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Center for Advising and Academic Success
(CAAS)

May 31, 2017

Dear Colleagues:

This letter is to encourage you to consider volunteering to assist our entering freshmen at the Advisement and Registration workshops conducted during CSI's Advisement and Registration Training (CART) sessions. These workshops are essential to our students' success, and their success greatly, and most importantly, depends on the supplemental staff that supports both the professional staff and our students. During the sessions, you assist new students with understanding their New Student Advisement Worksheet and registering for their General Education courses through CUNYFirst.

Volunteers are not expected to advise students, but rather to serve as liaisons between the students and the professional advisement staff. Training and support is always provided to anyone interested in assisting with this important function. We will be offering trainings on:

- Tuesday, June 6, 2017 from 10:30am to 11:30am in 1P-116
- Wednesday, June 14, 2017 from 2:30pm to 3:30pm in 1P-116

To sign up for one of the training sessions, please RSVP to Elaine.Rocco@csi.cuny.edu. Once training is complete, you will be qualified to volunteer for any of the upcoming CART sessions.

Topics to cover include:

- Overview of CSI's Advisement and Registration Training (CART) sessions
- Advisement and Registration Process
- Responsibilities of CAAS Advisors and Volunteers
- Online teaching/training materials
- New Student Advisement Worksheets
- Special Initiatives at CSI
- Working with CUNYFirst

CAAS thanks you for your consideration of this request. Please do not hesitate to contact us with any questions or concerns. I look forward to hearing from you.

Sincerely,

Dina Grant Pattelli
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