

# LaGuardia Community College - Transfer Services – Justice Academy

Your Transition to John Jay College, Justice Academy Program

## 1. Invitation

**Receive a letter inviting you to continue your studies at John Jay College as a baccalaureate degree student.**

- Students whose academic records indicate that they could complete the required coursework (2.0 GPA or better) and graduate with an associate degree will receive a letter in their last semester at LaGuardia inviting them to CONFIRM their intention to continue their studies at John Jay College from the Director of Admissions.
- If you don't receive an invitation in the first six weeks of your last semester at LaGuardia, and you intend to transition to John Jay College after your graduation from your community college this fall, please email us at [cja@jjay.cuny.edu](mailto:cja@jjay.cuny.edu).
- If you're an international student and intend to transition to John Jay, please follow [these instructions](#) to maintain your F-1 status.

## 2. Confirmation

**Confirm your intention to start at John Jay.**

- To confirm, use the **CJA/confirm** link provided in the invitation. We will then start to evaluate your credits and get you ready for early registration.
- To speed up your credit evaluation, make sure you do not have any local negative Service Indicators (also known as **stops**) on your record; otherwise, we will not be able to access your transcript. Check your CUNYfirst account to find out what the negative Service Indicator is and contact the appropriate office on your campus to have it removed.

## 3. Credit Evaluation

**Receive an email informing you that your credits have been evaluated.**

- If you have previously attended non-CUNY colleges, you will have to request that your non-CUNY institution provide John Jay College with an official copy of your transcript.
- You also have to submit your final updated transcript to the Testing Office so we can update your records as soon as your final grades are posted.

#### **4. Filing for Graduation**

**Make sure that you transition to John Jay College with your associate degree completed.**

- The guarantee of enrollment at John Jay in your **dual-admission** program is based on the completion of your associate degree. As you approach that major milestone, your community college expects you to file for graduation. So please remember to file for graduation in your final semester before transitioning to John Jay.
- If you are a returning John Jay student, we encourage you to meet with your local CJA advisor to determine if you are subject to the Second Chance Policy.

#### **5. CUNY's Skills Proficiency**

**Make sure you have satisfied CUNY's skills requirements in reading, writing, and math.**

You can demonstrate CUNY skills certification in one of the following ways:

**If you earn your associate degree, you are considered fully skills certified!**

#### **6. Proof of Immunization**

**Provide proof of your immunization status.**

- Ensure that your immunizations are on file at your community college. If they are, then we can confirm them at John Jay, using CUNYfirst.

#### **7. Preparing to Register**

**Come to your registration appointment ready and informed.**

- Log in to CUNYfirst to update your profile. You will have to change your college to John Jay College.
- Check CUNYfirst for available courses.
- Optional academic advisement sessions will be made available to CJA students. Be on the lookout and sign up once your evaluation is processed.

#### **8. Registration**

**CJA registration will start six to eight weeks before your first semester at John Jay.**

- Students will receive registration appointments only if their credits have been evaluated and their immunization records have been updated. Please bring your Courses in Progress credit evaluation report with you.