

Registration Instructions

All BIOL major courses at the 200-level or higher require departmental permission, which can be requested using our [online form](#). Biology majors are required to meet with their assigned advisors before requesting permission, to discuss long-term plans and ensure that they are on track to graduate on time. All Biology majors were sent an email with their assigned advisor on September 20th, including their contact information and walk-in advising schedule. If you are a Biology major and have not yet met with your advisor, please do so as soon as possible, as you will not be able to request registration permission for Spring 2020 if you have not met with your advisor. Non-Biology major students (including non-degree students) do not need to see an advisor before requesting permission to register.

For Spring 2020, the online registration permissions form will be available on **Monday, October 28th**, with priority registration permission available on 10/15 for honors students and 10/21 for Biology majors who are graduating in January 2020, May 2020, or September 2020. 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. Requests will be processed in the order that they are submitted for any students who are either a) Biology majors who have met with their advisor this semester, or b) non-Biology majors.

No permission will be given to Biology majors who have not 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 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 2020 '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 courses that you are interested in taking in order of preference.
 - If you are planning to take BIOL 203 or 303, please list as many lab sections as you can do, in order of preference.
 - If you are taking bio major elective courses, please indicate how many 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.

- 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.
- **No permission will be given to Biology majors who have not met with their assigned advisor.**

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 Monday, October 28.

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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