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Center for Advising and Academic Success
(CAAS)

May 1, 2015

Dear Colleagues:

This letter is to encourage you to consider volunteering to assist our entering students at the Advisement and Registration workshops conducted during the college's New Student Orientations. 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, May 26, 2015 from 2:30 pm to 3:30 pm in 1A-107
- Tuesday, June 2, 2015 from 10:30 am to 11:30 am in 1P-116

To sign up for one of the training sessions, please RSVP to Dina.Grant@csi.cuny.edu.

Topics to cover include:

- Overview of New Student Orientation
- 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.

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