HELPFUL INFORMATION CONCERNING REGISTRATION

❖ You will need to know your Banner Self-Service Web PIN. If you have already visited Banner Self-Service Web to view your grades, check financial aid information, or pay a bill, you have already changed your PIN to a password of your choice. If you have never logged into Self-Service, your PIN is set to your date of birth expressed mmddyy. In other words, if you were born on February 1, 1960, your PIN was set to 020160.

❖ In the unlikely event that you do not remember your PIN or your account is disabled, you can use any of the following options in order to get your PIN reset:

    ⬇ email The Office of the Registrar (registrar.gc.cuny.edu) from your **GC email account** asking us to reset your PIN for Banner Self-Service Web (please include your Banner Id Number, your Program and a number where you can be reached) or

    ⬇ download the Request For Information Form from our website at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Request_for_Information.pdf, asking us to reset your Banner Self-Service Web PIN (complete all the information required, sign it, fax it in (212-817-1627) or scan it as a PDF and email it in to us at registrar.gc.cuny.edu for processing) or

    ⬇ come to The Office of the Registrar - Room 7201 with photo identification in order to get your PIN reset and your Banner Self-Service Web Account reactivated.

❖ **We strongly encourage you to visit the secure area of Banner Self-Service Web in advance of registration and view the "Check Your Registration Status" page. Here you will be able to check on holds, registration status, academic level, residency status and any overrides that may have been processed to allow you to add department permission courses. To navigate to this page after logging in, click the Student Services tab, the bill payments link, the registration link, and then the "Check Your Registration Status" link.**

Failure to add the WIUs (Weighted Instructional Units) could jeopardize your enrollment status.

Important Notice Concerning Billing

All tuition and fees listed in the college's catalog/bulletin and in any registration material issued by the college are subject to change by action of The Board of Trustees at any time. In the event of any increase in the tuition or fees, payments already made will be treated as partial payment. Notification will be given of the additional amount due and the required date of payment.

INFORMATION ABOUT REGISTRATION ON RECORD (ROR) AND WEIGHTED INSTRUCTIONAL UNITS (WIUs)

If you are advised to Register on Record (ROR), you must also register for Weighted Instructional Units (WIU). To do this, enter the CRN for ROR [23000] **and** the CRN for the desired number of WIUs on the registration screen (listed below) and process the registration for both at the same time.

The CRN for Maintenance of Matriculation (MM) for the Spring 2014 semester is:
MM - 23008 (Master's students only, no WIUs should be added)

The CRNs for Weighted Instructional Units are as follows:
23007 - 7 Billable WIUs (Use this CRN if you ROR **along with** 7 WIUs to be certified as a full-time student)
23006 - 6 Billable WIUs (Use this CRN if you ROR and need to be certified as a half-time student)
23005 - 5 Billable WIUs
23004 - 4 Billable WIUs
23003 - 3 Billable WIUs
23002 - 2 Billable WIUs
23001 - 1 Billable WIU