IMPORTANT: REGISTRATION--SPRING 2016

Registration for the Spring 2016 semester will begin on December 3 at 9:30 A.M.

Here are the basic items that you will need to complete your registration:

• **Access to any personal computer** with a web browser that can connect to The Graduate Center’s Banner user login web page (https://ssb.gc.cuny.edu/prod/plsql/twbkwbis.P_WWWLogin).

• **Your 9-digit Banner ID.** It appears below.

• **Your Banner Self-Service Web PIN.** The University recommends that you change your PIN regularly. Visit the personal information page of Banner Self-Service Web, where you can change your PIN and update your emergency contact information. IF(FIELD(altpin)=Y)INSERT( • An advisement PIN. This is a second PIN your academic program will give you that authorizes you to access the registration web page.)

• **The dynamic course schedule can be found at:** https://ssb.gc.cuny.edu/prod/plsql/bwckschd.p_disp_dyn_sched

**IT IS YOUR RESPONSIBILITY TO REGISTER ON TIME AND TO CHECK THE ACCURACY OF YOUR LEVEL AND RESIDENCY STATUS, SO THAT YOU WILL BE ASSESSED THE PROPER TUITION.** You will find this information in Banner Self-Service Web by clicking on the Student Services tab, clicking on the Student Records link, and then clicking on View Student Information. We encourage you to bring any questions to our attention before relevant deadlines so that you may avoid registration and financial aid problems: Office of the Registrar: 212/817-7500. REMINDER: ALL HOLDS MUST BE CLEARED BEFORE YOU CAN REGISTER.

**JANUARY 5**
Continuing students must complete their registration prior to January 5. Registration on or after January 5 will result in the imposition of a late fee ($25).

**JANUARY 28**
Last day to apply for a leave of absence for Spring 2016.

**JANUARY 29**
First day of classes for the Spring 2016 semester.

**FEBRUARY 4**
**LAST DAY OF REGISTRATION.** If you have not registered by February 4 or applied for a leave of absence by January 28, you will be considered withdrawn from the Graduate Center.

**FEBRUARY 18**
Last day to adjust your schedule (add/drop).
Errors in level designation, residency, and billing must be brought to the attention of the Office of the Registrar, in writing, before the end of the third week of classes (February 18). No changes in level or residency will be made after this date.

**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.
HELPFUL INFORMATION CONCERNING REGISTRATION

- You will need to know your Banner Self-Service Web PIN. If you have already visited Banner Self-Service Web to view your grades, check financial aid information, or pay a bill, you have already changed your PIN to a password of your choice. If you have never logged into Self-Service, your PIN is set to your date of birth expressed mmddyy. In other words, if you were born on February 1, 1960, your PIN was set to 020160.

- In the unlikely event that you do not remember your PIN or your account is disabled, you can use any of the following options in order to get your PIN reset:
  - email The Office of the Registrar (registrar.gc.cuny.edu) from your GC email account asking us to reset your PIN for Banner Self-Service Web (please include your Banner Id Number, your Program and a number where you can be reached) or
  - download the Request For Information Form from our website at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Request_for_Information.pdf, asking us to reset your Banner Self-Service Web PIN (complete all the information required, sign it, fax it in (212-817-1627) or scan it as a PDF and email it in to us at registrar.gc.cuny.edu for processing) or
  - come to The Office of the Registrar - Room 7201 with photo identification in order to get your PIN reset and your Banner Self-Service Web Account reactivated.

- We strongly encourage you to visit the secure area of Banner Self-Service Web in advance of registration and view the “Check Your Registration Status” page. Here you will be able to check on holds, registration status, academic level, residency status and any overrides that may have been processed to allow you to add department permission courses. To navigate to this page after logging in, click the Student Services tab, the bill payments link, the registration link, and then the “Check Your Registration Status” link.

  Failure to add the WIUs (Weighted Instructional Units) could jeopardize your enrollment status.

Important Notice Concerning Billing

All tuition and fees listed in the college’s catalog/bulletin and in any registration material issued by the college are subject to change by action of The Board of Trustees at any time. In the event of any increase in the tuition or fees, payments already made will be treated as partial payment. Notification will be given of the additional amount due and the required date of payment.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights can be viewed at: http://tinyurl.com/mno7y76

INFORMATION ABOUT REGISTRATION ON RECORD (ROR) AND WEIGHTED INSTRUCTIONAL UNITS (WIUs)

If you are advised to Register on Record (ROR), you must also register for Weighted Instructional Units (WIU). To do this, enter the CRN for ROR (30000) and the CRN for the desired number of WIUs on the registration screen (listed below) and process the registration for both at the same time.

The CRN for Maintenance of Matriculation (MM) for the Spring 2016 semester is:
MM - 30008 (Master's students only, no WIUs should be added)

The CRNs for Weighted Instructional Units are as follows:
30007 - 7 Billable WIUs (Use this CRN if you ROR along with 7 WIUs to be certified as a full-time student)
30006 - 6 Billable WIUs (Use this CRN if you ROR and need to be certified as a half-time student)
30005 - 5 Billable WIUs
30004 - 4 Billable WIUs
30003 - 3 Billable WIUs
30002 - 2 Billable WIUs
30001 - 1 Billable WIU