Registration Instructions
Rather than having to go to a department advisor to get permission for BIOL major classes, students may now request permission directly from the Biology department office (HN-927). However, Biology majors are still required to meet with their assigned advisors once per semester, 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 15, 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 2018 if you have not met with your advisor. Non-Biology major students do not need to see an advisor to get permission to register.

The department office will start accepting registration permission forms on **Monday, November 13** , with priority registration permission available from 11/6 to 11/10 for Biology majors who are graduating in May 2018, September 2018 or January 2019. Requests will be processed in the order that they are received 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.**

Students requesting permission should do the following:

1. Pick up a registration permission form from the Biology department office, or [download it from our website](#).
2. Search through the Spring 2018 '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).

3. List the courses that you are interested in taking on the registration form.
   - If you are planning to take BIOL 203 or 303, please list as many 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.
   - If you are requesting BIOL 376, please list each section (01 and 02) separately in the electives section.
   - We strongly recommend that you list more options than you need, in case some are full.

   - Once you have finished listing all of your course options on the form, you may bring it to HN-927.
   - Please make sure that you have a printed copy of your unofficial transcript and that any prerequisite courses are circled or highlighted.
   - No permission will be given to Biology majors who have not met with their assigned advisor.

   - Form will be time & date stamped.
   - You will receive an email once you have been placed in a seat. Waitlisted students will be notified at a later date.

All forms will be processed, and seats given, in the order that they are received and time/date stamped. If you are not a graduating major, your form will not be accepted before Monday, November 13, 2017.

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 Aaron Greller to
check on the status of your request. If you handed in your form within the past week, please be patient and do not contact us. We will get to your form as quickly as we can, and contacting us will simply cause the entire process to go more slowly.

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