

Office of the Registrar

Executive Officers work closely with students and the Office of the Registrar in the following areas:

Registration: All registration is conducted on-line through self-service in CUNYfirst.

Advisement Holds: Many programs post advisement holds in CUNYfirst to insure that all students meet with an advisor prior to registration. Advisement holds are cleared by the Executive Officer, the Assistant Program Officer and other staff members designated by the program.

Registration Permissions: Students who are granted permission to enroll in a department permission course or a closed course must be assigned permission through CUNYfirst. Executive Officer and Assistant Program Officers have privilege to issue permissions for any course offered in your program. Instructors have privilege to post permissions for courses they are teaching.

Register on Record (ROR): Doctoral students who do not need to enroll in courses but must maintain their status as an enrolled student must Register on Record. A Level 2 student who has completed all the required course work but must sit for an exam during the semester is an example of a student who must register on record. *All students who Register on Record must also enroll in Weighted Instructional Units.* **Weighted Instructional Units (WIUs):** WIUs are used to document that doctoral education extends beyond traditional classroom learning and allows the GC to certify s preparing for exams etc. as full-time students. Please note that only doctoral students may register for WIUs.

Maintenance of Matriculation: Master's students who are not registered for courses but are still completing degree requirements must register to maintain matriculation.

Certification of Enrollment: University policy requires faculty to confirm certification of enrollment by indicating either affirmatively that the student has commenced enrollment (even if only for a portion of one class) or is otherwise active and participating in the course (e.g. by submitting course assignments) or negatively that the student has not commenced enrollment. Certification of enrollment is required for all courses (including independent study courses) EXCEPT Dissertation Supervision courses. Failure for faculty to comply could have an adverse effect on federal funding allotted to the GC.

Class Schedule Production: Scheduling material is usually sent to academic programs in early February for Fall courses and in late August for spring courses. March 1 is the deadline for submitting Fall scheduling material and October 1 is the deadline for submitting Spring scheduling material.

Satisfactory Academic Progress Reviews: Progress reviews are conducted every March and October monitoring grade point average (below 3.0); incomplete grades (more than 2); time limitations for completing the degree/first exam pass/second exam pass; Level 3 students with two successive semesters with NRP grades. Satisfactory Progress Review Forms are produced and sent to the academic program for those students identified as not making satisfactory progress. The students are also sent a letter notifying them that they are no longer considered to be in good standing and urging them to contact the program.

Grades: All Change of Grade Forms must be approved and signed by the Executive Officer.

Transfer of Credit: A maximum of 30 credits is allowed for doctoral students and 12 for masters students. Transfer credit will only be considered for coursework completed with a B grade or higher taken at an accredited institution.

Advancement to Candidacy: In order to be considered for advancement to candidacy a student must have completed all required coursework, any language requirements, passed the First and Second Exams and any special program requirements.

En-route Masters Degrees: Requirements vary from program to program and the GC Bulletin should be consulted for details.

Leave of Absence: Students requesting a leave of absence should submit the Leave of Absence Form to the Executive Office. All leave of absence request must be approved by the Executive Officer and received in the Office of the Registrar prior to the start of the semester or academic year during which the leave will be taken. No more than four semesters of total leave time will be granted to any student.

Withdrawal from Program: Students requesting to withdraw from the academic program must submit the appropriate form prior to the first day of classes in order to incur no tuition liability. Students may also request to withdraw from the academic program within the first three weeks of the semester but those requests will result in a financial penalty. To resume study the former student must apply to the program for readmission.

Course Withdrawals: Students wishing to withdraw from a course must submit a course withdrawal form, approved by the Executive Officer or advisor, no later than the 10th week of the semester.