Procedures & Implementation of CUNY Policies

Recording ACE and LEAP students enrolled in USIP classes on CUNYfirst Effective Summer 2012

TO: College Registrars

FROM: Annamarie Bianco, University Registrar

RE: Recording ACE and LEAP students enrolled in USIP classes on CUNYfirst Effective Summer 2012

Historically several campuses have served students through Immersion, including students receiving services through Adult and Continuing Education (ACE) and through programs such as LEAP (Labor Education and Advancement Project). There has been a lack of consistency with regard to the recording of these students’ Immersion participation, making it difficult for CUNY’s Office of Academic Affairs to efficiently evaluate Immersion programs. To accurately evaluate Immersion offerings, it is critical that Immersion participation for such students be reflected in CUNY First.

In an effort to standardize the recording of all Immersion participation it is required that all enrollments for USIP classes regardless of current affiliation with the college be recorded in CUNYfirst. In the event that a student participant is not currently matriculated or does not exist in CUNYfirst, the USIP coordinator must provide all required information in order for the registrar or admissions office to create the student participant in the CUNYfirst system with a non-degree program plan in the ACE or LEAP student group. Attached is a draft form you may use to solicit the necessary information from the student.

Please contact the Office of the University Registrar at our@mail.cuny.edu if you have any questions regarding this process.

Cc: Robert Ptachik
    David Crook
    James Murphy
    Karrin Wilkes
    Erin Croke
    Miriam Katowitz
    James Anastasio
    Dominica Gargasz
    Adante Harvey
    Carlos Medrano
    Tatiana Mejic
    Campus Immersion Directors