1. Make sure that BALA is listed as your minor on your CUNY First transcript page. It should appear as your minor on the semester that you entered the program, and continue to appear for each semester thereafter. If the BALA minor is not indicated you will not be able to register for BALA classes, so call us immediately and we will correct the problem. Please check for this prior to your registration date to give us enough time to make the change.

2. You will probably be unable to register on your own for BALA 200, BALA 302 and BALA 303 sections due to glitches in the CUNY First system. **On your day and time of registration, call the BALA office at 997-2860 and we will put you in to the section(s) you need** (if they are available).

3. **Present upper juniors** (those who will definitely be seniors in the fall) will be able to do early registration in the BALA office on **Wednesday, November 4, 9am-5pm.** This is to insure that you get the BALA classes you need in order to complete the minor before you graduate. Please make sure that you register at this time because we will be unable to put you in to closed classes at a later date even if you must have them to graduate.

4. **Please adhere to the specific comments for each course** indicated on the schedule.

5. Please do not register for more than **THREE** BALA classes (**TWO** if this is your first semester in BALA and one of those **MUST** be BALA 100).

6. **Do not** register for 300 level BALA classes until you have completed **all** other BALA classes.

7. **If you have completed CS18** you need not register for BALA 200, as it is the replacement.

8. **If we have waived Acct 100** and you are unable to register for a BALA class for which it is a prerequisite, call us immediately at **997-2860** and we will override the restriction for you. CUNY First does not recognize the waiver for registration.

9. If you have early registration for a **special program** (Ambassadors, Seek, Special Services, Athletics) you may register for BALA classes at that time. If the person registering you for that special program has a problem putting you into BALA classes, he/she needs to call the BALA office at 72860 and we will put you into the BALA classes you need. This is **NOT THE CASE** if you are **pre-registering for your major**. When pre-registering for your **major** you may not include your BALA classes.

10. **If you are also a BBA major**, taking both our required Eng 201W and BALA 165 courses will allow you to waive the required Business 160 for the BBA. You will need to discuss this with the BBA department advisor. The reverse, however, is not true. You **MUST** take BALA 165 and Eng 201W to complete BALA.

11. Spring 2016 schedule is available on the BALA website **BALA.qc.cuny.edu** Continue to check the site for any changes or updates.

12. You will find our Acct 100 sections listed under the Accounting Department in CUNY first and Eng 201W sections listed under the English Department in CUNY first. **ENG 201 may change to BALA 201 in time for registration so PLEASE check the BALA website before you register for that class.**

13. We will not keep any wait lists in the BALA office. Watch CUNY First for any changes in class enrollments.