First Year Cheat Sheet

CLASS REGISTRATION
PATHS TO DEGREE
ADVISING
FIRST EXAM
CERTIFICATE PROGRAMS
RESOURCES
In order to register for classes there must be **NO HOLDS** on your CUNYFirst account.

*See below and in the notes section for details about how to resolve holds and search for classes.

### Class Registration Checklist

1. **SPARC**
   - You must complete the SPARC training online before class registration. See the notes section for details.

2. **Full course load**
   - To qualify for fellowships and grants, you must maintain a full-time 7 credit course load each semester. See the notes to learn how to add a Weighted Instructional Unit (WIU) to obtain full-time status.

3. **ITP**
   - If you want to participate in the [Interactive Technology Pedagogy](#) Certificate program, you must attend an info session in the Fall before you register for classes.

4. **Financial aid**
   - Each semester, you must "Accept" your financial aid awards in CUNYFirst. See notes for more info.
In order to graduate, students must complete the following courses:

1. Urban Education's 5 core courses
2. Quantitative Methods Course
3. Qualitative Methods Course
4. Research Methods Course
5. 8 Electives

Planning Your Trajectory
There are many ways to structure your path to degree, but keep in mind that most students receive funding for only 5 years in the program.

See below for info on the required 61 credits plus 2 examples of a path to degree in 5 years.

Use these graphics in conjunction with your advisor.

Urban Education Course Credit Arithmetic

Automatic Transfer of Master's Credits: 15
Urban Education Core Courses: 13
  3 Methods Courses: 9
8 Elective Courses (incl. Independent Studies): 24
Total: 61

Note: Independent Study credits count towards your credit course load but WIUs do not.
See below for a trajectory where coursework is completed at the end of Year 3.

This example is ideal for students wishing to conduct original research, since it leaves time to collect data in your 4th year.

Course Credit Completion: End of Year 3

* Talk To Your Advisor

Year 1
- **Fall**
  - Pedagogy Core: 3
  - Historical Perspectives Core: 3
  - Colloquium: 1
  - Total: at least 7

Year 2
- **Fall**
  - Pedagogy Core: 3
  - Historical Perspectives Core: 3
  - Colloquium: 1
  - Total: at least 7

Year 3
- **Fall**
  - Quantitative Methods: 3
  - Elective: 3
  - Total: at least 7

- **Spring**
  - Qualitative Methods: 3
  - Elective: 3
  - Total: at least 7

- **Spring**
  - Elective: 3
  - Total: at least 7

Year 4
- **Fall**
  - Research Methods: 3
  - Elective: 3
  - Total: at least 7

- **Spring**
  - Dissertation Supervision (UED 90000)
  - Total: at least 7

Year 5
- **Fall**
  - Dissertation Supervision (UED 90000)
  - Total: at least 7

Dissertation
- Advance to Candidacy*
- and/or Dissertation Supervision
- Dissertation Defense

First Exam

Second Exam
See below for a trajectory where coursework is completed at the end of Year 4.

This example might be ideal for students who plan to use already-existing data sets (and therefore will not need to collect their own data) or students who will collect data while taking classes.

*Note that students in this trajectory sign up for WIUs each semester in order to maintain full-time 7 credit status.

**Course Credit Completion: End of Year 4**

* Talk To Your Advisor
TIPS FOR HEALTHY ADVISING RELATIONSHIPS

1. Communicate regularly
   TO DISCUSS
   - CHOOSING COURSES
   - SETTING A TIMELINE FOR URBAN EDUCATION MILESTONES
   - RECOMMENDING FELLOWSHIPS

2. Set goals
   - VISIT THE URBAN EDUCATION COMMONS
     FOR GUIDANCE ON PROACTIVELY SETTING GOALS

3. Do your research
   - RESEARCH FACULTY IN URBAN EDUCATION
     WHO SHARE YOUR RESEARCH INTERESTS
   - VISIT FACULTY OFFICE HOURS
     (No need to be enrolled in their courses!)
4. FIRST EXAM

After you have completed all 4 core courses with a grade of B or better, you must pass the first qualifying exam.

TIPS & INFO

1. PREPARE THROUGHOUT YOUR 1ST YEAR

- Develop a system to organize your notes / highlights that will make it easy to come back to when writing your 1st exam
- Use a program like Zotero to organize your references

2. IMPORTANT INFORMATION TO KEEP IN MIND

The 1st Exam is:
- Take-Home (with 2 weeks to complete)
  - Graded Pass/Fail
- Offered in June, August, and January

3. WATCH THIS VIDEO FOR ANSWERS TO FIRST EXAM FAQs
Urban Education students can earn certificates to build on their course of study and focus on a specific area of interest.

Click below to learn more:
- Africana Studies Overview
- Courses
- Faculty

Click below to learn more:
- Interactive Technology and Pedagogy Overview

Click below to learn more:
- Women’s Studies Certificate Overview
- Certificate Requirements
6. RESOURCES

There are a wealth of resources available to students at the Graduate Center and at CUNY more widely.

**CLAGS: Center for LGBTQ Studies**
The Center for LGBTQ Studies (CLAGS) was founded in 1991 and is the first university-based research center in the United States dedicated to the study of historical, cultural, and political issues of vital concern to lesbian, gay, bisexual, transgender, and queer individuals and communities.

**Doctoral and Graduate Students’ Council**
The Doctoral and Graduate Students’ Council is the sole policy-making body representing students in doctoral and master’s programs at the Graduate Center.

**Urban Education Commons**
The Commons allows students, faculty, and staff of the program to post and access resources that support the professional development of Urban Education doctoral students.

Visit this page for a general list of resources available to GC students
Visit this page for information about Health and Wellness Resources
Visit this page for a list of Research Centers at the GC
Visit this page for guidance on fellowships and sponsored research
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Completing the SPARC training
All incoming students are required to take the online SPARC training before registering for classes.
- The training takes several hours and must be completed in one sitting, so set aside adequate time to complete SPARC before registering for classes.

Visit the CUNY SPARC webpage for more information.

Registering for a Weighted Instructional Unit (WIU) Instructions
If you are registered for only 2 courses, you must enroll in a Weighted Instructional Unit (WIU) to maintain full-time (at least 7 credit) status.

1. Go to CUNY Global Search
   a. Choose Graduate Center
   b. Choose term
2. Under "Subject", choose "Weighted Instructional Units"
3. Choose any Weighted Instructional Unit option and "Enroll" to add to your schedule.

Financial Aid Overview
In order to apply your financial aid to your tuition each semester, you must manually "accept" most financial aid packages in CUNYFirst.

Visit the "View Your Financial Aid Awards " Section of this Guide for Step-by-Step instructions on how to accept all your financial aid.
Searching for Classes at CUNY

Go to: CUNY Global Class Search and choose "Graduate Center"

Consortium School Course Registration

To register for a course at a consortium school, the course must be at a Graduate level and approved by the Executive Officer.

*For full details on the approval process, visit this page.

To search for classes at consortium schools beginning 2nd semester, use the links below:

- Columbia
- Fordham
- New School
- NYU

- Princeton
- Rutgers
- Stonybrook
- Teachers College
**Planning Your Trajectory**

*Aim to complete coursework by the end of year 3*

- If you expect to collect original data for your research, try to develop a plan to complete your coursework by the end of year 3 so that you can devote your 4th year to collecting data, and your 5th year to writing your dissertation.

*Plan your trajectory with your advisor semesters in advance*

- When choosing courses, speak with your advisor to determine a trajectory that will fit with your research goals, financial circumstances, and interests.
- Certain courses (e.g. Methods courses) are offered only in Fall or only in Spring, so it is beneficial to map out your intended schedule a few semesters in advance.

For more information about planning your Path to Degree, consult the Student Handbook.