VERY IMPORTANT BALA REGISTRATION INFORMATION
PLEASE READ CARFULLY!!
You will register for BALA classes during your assigned CUNY First registration date and time.

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. **BALA 201W has replaced ENG 201W.** You will now be able to locate the sections under BALA in CUNY First. **DO NOT** take any sections of Eng. 201 W as they are no longer BALA classes!

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 Tuesday, April 5, 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(now BALA 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 (or BALA 201W) to complete BALA.

11. Summer 2016 and Fall 2016 schedules are 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.

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