

## What to Expect from Advisement

### 1. Entering Freshmen

#### a. *Potential Economics Major/Minors*

You should see a full time faculty member for advisement as soon as possible (link).

#### b. *Accounting Majors*

See any full time faculty member for advisement about economics and business courses required for the accounting major (link)

#### c. *Potential BBA majors*

You must take four courses in the fundamentals of economics and accounting (link) before you can apply to the BBA program (link). See any full time faculty member for advisement (link) about other courses you can take before being accepted to the BBA.

### 2. Transfer students

#### a. *CUNY*

Your transfer credits should be evaluated automatically upon transferring. Once your credits have transferred, see any full time faculty member for advisement (link). If you have questions about the course equivalencies, see Professor Gabel.

#### b. *Non-CUNY, in the US*

The College holds several transfer credit evaluation days during the year. A faculty member from the economics department will be there to evaluate your economics and business credits. Otherwise you can see any full time faculty member for advisement (link). Be sure to bring your transcript from your original college, as well as course descriptions or a copy of your college's catalogue.

#### c. *Foreign transfer credits*

**Step 1.** Get the form entitled Evaluation of Course from a Foreign Institution from International Student Services.

**Step 2.** Collect as much information as possible about your studies at your foreign university in your language. At a minimum, you must have a certified copy of your original transcripts in the foreign language as well as the translated copy. If you still have catalogs, class outlines, your class notes and/or books, get those also. Often you can find course descriptions on the university's website. The more printed material you find, the better it is for you, especially if you took the courses many years ago.

**Step 3.** Bring them to Prof. Dohan or Prof. Edelstein in PH 306 for evaluation together with a good dictionary. In the Economics Department, we have resources to work with original materials written in German, Russian, French, Spanish, Korean, Chinese, Japanese, Romanian, Polish, Bulgarian, Ukrainian, Italian, Greek, Hindi, Turkish, Hebrew and Arabic and many other languages. You may be asked to get additional materials from your foreign university.

**3. To Declare a Major or Minor in Economics**

Before you can declare a major or minor in economics, you must meet with an advisor and plot out a plan of study which will meet the requirements for the major or minor and fill out a concentration form. You may revise this plan of study later but you should meet with an advisor and revise the concentration form, to make sure that your new plan satisfies all requirements for graduation with a major or minor in economics.

**Step 1** Fill out a concentration form as much as possible. Concentration forms are available in the department office.

**Step 2** See any full time faculty member ([link](#)) to complete the concentration form and approve your plan of study.

**Step 3** After your advisor reviews and completes the concentration form, he or she will sign the Declaration of Major/Minor Form and you can file it with the registrar.

**4. To Declare a Major in the BBA Program (Finance, International Business or Actuarial Studies for Business)**

a. Before you can declare a BBA major, you must apply to the program and be accepted ([link](#))

b. Once you have been accepted into the program, you must meet with an advisor and plot out a plan of study which will meet the requirements for the major or minor and fill out a concentration form. Concentration forms are available in the department office. You may revise this plan of study later but you should meet with an advisor and revise the concentration form, to make sure that your new plan satisfies all requirements for graduation with a major in the BBA program.

**Step 1** Fill out a concentration form as much as possible. Note that you will not be permitted to fill out a concentration form for a BBA major unless you are on the list of admitted students.

**Step 2** See any full time faculty member ([link](#)) to complete the concentration form and approve your plan of study.

**Step 3** After your advisor reviews and completes the concentration form, he or she will sign the Declaration of Major/Minor Form and you can file it with the registrar.

**5. To make changes to your plan of study**

a. You may make changes to your plan of study as long as you meet with an advisor ([link](#)) and revise your concentration form, making sure that you still meet all requirements for graduation.