Policies & Procedures
Recording CUNYStart status on Student Records
Effective Winter/Spring 2013

MEMORANDUM
December 19, 2012

TO: College Registrars

FROM: Annamarie Bianco, University Registrar

RE: Recording CUNYStart students, classes and workshops on Student Records in SIMS and CUNYFirst Effective Winter/Spring 2013

CUNYStart provides intensive preparation in academic reading, writing, math, and "college success." The program enrolls students who have been accepted to college but are not ready for college-level work based on their scores on the CUNY Assessment Tests. In order to ensure degree advancement and successful college transition, CUNYStart participants are offered academic skills development courses in math, reading, and/or writing.

In an effort to standardize the recording of all CUNYStart classes the following documentation describes the University wide coding scheme for CUNYStart offerings. All colleges are required to record CUNYStart in CUNY First or SIMS as outlined below.

All CUNYStart students are enrolled in the student system with Non-Degree status. Furthermore, all CUNYStart classes are to be recorded on student records in the Student Information System (SIMS and CUNYFirst).

- All CUNYStart offerings will be coded as message courses and do not print on the undergraduate transcript.
  - Upon successful completion of the CUNYStart program, the CUNYStart instructor awards the grade earned onto the student record.
  - Admissions decision to matriculate a CUNYStart student into a degree program is reviewed after grading is complete.
**In SIMS:**

CUNYStart classes must be coded with an Other Program code = 7 in the CRU/CSU/CSR screen. The discipline code for CUNYStart classes should be the same as that which would be used for other courses offered at the college in the same discipline.

The “OtherProgram” code of 7 is defined in the CPROG table in SIMS for CUNYStart.

In addition to using the other program code 7, message courses must be created with an academic level M.
In CUNYfirst:

CUNYStart classes must be coded with class attribute code of STRT – CUNY Start and the appropriate attribute value code on the basic data tab of the Maintain Schedule of Classes component on the specific CUNYStart class section. The subject area for CUNYStart classes should be the same as that which would be used for other courses offered at the college in the same discipline.

CUNYStart course attribute value compliments the class attribute code to identify the University wide category subject area and detailed information specific to the CUNYStart offering. CUNYStart directors must provide this detail to the scheduling staff.
All CUNYStart offerings should be identified to carry **no FA units and a Billing Factor of zero.** This is done on the **Class Associations** tab of the **Adjust Class Associations** component.

CUNYStart offerings are to be set up as **message courses** with a requirement designation as detailed in the figure below. This is done on the **Catalog Data** tab of the **Course Catalog** component;
Or on the **Class Components** tab of the **Adjust Class Associations** component.

![Diagram of Class Components and Adjust Class Associations](image)

**Please Note:**
If both CUNYStart sections and non-CUNYStart sections of the same course are offered in the same semester, then the non-CUNYStart sections must have a different class association number than the CUNYStart sections. For example all the non-CUNYStart sections would have a class association number of 1 and all the CUNYStart sections of the same course would have a class association of 2 with the CUNYStart specific coding detailed above.

Please contact the Office of the University Registrar at [our@mail.cuny.edu](mailto:our@mail.cuny.edu) if you have any questions.

Cc:  Robert Ptachik  
     David Crook  
     Cheryl Littman  
     Suri Duitch  
     Mia Simon  
     Karrin Wilkes  
     Erin Croke  
     Miriam Katowitz  
     James Anastasio  
     Dominica Gargas  
     Adante Harvey  
     Carlos Medrano  
     Tatiana Mejic  
     Campus CUNYStart Directors