option 2:** [Make an appointment](#) to meet with an Academic Advisor over ZOOM. **Option 3:** Join us for **Bearcat Chats** every Tuesday and Thursday. Check your email for instructions on how to RSVP for a Chat session.

**Q: What if I have more questions about Zicklin majors and Eligibility?**

A: Review the Zicklin website for information about eligibility and major requirements. Contact [Zicklin Undergraduate Services](#) for more information.

## Next Steps

**Q: I don't remember what major I listed on my application, where can I find this information?**

A: Visit the "My Academics" section on CUNYfirst to view your current program plan. Complete an ["Intended Major Form"](#) at the Registrar's Office if the plan is incorrect. The form can then be emailed to [Registramajorminor@baruch.cuny.edu](mailto:Registramajorminor@baruch.cuny.edu)

**Q: How do I view my bill in CUNYfirst?**

A: Your bill will be shown in your Student Center on CUNYfirst directly below the Academics Section. A bill will be generated once you have registered for classes. Be sure to check the [Academic Calendar](#) for important due dates.

**Q: How do I pay my bill?**

A: Once your bill has been generated, you are able to pay your bill and enroll in payment plans directly on CUNYfirst Student Center under the Finances section. Visit [this page](#) for more info.



**Q: How do I get my Baruch student ID card?**

A: Only students with a loaded FAFSA into CUNYfirst for the current award year will receive an automatic “Financial Aid Pending” (FAP) positive service indicator; the ID Center staff will verify that the FAP indicator is posted in CUNYfirst and issue the corresponding ID. Students DO NOT need to visit Financial Aid Services (FAS) to obtain a FAP in their account. Non-FAFSA filers must resolve any tuition and fees balance before they are able to receive their student ID card; find out more about [payment options](#).

[Check online](#) for updates on when campus will reopen to plan your visit to the ID Center.

**Q: How will I know how much financial aid I am receiving for the semester?**

A: Students can view their financial aid information in CUNYfirst, by visiting their “Student Center” and clicking on “View Financial Aid” under the “Financial Aid” tab.