

Registration Instructions

Rather than having to go to a department advisor to get permission for BIOL major classes, students may now request permission directly through an [online form](#). 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 19, 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 2019 if you have not met with your advisor. Non-Biology major students do not need to see an advisor to get permission to register.

For Spring 2019, the online registration permissions form will be available on **Monday, October 29**, with priority registration permission available on 10/15 for honors students and 10/22 for Biology majors who are graduating in May 2019, September 2019 or January 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.

Students requesting permission should do the following:

1. Search through the Spring 2019 '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 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 29.

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 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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