Hi Everyone,

Registration will begin at 9:30am on Friday, December 1, 2017 and will end on Friday, February 2, 2018.

SPRING 2018 Course Offerings are found on the Dynamic Course Schedule:

https://ssb.gc.cuny.edu/prod/plsql/bwckschd.p_disp_dyn_sched

Registration Information has been sent to your GC Email Accounts from the Registrar, “Helpful Information Concerning Registration.” (attached)

✓ 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/

✓ Be sure to log into Banner to see if you have any holds. You will not be able to register until the holds are cleared.

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).

✓ Check your transcripts for Open Grades before registration begins. I am happy to send your instructors Change of Grade Forms to complete and process - 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:

- **But I thought I registered…!**: Go back and double check your registration to make sure it is complete and all of your courses appear on your registration for the Spring 2018 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 courses during the semester + you want to maintain full time status = **Register on Record (crn # 38000 AND crn # 38007)**

- **Permission of Instructor/Department Permission and Overrides**: When a course requires ‘Permission of the Instructor’ or ‘Department Permission Required’ to register, you will contact the professor who teaches the course for permission to register and the professor will complete an override. Once the professor completes the override, you will physically go back into Banner and register for the course. You are not registered if the professor just completes the override – you must also physically ADD the course in Banner.

- **Financial Aid**: Your financial aid, fellowships and any awarded money are 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. JANUARY 3 (WED.) 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.

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

- If you are Level I or Level II and will not be taking any courses in the Spring – you will need to Register on Record to be a full time matriculated student.
- Use CRN numbers (38000 and 38007) to Register on Record (ROR):

  **Register on Record (ROR) – CRN# 38000 AND CRN# 38007 (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 # 38007 and nothing else- 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.
• WIU credits do not count towards your total credit requirement. They are used to help you maintain full time status.

• Level III Students registering for 9000 Dissertation Supervision **DO NOT** Register for WIUs.

  38007 – 7 WIUs
  38006 – 6 WIUs
  38005 – 5 WIUs
  38004 – 4 WIUs
  38003 – 3 WIUs
  38002 – 2 WIUs
  38001 – 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.

**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 Doctoral Exam
- Completion of the Second Doctoral Exam
- No open grades on the transcript
- Completion of all coursework
  (All grades must be posted on the student’s transcript before they can move to Level III and Advance to Candidacy)

Registration As Level III:

- Level III Students register for one course - Psych 90000 Dissertation Supervision with their Thesis Advisor. This will make you full time.
- Psych 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 9000 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 with all grades posted to your transcript
- Any language requirements (Psychology does not have language requirements)
- The First and Second Doctoral Examinations
- Send an email attachment to jkubran@gc.cuny.edu with two documents - 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.

Please do not send me the Dissertation Topic Proposal paperwork until all of your grades have been posted to your transcript - including the current semester. Check your transcript first.

En-Route Master’s Degree:

In the Ph. D. Program in Psychology, students seeking an En-Route Master’s Degree must complete the following requirements:

- A minimum of 45 GPA credits with an average grade of "B." Students may not use Transfer Credits to qualify for the 45 credit requirement for the En-Route Masters.
- Passing of the First Doctoral Examination
- Satisfactorily completing a major research paper.
- Students who have a Master’s Degree in Psychology from another institution are not eligible for an En-Route Master's Degree.

Detailed information, instructions and the Application form are found on the Forms & Procedures page under “En-Route Master’s Degree.”

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.

**All degrees are printed once a year** (En-Route Masters, M.Phil., and Ph.D.). Degrees are available for pick up after Commencement 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 Spring 2018 Academic Calendar:**


Academic Calendar Spring 2018 **(selected important dates)**

- **No one will be allowed to register after Friday, February 2, 2018.**

- **MATRICULATED STUDENTS ENROLLED DURING FALL 2017 SEMESTER PLEASE NOTE:** If you register on or after January 3, 2018, you will be charged a $25 late registration fee.

- **JANUARY 3 (WED.)**
  
  **Financial aid registration deadline.** Last day for students to register full-time in order to ensure fellowship payment during the first week of classes. Last day to submit a **Readmission Application.**

- **JANUARY 26 (FRI.)**
  
  **Last Day to Apply for a Leave of Absence** for Spring 2018.

- **JANUARY 27 (SAT.)**
  
  **First day of classes** for the Spring 2018 Semester.

- **JANUARY 29 (MON.)**
  
  **Last day to deposit dissertation** and file for a February 1, 2018 degree.

- **FEBRUARY 2 (FRI.)**
  
  **Last day to register** for Spring 2018.

- **FEBRUARY 1 (FRI.)**
**Last day to ADD/DROP** (without the grade of ‘W’ appearing on the student record, **changes of level, or residency changes** for the Spring 2018 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date.

- **MARCH 30 – April 8 (FRI. – SUN.)**
  - **Spring Recess**

- **APRIL 16 (MON.)**
  - **Last Day to file for unevaluated withdrawal** “W” from courses.

- **APRIL 30 (MON.)**
  - **Last day to deposit dissertation** for a May 2018 degree.

I know this is a lot of information.

Please do not hesitate to contact me with any questions or concerns. **Email is always best** (no phone calls please) – include your Banner ID and the name of your Training Area.

I am happy to assist you.

Thanks,

Jude