



Office of the Registrar

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
New York, NY 10007-1097
tel. 212-220-1291
fax 212-220-1254

COMMON SELECTION USER AUTHORIZATION FORM

User's Name: _____

Department: _____ CUNYVM User ID: _____

Access Level:

- E-mail and Labels File generation
- Full Social Security Number

Explain in Detail the Need for Access:

Access Frequency:

- Temporary (Runs reports on an as needed basis. Director/Chairperson will call or e-mail the Registrar's Office each time they need access.)
- Permanent

You will be violating college regulations and state and federal law if you gain or help others gain unauthorized access to the BMCC student information system. If you violate college regulations and state and federal laws by gaining or helping others gain unauthorized access to student records, you will be subject to disciplinary action and criminal prosecution to the full extent of the law. By accessing information through Common Selection System, you are responsible for strictly adhering to college policy and state and federal law governing computer security. Penalties exist for unauthorized access, unauthorized use, or unauthorized distribution of information from this system.

User's signature: _____ Date: _____

Director/Chairperson's signature: _____ Date: _____

Dean/Vice President's signature: _____ Date: _____

Please notify the Registrar's Office immediately if this individual leaves the department or this authorization needs to be rescinded.