THE REGISTRATION PROCESS

SPRING 2010 CLASSES BEGIN ON THURSDAY, JANUARY 28*

Registration will be online via eSIMS through the CUNY Portal or in your department. To access eSIMS, simply log on to the CUNY Portal at http://www.cuny.edu.

The registration schedule appears on page 7.

REGISTRATION ONLINE: HTTP://WWW.CUNY.EDU

To register online, you must have your CUNY Portal username and your password. Log on to http://www.cuny.edu, enter your username and password; then click on eSIMS under the heading SSO Applications for Students. From the eSIMS menu, select the option Registration. Upon completion of your transaction, you should view and print out your schedule to ensure that you have successfully registered for the appropriate courses.

What about eSIMS Registration Problems? If you experience any problems with eSIMS registration, please call the Registrar’s Office at 1-718-997-4400 for assistance.

REGISTRATION VIA A DEPARTMENT (department locations are listed on the inside back cover):

Departments have the option of registering students into their courses. It is particularly helpful to register through a department when:

■ you have met the prerequisites for a course and the information is not yet noted on your record.

■ a course is closed and you want to request an overenrollment.

■ there are restrictions on a course that you feel you have already met.

WHAT YOU SHOULD KNOW FIRST

■ Before attempting to register, resolve all “stops” on your registration by contacting the appropriate office or department; the Registrar’s Office cannot clear stops placed by other offices. (Stop indications are shown on eSIMS as you attempt to register; locations of offices/ departments are listed on the inside back cover.)

■ Do not attempt to register before your appointed time. The online system (eSIMS) is set to adhere to the schedule on page 7 and will not permit you to register earlier than your assigned time. By attempting to do so, you will interfere with the registration of others.

UNDERGRADUATE CREDIT LOAD

■ Matriculated students in good standing may register for up to 18 equated credits. Sophomores, juniors, and seniors with a GPA of 3.0 or higher and no unresolved grades of PEN or INC may register for up to 21 equated credits.

■ Students who do not meet the requirements for registering for more than 18 equated credits may request permission to do so from the Undergraduate Scholastic Standards Committee (Frese Hall 201). Your request should be submitted no later than 3 days before your scheduled registration date.

GRADUATE CREDIT LOAD

■ Matriculated students in good standing may register for up to 15 credits per semester. Teacher Education program students with full-time employment are limited to a maximum of 6 credits in any semester.

■ Students wishing to exceed these limits must obtain the permission of both their academic department and the Office of Graduate Studies (Kiely Hall 139A). Your request should be submitted no later than 3 days before your scheduled registration date.

WHEN TO REGISTER

■ The period from Tuesday, November 10, through Friday, November 20, has been reserved for students who were in attendance during the Fall 2009 semester. Students who were not in attendance during the Fall 2009 semester must seek readmission through the Admissions Office. All undergraduate reentering students may register with their class, as soon as they are notified of their reentry: matriculants beginning in November, non-degree students in January.

■ Continuing graduate matriculants or graduate non-matriculants may register at any time during Spring registration, beginning on November 20, via eSIMS, unless their departments require registration through the department office.

■ New graduate matriculants or graduate non-matriculants must register in their department/program office. Call the department prior to visiting to ensure that an advisor is available to meet with you.

■ All undergraduate students, undergraduate transfer students, non-matriculated students, and senior citizens will register according to the charts shown on page 7.

IMPORTANT SPRING 2010 DATES

Change of Program and Late Registration Period: Thursday, January 28, through Wednesday, February 3 (including weekends).

Drop-Only Period (no adds permitted): Thursday, February 4, through Wednesday, February 17 (including weekends).

P/NC and Withdrawal Period: Thursday, February 18, through Sunday, March 28 (including weekends).

* Weekend College classes begin on Friday, January 29.
HIGHLIGHTS OF THE REGISTRATION SYSTEM

1. **Departmental permission:** If a course you want to take requires departmental permission or is closed, you must go to the department or program in question in order to register.

2. **Changes in programs** may be made after your initial registration, unless otherwise indicated.

3. **The “Replace/Take” Option** combines adds and drops by permitting you to drop a course only if the course you want to add is available. Thus, you will not run the risk of losing a section while attempting to add another one. Note that only one replace/take option may be performed at a time; however, you may combine this transaction with any number of regular adds and drops. If you want to use the replace/take option for two different sets of courses, you need to enter the first set, process that request, and then enter the second set.

4. **Tuition Payment:** Your bill is due based on the date of your initial registration. The Bursar must receive all payments by the due date; late payments will not be accepted, and registration may be canceled if you do not pay on time.

5. **Pre-registration:** Students who register for selected courses directly through their department before eSIMS registration begins may continue with the balance of their registration via eSIMS, in accordance with the schedule on page 7.

6. **Course notations:** Restrictions on registration, prerequisites, and corequisites are listed in eSIMS. You should be aware that both restrictions and corequisites are “hard stops”; that is, if you do not meet the stated requirements, you will not be able to register for the course. Lists of stops, restrictions, and “error messages” are available online at www.qc.cuny.edu/registrar.

   Prerequisites, on the other hand, are “soft stops.” You will be able to register for the course, but you may have to prove to the given department that you have met the prerequisite.

COMMON REGISTRATION PROBLEM MESSAGES

**Course is closed:** There are no seats available for the section you requested. To search for additional sections, return to the eSIMS main menu and click on Open Sections, which will link you to the CUNY Schedule of Classes. Note that this site is updated approximately every 90 minutes.

**Course is canceled:** The section you requested has been canceled by the department. Try another section or one of your alternate courses.

**A time conflict exists:** You are not permitted to register for courses that meet during overlapping time periods. Courses whose meeting times are not at least 10 minutes apart are conflicts.

You may request permission to take time-conflict courses by petitioning the Undergraduate Scholastic Standards Committee (Frese Hall 201) or the Graduate Studies Office (Kiely Hall 139A). Your request should be submitted no later than 3 days before your scheduled registration date.

**Course (or section) open only to majors in that department:** Only students with a specified major may register for the course.

**Request takes you over the maximum credit limit for the semester:**

- **Undergraduates:** The maximum credit limits permitted without prior approval of the Undergraduate Scholastic Standards Committee are: 18 equated credits for matriculated students with a minimum GPA of 2.0; 13 for matriculated students on probation; and 11 for non-matriculated students.
- **Graduates:** The maximum credit limit permitted without prior approval of the Graduate Scholastic Standards Committee is 15 credits for matriculated students with a minimum GPA of 3.0.

**Course code requires permission of the department:** You must register for this course in the department office.

CLEARING “STOPS”

Although registration extends into the evening, the college’s offices are open only during regular hours. Therefore, it will be necessary for you to take care of “stops” and to deal with departments/offices during the normal workday. Try to schedule appointments for departmental advisement as early as possible.