

**VERY IMPORTANT BALA REGISTRATION INFORMATION**

**PLEASE READ ALL INFORMATION CAREFULLY!!**

**You will register for BALA classes during your assigned CUNY First registration date and time unless you are an upper junior or lower senior. See item # 4 for special early registration information.**

1. If you have declared BALA as your minor, be sure it 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 let us know as soon as possible 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!**
3. 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. CSC12 and ACCT 100 are not prerequisites for BALA 200. On your day and time of registration, use the link to the Enrollment request form. We will put you into the section(s) you need (if they are available).
4. **\*\*\*\*Present upper juniors (those who will definitely be lower seniors in the spring) and present lower seniors** will be able to register early on **Monday, March 23, 2020 using the link for Early Registration located on the BALA website.** This is to ensure that you get the BALA classes you need in order to complete the minor before you graduate.
5. Do not register for BALA 302 or BALA 303 until you have completed all other BALA classes. (FYI-BALA 302 is no longer a writing intensive course)
6. 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, you may fill out the enrollment request form link: 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.
7. If you are also a BBA major, having taken both our required BALA 201W and BALA 165 courses may 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 BALA 201W to complete BALA.