Registration Instructions

Please note that effective Spring 2022, department permission is no longer required for BIOL 203, 300, and 303. If your declared major requires one of these courses for degree completion and you meet the prerequisites, you will be able to register for any open section the same way that you register for non-BIOL courses in CUNYfirst. Registration for these courses will be limited to students in majors that require the course for degree completion. Any unused seats will be released to general registration at **12:00 AM on December 6.** If you are not a Biology major but you believe that your major requires BIOL 203, 300, or 303, and CUNYfirst will not allow you to register, please speak with your major advisor. If your major advisor confirms that the course is required, they can email biology@hunter.cuny.edu . Waiver requests from students will not be considered, only from major advisors.

All BIOL major elective courses at the 200-level or higher require departmental permission, which can be requested using our online form . We recommend that Biology majors meet with their assigned advisors as soon as possible to discuss long-term plans and ensure that they are on track to graduate on time. All Biology majors declared before 9/27/2021 were sent an email with their assigned advisor on October 8th, including their contact information. If you are a Biology major and have not yet discussed Spring 2022 registration with your advisor, please make an appointment to do so as soon as possible. If you have reached out to your advisor but have been unable to set up a meeting, please forward your emails to biology@hunter.cuny.edu . Newly declared majors after 9/27 who did not receive the 10/8 email may contact Dr. Ben Ortiz or Dr. Samantha Sheppard-Lahiji for an advising appointment. Non-Biology major students (including non-degree students) do not need to meet with an advisor before requesting permission to register.

For Spring 2022, the online registration permissions form will be available on **Tuesday, November 9th** , with priority registration permission available on 11/1 for honors students and 11/5 for Biology majors who are eligible to graduate in May 2022, September 2022, or January 2023. Registration permissions begin at 10:00 AM on each of the dates listed. Any requests submitted before these dates will be discarded, and students will have to resubmit on the appropriate date. Valid requests will be processed in the order that they are submitted.

As of 11/10/2021, we are no longer enforcing the requirement that Biology majors meet with their advisor prior to requesting permission. Biology majors should still meet with their advisor to discuss all planned courses prior to requesting permission, but if you have been unable to do so, **you can still submit your online permission request below.** Biology majors can also register for BIOL 203 or 303 as normal in CUNYfirst regardless of whether they have met with their assigned advisor. Biology majors who have met with their advisor will receive an email receipt of that meeting, including any courses that the advisor recommends and any other notes. **If you have met with your advisor but did not receive an email receipt, please reach out to your advisor as soon as possible so that they can enter you into our system properly.**

Please note that the date that you can submit the permission request form is not the same as your assigned registration date on CUNYfirst. All students may submit their requests on the date above regardless of their CUNYfirst registration date, and if you are given permission for a course, your seat in that course will be held until you are able to register or the permission expires. If you do not submit a permission request, you will not be able to register for any BIOL major elective courses at the 200-level or higher, regardless of when your registration date is.

Students requesting permission should do the following:

1. Search through the Spring 2022 'Searchable Schedule of Classes' for the course number and section of the course(s) you are interested in taking (i.e. BIOL 37600, sec. 02).

2. Fill out the Registration Permissions Form , listing the BIOL major elective courses that you are interested in taking in order of preference.

- Please indicate how many elective courses you need, with as many options as you can do, in order of preference.
- If you need at least one course to be lecture or seminar, please mark the form accordingly.
- We strongly recommend that you list more options than you need, in case some are full.

- If any of your prerequisite courses are not listed on your Hunter transcript, you must send an email to biology@hunter.cuny.edu with an unofficial transcript showing that you have taken the necessary courses outside of Hunter.

- If you have not taken the prerequisite courses, you will need to contact the listed instructor for the course.
  No permission will be given without an email from the course instructor explicitly stating that they are waiving the prerequisite.

- Please review the email receipt of your permission request to check for errors. If your request cannot be processed (e.g. you indicated that you need a seminar elective but only listed lecture electives as options), it will be held while we clarify and seats may fill up in the meantime.
  If you did not receive an email receipt of your permission form, that may indicate that your email address was entered incorrectly, which would also prevent you from getting our permission emails.
- You will receive an email once you have been placed in a seat. Waitlisted students will be notified at a later date.
- If your request does not match our records, either in terms of honors status, declared major or prerequisites, the request will be discarded. You will need to resubmit the form once the issue has been resolved.

All valid forms will be processed, and seats given, in the order that they are submitted. If you are not a graduating major or honors student, your form will not be accepted before Tuesday, November 9th.

The department is processing forms as they come in. If it has been a week and you have not received an email from us, please check whatever email accounts are listed in your CUNYfirst profile. If you have not heard from us on either of those accounts, you can email **biology@hunter.cuny.edu** to check on the status of your request. If you submitted your form within the past week, please be patient and do not contact us. We will get to your request as quickly as we can, and contacting us will simply cause the entire process to go more slowly.

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