Psychology Registration Announcement – Spring 2016

Hi Everyone,

Registration will begin at **9:30am Thursday, December 3, 2015.**

Please make sure your GC Email account is active.

Everyone should have received information from the Registrar on **“Helpful Information Concerning Registration.”**

The following is an explanation on how to use **Weighted Instructional Units.**

When and How to Register on Record with Weighted Instructional Units:

- If you are not Level III and you are not going to take courses in the Spring – you will need to Register on Record to be a full time matriculated student.

- You will use two CRN numbers (30000 and 30007):

  **Register on Record (ROR) – CRN# 30000 AND 7 Weighted Instructional Units (WIUs) – CRN# 30007**

  This will certify you as full time and will not affect any funding you will be receiving. (If you only use WIU # 30007 - you are NOT registered as a full time matriculated student.)

**When to use Weighted Instructional Units:**

- You need to take 7 or more credits to be considered a full time student.
- If you are taking courses that add up to less than 7 credits, you will add the appropriate WIUs to equal 7 credits.
- These credits do not count towards your total credit requirement. They are used to help you maintain full time status.

  - 30007 – 7 WIUs
  - 30006 – 6 WIUs
  - 30005 – 5 WIUs
  - 30004 – 4 WIUs
  - 30003 – 3 WIUs
  - 30002 – 2 WIUs
  - 30001 – 1 WIU

  - WIUs are billable if you are not paying a flat tuition rate.

Other Course Opportunities – **Inter-University Doctoral Consortium:**

The Graduate Center provides for cross-registration among member institutions in the following graduate schools of arts and sciences: Columbia University (including Teacher’s College), Fordham University, The New School, New York University (including Steinhardt School of Education), Princeton University, Rutgers-New Brunswick (State University of New Jersey), and Stoney Brook (State University of New York). The GC also has an arrangement with Bard Graduate Center Studies in the Decorative Arts, Design and Culture.

- Students must be matriculated full or part-time in a doctoral program at one of the participating institutions.
- Students must have completed at least two semesters of graduate study at the home institution, as a Graduate Center student, be between the second and sixth year of enrollment.
Courses available for cross-registration should not normally be available at the home institution.

Participation in cross-registration is subject to approval by the deans of the home and host institutions.

Any registration questions and required forms regarding the consortium should be addressed to the Office of the Registrar. Academic or policy questions should be directed to the Office of the Vice President for Student Affairs.

**Definition of Student Levels and Advancement to Candidacy:**

- **Level I** - Students who have completed fewer than 45 graduate credits (including approved transfer credits) or who have not passed the First Exam. Out-of-state and international students are billed at the per credit rate for all credits/WIUs/Audits.

- **Level II** – From the semester following the completion of 45 credits (including approved transfer credits) and passing of the First Exam, to Advancement to Candidacy.

- **Level III** – From the semester following Advancement to Candidacy. Level III students only register for 90000 with their Thesis Sponsor. This will make you full time.

Level III students registering for courses other than 90000 will be charged per credit. Level III students will not be charged for courses that are Audited. Level III students who register for 90000 Dissertation Supervision are considered full time and DO NOT register for WIU’s or anything else.

**Advancement to Candidacy (Advancement to Level III):**

Before a student can be certified as a candidate for a doctoral degree (advancement to Level III of the process of earning the doctoral degree), you must have completed the following requirements:

- All required course work with at least an overall B average

- Any language requirements (Psychology does not have language requirements)

- The First and Second Examinations

- The *Dissertation Topic Proposal and Dissertation Committee Selection Form* (required by Psychology) – on this form you list your committee members, working title of the dissertation, and a summary of your proposed research. This form precedes completion of the *Dissertation Proposal*. Everything on this form is allowed to change up until the day of your defense.

The Registrar sends all students Advanced to Level III a “Dissertation Proposal Clearance: Human Participants” form. Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology before research begins. If human participants are not involved, students submit the completed “Dissertation Proposal Clearance: Human Participants” form with the dissertation project abstract and methodology. If human participants are involved, students must also complete an IRB.

More info at: [http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding/Human-Subjects-IRB](http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding/Human-Subjects-IRB)

**Master of Philosophy (M.Phil.):**

The Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students who are Advanced to Candidacy. Students will receive, along with the notice of advancement, an application-for-degree form for the Master of Philosophy degree from the Office of the Registrar. If the form is not received, it is the responsibility of the student to
obtain the form from the Registrar’s Office. The date of filing for the degree determines the date upon which the degree will be conferred.

PLEASE BOOKMARK THIS INFO PAGE on the Psychology Website:

http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/Psychology/Forms,-Requirements-and-Procedures-for-Doctoral-Students-and-Faculty/Academic-Student-Progress-Forms-and-Procedures

We have uploaded all of the Forms, Requirements and Procedures for Faculty and Students' easy access. We continue to update this site and welcome all of your suggestions.

You can find everything HERE - PLEASE BOOKMARK THIS INFO PAGE:

http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/Psychology/Forms,-Requirements-and-Procedures-for-Doctoral-Students-and-Faculty/Academic-Student-Progress-Forms-and-Procedures

(I know I gave you the same link twice - that's because this is your life in procedures and forms while in graduate school - for real!)

Dates to Remember:

The Academic Calendar can be found at this link - it does include Spring 2016:
https://www.gc.cuny.edu/Public-Programming/Calendar/Academic-Calendar-2015-16

Academic Calendar Spring 2016

No one will be allowed to register after Thursday, February 4, 2016.

MATRICULATED STUDENTS ENROLLED DURING FALL 2015 SEMESTER PLEASE NOTE: If you register on or after January 5, 2016, you will be charged a $25 late registration fee.

DECEMBER 3 – JANUARY 4 (THURS. – MON.) TENTATIVE
Registration for the Spring 2016 semester for those enrolled in the Fall 2015 semester without the imposition of a $25 late registration fee.

JANUARY 5 (TUES.)
A late registration fee of $25 will be applied to all registrations for the Spring 2016 semester on or after this date for those matriculated students registered for the Fall 2015 semester. Deadline for filing for readmission and last day for non–matriculated and auditor students to file an application for the Spring 2016 semester.

JANUARY 5 (TUES.)
Financial aid registration deadline. Last day for students to register full–time in order to ensure fellowship payment during the first week of classes.

JANUARY 20 (WED.) TENTATIVE
Registration for new students, non–matriculants, readmits, and permit students. Continuing
students (those enrolled during the Fall 2015 semester) who register during this period must pay tuition and fees (including $25 late registration fee) in full at that time.

JANUARY 28 (THURS.)
Last day to apply for a leave of absence for Spring 2016.

JANUARY 29 (FRI.)
First day of classes for the Spring 2016 semester. All students who register on or after this day must pay tuition and fees in full at that time, including $25 late registration fee. Last day to deposit dissertation or thesis and file for a February 1, 2016 degree.

FINANCIAL AID - If you are not registered by February 4, 2016 your financial aid awards will be canceled.

INTERNATIONAL STUDENTS - Be sure that you are properly registered on time so that your immigration status is maintained.

I know this is a lot of information. Please do not hesitate to contact me with any questions or concerns. Email is always best – include your Banner ID and name of your program.

I am happy to assist you.

Thanks,

Jude

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