Office of the Registrar

365 5th Avenue, Room 7201, New York, NY 10016
212-817-7500 (P)
212-817-1627 (F)
registrar@gc.cuny.edu
http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Registration



APPLICATION FORM FOR NON-MATRICULATED/AUDITORS/PERMIT or CONSORTIUM STUDENTS

PROCEDURES FOR TAKING A COURSE/S AS A NON-MATRICULATED/AUDITOR/PERMIT or CONSORTIUM STUDENT

Course availability is subject to department approval as well as limits on seat availability.

Consortium students need only submit the completed IUDC Form with this completed application.

- Contact the Executive Officer of the program that you are interested in taking the course/s in (once you have found the course in the Dynamic Course Schedule at: https://ssb.gc.cuny.edu/prod/plsql/bwckschd.p disp dyn sched) and get signed written permission on that department's letterhead.
- 2. Complete this Application Form.
- Return the completed and signed application form with signed written permission from the department to the Office of the Registrar via mail, fax or email (scanned as a PDF File) for processing. PLEASE ENSURE THAT ALL REQUIRED DOCUMENTATION ARE SUBMITTED TOGETHER. Incomplete applications will not be processed.
- 4. Once your application has been processed you will be sent an email from the Office of the Registrar with your Banner ID Number and the instructions on how to register online for your course/s.
- 5. Once you have your Banner ID Number and password you can log into your Student Web Account at http://www.gc.cuny.edu/GC-Header/Portal and register. Once you have registered a bill will be generated (Non-Matriculated and Auditors only) that can be paid online while you are still in your Student Web Account.
- After registering, <u>if you are a Non-Matriculated or Audit Student</u>, proceed to the Office of the Bursar (Room 8105, 212-817-7680, <u>bursar@gc.cuny.edu</u>) with valid identification <u>and</u> your Banner ID Number so that you can receive the validation sticker required for your GSUC ID, which will be issued by the Security Office (Room 9123, 212-817-7777).

After registering, <u>if you are a Permit and IUDC Student</u>, proceed to the Office of the Registrar (Room 7201, 212-817-7500, <u>registrar@gc.cuny.edu</u>) with valid identification <u>and</u> your Banner ID Number so that you can receive the validation sticker required for your GSUC ID, which will be issued by the Security Office (Room 9123, 212-817-7777).

Please do not send the application fee (\$125 USD) with the written permission and the completed application form. You will be billed by the Office of the Bursar; they can be reached in Room 8105, 212-817-7680, bursar@gc.cuny.edu once you register for your course/s.

Fill out all requested data clearly and legibly in black or blue ink. This will expedite your application.

			<u>Ty</u>	pe of A	pplica	ation:				
□ Non-	-Matriculated S	tudent								
Perm	Permit Student from CUNY or Consortium School					Fall Spring Year:				
Audi	tor taking cour	se for no ci	redit							
Have you	ever applied f	or admissio	on to GSUC bef	ore?	Υ	es No	If yes, who	en?		
Have you ever registered at GSUC before? Yes \Box No						yes, when?				
Name: Last Name			First Name			Middle Initial		Fer	nale/Male	
Address:										
, taa. css.		Street				City	S	tate	Zip Code	
How long	g have you resid	ded at the a	above address	? Yea	rs: _		N	/lonths:		
Date of B	irth:			Tele	ephone	Number:				
		MM/DD)/YYYY							
Email Add	dress:									
Δτο νου α	LIS Citizan?	Ves	No Soci	al Socuri	tv #					
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-	Permanent Re					•			·····	
(it will be neces	ssary for yo	ou to provide (ттісіаі а	ocume	entation for the	e purpose o	r student b	illing.)	
Educatio	nal Background	d (starting	from most cui	rent wo	rking t	packwards):				
Name of Institution			Attendance					n Desires Dete		
			From	To)	Major		Degree	Date Awarded	
Please lis	t the course/s	you wish t	o enroll in:							
Subject	Course #	CRN	Number Credit		Instructor			Title	ïtle	
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Date

For Official Use Only

Students enrolling in 6 or more credits, must comply with New York State Public Health Laws, by submitting proof of immunization against measles/mumps/rubella if you were born on/or after January 1, 1957 and complete a Meningococcal Meningitis Vaccination Form with:

The Wellness Center - Room 6422, 212-817-7020; wellness@gc.cuny.edu.

Signature of Applicant

Banner Id #: