Psychology Registration Announcement – Fall 2017

Hi Everyone,

Registration will begin at **9:30am** on **Monday, April 24, 2017** and will end on **Thursday, August 31, 2017**.

Course Offerings are found on the Dynamic Course Schedule: https://ssb.gc.cuny.edu/prod/plsql/bwckschd.p_disp_dyn_sched

Please make sure your GC Email account is active and that you check it weekly. To reset your GC email accounts: https://passwordreset.gc.cuny.edu/

Please log onto Banner to see if you have any holds. You will not be able to register until the holds are cleared.

Everyone will receive information from the Registrar on “Helpful Information Concerning Registration” before the start of Registration (attached)

**PLEASE BOOKMARK the FORMS AND PROCEDURES PAGE on the Psychology Website:**

http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/Psychology/Forms-and-Procedures

We have uploaded all of the Forms, Requirements and Procedures for Faculty and Students. We continue to update this site and welcome all of your suggestions. This is your life in procedures and forms while in graduate school - for real!

**Registration Info on the Forms and Procedures Page:**

**Registration Information (Including Course Withdrawal Form, CUNY Residency Form, Permit Out and Consortium Forms and Non-Matric)**

http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/Psychology/Forms-and-Procedures

**Preregistration Info:**

- **Satisfactory Progress Reports:** Some of you may have received an email from the Registrar indicating a hold on your registration. Please work with your advisor, myself and Rich Bodnar, EO, to clear up any holds so you may register.

- **Open Grades:** If you have more than two open grades on your transcript you will not be able to register. Open grades are NGR (no grade recorded) INC (Incomplete) NRP (No Recorded Progress) and SP (Satisfactory Progress).
- Please check your transcripts before registration begins. I am happy to send your instructors Change of Grade Forms to complete and process. Please let me know.
• **Check Your Registration Status:** 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.

**What to Look Out for When you Register:**
(Last semester, too many of our students found themselves in difficult situations which could have been avoided.)

- **But I thought I registered…!:** Double check that your registration is complete and all of your courses appear on your registration for the Fall 2017 semester.

- **Full Time Status:** You must register for 7 or more credits to be considered full time. WIUs (Weighted Instructional Units) DO count towards your total registered credits. If you are Level I or Level II and you are not taking any course during the semester and you want to maintain full time status – **Register on Record (crn # 36000 AND crn # 36007)**

- **Permission of Instructor and Overrides:** When a course requires ‘Permission of the Instructor’ to register, you will contact the professor. Once permission is granted, the professor will complete an override so you will be able to register. After the professor completes the override, you will physically go back into Banner and register for the course. **You are not registered if the professor completes the override – you must physically ADD the course in Banner.**

- **Financial Aid:** Your financial aid, fellowships and any awarded money is directly affected by your registration. If you fail to register within the registration deadline -for whatever reason- you will forfeit your award for the semester. Failure to register full time - for at least 7 or more credits - will directly affect your financial award. **Wednesday, August 2, 2017 is the last day for students to register full-time in order to ensure fellowship payment during the first week of classes.**

- **International Students:** Be sure that you are properly registered to maintain your immigration status.

**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.

**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 Fall – you will need to Register on Record to be a full time matriculated student.
• You will use two CRN numbers (**36000 and 36007**) to Register on Record (ROR):

  **Register on Record (ROR) – CRN# 36000 AND CRN# 36007 (7 Weighted Instructional Units (WIUs))**
  This will certify you as full time and will not affect any funding you will be receiving. (If you only register for WIU # 36007 - 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.

  36007 – 7 WIUs
  36006 – 6 WIUs
  36005 – 5 WIUs
  36004 – 4 WIUs
  36003 – 3 WIUs
  36002 – 2 WIUs
  36001 – 1 WIU

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

**Level I, II, III (Definition and Registration):**

• Level I: Completion of fewer than 45 credits of graduate work (including approved transfer credit) or those who have not passed the First Doctoral Examination. Full-time, out-of-state and international students are billed at the per-credit rate for all credits/WIUs/Audits. Level I Instate students pay a flat tuition fee. Registering for WIU’s does not affect your tuition dollars. Students must register for 7 or more credits to be full time.

• Level II: This level change is done automatically by the Registrar from the semester following completion of 45 credits (including transfer credits) and passing the First Doctoral Exam to Advancement to Candidacy. All Level II students pay a flat tuition fee. Registering for WIU’s does not affect your tuition dollars. Students must register for 7 or more credits to be full time.
No paperwork or forms are required to go from Level I to Level II. This is automatically processed by the Registrar’s Office.

- **Level III:** From the semester following Advancement to Candidacy. Requirements: Completion of the First and Second Doctoral Exam; no open grades, completion of all coursework; and approved Dissertation Topic Proposal and Statement of Proposed Research. *(All grades must be posted on the student’s transcript before they can move to Level III and Advance to Candidacy)*
  
  Level III Students register for one course - Psych 90000 Dissertation Supervision with their Thesis Advisor. This will make you full time.
  
  *(90000 Dissertation Supervision appears as 1 credit but in the system it appears as 12 billable units – which makes you full time. DO NOT register for WIUs.)*
  
  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 Audit or 0 credit.

**Advancement to Candidacy (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
- Send an email attachment to jkubran@gc.cuny.edu with the completed Dissertation Topic Proposal and Dissertation Committee Selection Form AND a Statement Summary of the Proposed Research. You will list your committee members, the working title of the dissertation, AND a separate statement summary of your proposed research. You may change any of the information on the Dissertation Topic Proposal Form up until the day of your defense.
- This milestone and form should not be confused with the Dissertation Proposal Form which comes AFTER the Dissertation Topic Proposal Milestone.

**Master of Philosophy (M.Phil.):**
The Graduate Center awards the Master of Philosophy degree *(M.Phil.)* to doctoral students who are Advanced to Level III and 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. The degree is printed once a year and is available after Commencement for pick up in room 9112 at the GC. You may also have the degree mailed to you. Please contact:

Special Events & Planning specialevents@gc.cuny.edu after June 5th.

**Dates to Remember:**

Complete Fall 2017 Academic Calendar:


**Academic Calendar Fall 2017 (select important dates)**

No one will be allowed to register after Friday, September 1, 2017.
MATRICULATED STUDENTS ENROLLED DURING SPRING 2017 SEMESTER PLEASE NOTE: If you register on or after June 3, 2017, you will be charged a $25 late registration fee.

APRIL 24 (MON.)
Registration for the Fall 2017 semester for those enrolled in the Spring 2017 semester without the imposition of a $25 late registration fee.

AUGUST 2 (WED.)
Financial aid registration deadline. Last day for returning students to register full-time in order to ensure fellowship payment during the first week of classes.

AUGUST 3 (THURS.)
Deadline for filing for Readmission and last day for non-matriculated and auditor students to file an application for the Fall 2017 semester.

AUGUST 16 (WED.)
Registration for new matriculated students. Continuing students (those enrolled during the Spring 2017 semester) who register during this period must pay tuition and fees (including $25 late registration fee) in full at that time.

AUGUST 24 (THURS.)
Last day to apply for a Leave of Absence for Fall 2017.

AUGUST 25 (FRI.)
First day of classes for the Fall 2017 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.

AUGUST 31 (THURS.)
Last day to Register for Fall 2017.

SEPTEMBER 14 (THURS.)
Deadline for filing add/drop (without the grade of "W" appearing on the student record), changes of level, or residency changes for the Fall 2017 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date. Last day to deposit a dissertation or thesis for a September 30, 2017 degree.