IMPORTANT: REGISTRATION – Fall 2018

To: «FIRST» «LAST»

Registration for the Fall 2018 semester will begin on May 7th at 9:30 A.M via the CUNYfirst system.

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

• If you already have a CUNYfirst account, go to https://ssologin.cuny.edu/cuny.html directly to login.

• If you are a new CUNYfirst user, you have to go claim your CUNYfirst account as a New User. Go to https://www.gc.cuny.edu/GC-Header/GC-Portal/CUNYfirst/Information-for-Students to learn how to claim your CUNYfirst account.

• The Search for Classes link can be found at: https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Registrar or after you successfully log into CUNYfirst > Student Center > Search.

• See your Academic Program in regards to your Academic Service Indicator.

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 your CUNYfirst Student Center. Further CUNYfirst information for students is available at https://www.gc.cuny.edu/GC-Header/GC-Portal/CUNYfirst. We encourage you to bring any questions to our attention before relevant deadlines so that you may avoid registration and financial aid problems. We can be reached at 212-817-7500 or via email at registrar@gc.cuny.edu. Please refer to the academic calendar for important dates and deadlines.

REMINDER: ALL HOLDS MUST BE CLEARED BEFORE YOU CAN REGISTER.

<table>
<thead>
<tr>
<th>JUNE 2</th>
<th>Continuing students must complete their registration prior to June 2. Registration on or after June 2 will result in the imposition of a late fee ($25).</th>
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</thead>
<tbody>
<tr>
<td>AUGUST 24</td>
<td>Last day to apply for a leave of absence for Fall 2018.</td>
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<tr>
<td>AUGUST 27</td>
<td>First day of classes for the Fall 2018 semester.</td>
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<tr>
<td>SEPTEMBER 2</td>
<td>LAST DAY OF REGISTRATION. If you have not registered by September 2 or applied for a leave of absence by August 24, you will be considered withdrawn from the Graduate Center.</td>
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<tr>
<td>SEPTEMBER 16</td>
<td>Last day to adjust your Fall 2018 schedule (add/drop).</td>
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<td></td>
<td>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 (September 16). No changes in level or residency will be made after this date.</td>
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<tr>
<td>FINANCIAL AID</td>
<td>If you are not registered by September 2, 2018, your financial aid awards will be canceled.</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENTS</td>
<td>Be sure that you are properly registered on time so that your immigration status is maintained.</td>
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</tbody>
</table>

PROGRAM: «PROG»
**HELPFUL INFORMATION CONCERNING FALL 2018 REGISTRATION**

- We strongly encourage you to login to CUNYfirst in advance of registration and review your Student Center page for outstanding Service Indicator(s). Certain service indicator holds could prevent you from registration.


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**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.

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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://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/FERPA-Release-Forms.pdf](http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/FERPA-Release-Forms.pdf)

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

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

If you are advised to register for Registration on Record (ROR), you must also register for Weighted Instructional Units (WIU). To do this, enter the Class Number [63172] for Registration on Record (ROR) and the desired number of Weighted Instructional Units WIUs on the registration screen (listed below) and process the enrollment for both at the same time.

**The Class Numbers for Weighted Instructional Units (WIU) are as follows:**
- [63253]- 7 Billable WIUs (Enroll in ROR [63172] along with WIU 7 in order to be certified as a full-time student)
- [63252] - 6 Billable WIUs (Enroll in ROR [63172] along with WIU 6 in order to be certified as a half-time student)
- [63251] - 5 Billable WIUs
- [63250] - 4 Billable WIUs
- [63249] - 3 Billable WIUs
- [63248] - 2 Billable WIUs
- [63247] - 1 Billable WIU

**The Class Number for Maintenance of Matriculation (M M 1) for the Fall 2018 semester is:** [63257] (Master's students only, no WIUs should be added).