

## 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.

1. 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](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.
3. 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.
6. After registering, ***if you are a Non-Matriculated or Audit Student***, proceed to the **Office of the Bursar (Room 8105, 212-817-7680, [bursar@gc.cuny.edu](mailto:bursar@gc.cuny.edu))** with valid identification and 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, ***if you are a Permit and IUDC Student***, proceed to the **Office of the Registrar (Room 7201, 212-817-7500, [registrar@gc.cuny.edu](mailto:registrar@gc.cuny.edu))** with valid identification and 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](mailto:bursar@gc.cuny.edu) once you register for your course/s.

