General Registration Instructions

1. Go to www.gc.cuny.edu and click on "Portal" at the top of the page
2. Click "Self Service Banner Login" then enter your Banner ID and PIN
3. Click "Student, Financial Aid, & Bill Payments"
4. Click Registration, then select the current term
5. Locate the CRN of the courses you want using the Class Schedule Search.
6. Enter that CRN to register for the class
7. Click Submit, then check to see that you have registered for the correct CRN
8. On this new screen, you will see 2 as the number of credits (default) listed for the English course. (If you do not use the English CRN, you will not have a credit changing option.) To register for 4 credits:
   9. Click on the 2.
   10. On the new screen change the 2 to 4. Click submit changes.
11. Scroll to the bottom of the screen and click on add/drop course.
12. The previous screen should come up with 4 credits listed.
13. If you would like to audit a course, select "audit" from the Action pulldown menu after you have registered for it.
14. When you are done, click "Complete My Registration"

Your bill will now appear. Make sure it is for the correct amount. You may pay it online if you wish, or you may simply close the window and wait for a paper copy of the bill

Please note the following:

- If you have an academic hold, please contact the English Program Satisfactory Progress Officer. (Please put "satisfactory progress" in the subject line.) If you have a bursar or library hold, settle your bill as soon as you can with them directly.
- Pay particular attention to the credit value you are registering for. If you want to take a class for 4 credits, YOU MUST enter that value. The credit is automatically set 2 credits unless manually changed.
- If you take a 3 credit courses in another department, you may choose to sign up for a one-credit supplement through an ENGL 81000 course taught by the current EO. If you drop your 3 credit class, you must also remember to drop this supplement.
- If you want to take a consortium class, try to contact the professor or at least the department to make sure the class is open to you. Do not worry about registering for those classes during the first few weeks of registration.
- Take the time to check your schedules on the student web AFTER you have registered. This is especially important if you are changing levels or doing any last minute changes, but it should be a general rule of thumb for everyone. Always check to make sure that your schedule on the student web is correct; in fact, print it out and keep a copy for your records. Printing out a copy can serve as proof if later on you run into problems.
Level II Students
If you are a Level 2 student taking less than 7 credits worth of graded courses, there are three possible ways for you to register:

- If you are not registering for any courses at all, Register on Record and for 7 Billable WIUs. BE SURE TO REGISTER FOR BOTH.
- If you are registering to audit classes only, register for the classes as an audit and register for 7 billable WIU.
- If you are registering for one class for credit (and any amount of auditing - zero classes or up to 4), please then also register for an amount of billable WIUs that will bring you up to full-time status (i.e., 7 credits). So if you're registering for one 4 credit class, you should also register for 3 Billable WIUs. If you're registering for one 2 credit class, you should also register for 5 Billable WIUs.

If you are currently Level 2, but hope to become Level 3 by the level change deadline, here's what you should do:

1. Register as a Level 2 student (see above).
2. Once you have fulfilled all other requirements to become Level 3, ask the APO for an "Advancement to Candidacy" form. You'll fill it out and return it to the APO.
3. Simultaneously, drop your ROR "course" and your 7 Billable WIUs, and add ENGL 90000 "Dissertation Supervision" with your supervisor's name in the Instructor column. Locate the CRN of your dissertation supervisor by using the Class Schedule Search.
4. You should check Student Web to make sure the change has gone through. The registrar's office will process these as quickly as they can; let the APO know if you still haven't seen a change after several days.

The Program offers the "Dissertation Workshop" (English 91000) each semester for zero credit.

Level 3 Students
If you are going to register as a Level 3 student for the first time, email the APO with the name of your supervisor so she can do an override.

It is not necessary for a Level 3 student to register for WIU. Level 3 students who register for Dissertation Supervision are considered full-time students.