

## Currently taking ESL 049, 054, 062 and/or ACR 094

Developmental Skills

N420

## Not currently taking ESL 049, 054, 062 and/or ACR 094

### Liberal Arts Student

Name	Department	Room	Phone
A, D, G, H, Y, & Z	English	N720	220-8270
E & X	Ethnic Studies	S642	220-1370
T & U	Health Education	N757a	220-1453
B & P	Mathematics	N520	220-1335
F & M	Modern Languages	N540	220-8105
I, Q, V & W	Music & Art	S115	220-1464
J & K	Science	N645	220-1305
R & S	Social Science	N620	220-1210
N	Speech	N665	220-8090
C, L & O	Advisement & Transfer Center	S763	220-8315

*NOTE: A Liberal Arts student interested in a specific area\* may go to that department for advisement. For example, if you are interested in Music & Art, and your last name begins with 'D', you can pick up your Advisement Data Sheet in N720 and go to S115 for advisement.*

*\*Liberal arts students who plan a career in elementary or early childhood teaching should go to the Teacher Education Department (N601) for advisement.*

### Non-Liberal Arts Student

Department	Room	Phone
Accounting (ACC)	S623	220-8185
Allied Health Science (EMT, HIT, RTT)	N742	220-8335
Business Management (BAN, BEC, CRJ, FNB, MAR, OAC, OAP, OOA, SBE, TTA)	S660	220-8205
Computer Information Systems (CIS, CNT, CSC)	S150	220-1476
English (ENG)	N720	220-8270
Human Services (HUM)	N619	220-1210
Mathematics (MAT)	N520	220-1335
Media Arts & Technology (MMA, MMP, MMV, VAT)	N681	346-8525
Nursing (NUR, PCN)	S785	220-8230
Science (ESC, FSC, SCI)	N645	220-1305
Speech (THE)	N665	220-8090
Teacher Education (ECI, ECP, EDU, EDB)	N601	220-1274

*All students in Allied Health Sciences, Human Services, Mathematics, Nursing, Office Administration, and Teacher Education will be advised and registered in their respective department.*

## Advisement Directions

If you are a College Discovery (CD) student enrolled in Liberal Arts, the College Discovery Advisors will advise you. If you are a College Discovery student enrolled in a career department, go to the career department (listed to the right) for advisement. However, you must get a College Discovery stamp on your advisement data sheet from the CD Counselor or Advisor before registering. If you have any questions, go to the College Discovery Office (Room S330, ext. 8152).

Students registered with the Office of Services for Students with Disabilities should see the Director, Mr. Marcos Gonzalez, in Room N320 after they have been advised.

**If you are a Liberal Arts Title V student, please make sure that you contact your faculty advisor or check with your Educational Planner in Room S763.**

**If you have any questions concerning the advisement process, please contact your department at one of the numbers listed above or the Academic Advisement & Transfer Center at (212) 220-8315.**



# BMCC Advisement & Early Registration Instructions

*Winter & Spring 2010*

Web registration and change of program are now available on the Web at [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). All students must be advised before they can register. At the top of the Web page, click on **PANTHER** in the black bar, and follow the instructions. You may access the Web page at home, in the Computer Café located in the student cafeteria, or any computer with Internet access. If you are having difficulty, you may call the Helpdesk at (212) 220-8135, or email [pantherhelp@bmcc.cuny.edu](mailto:pantherhelp@bmcc.cuny.edu).

**Notice of Early Registration:**

Non-degree students and E-permit students may not register until 1/26 and 1/27. All other students must be advised and present a signed ADVISEMENT DATA SHEET at the Admissions Information Booth on the 2nd floor (near the bookstore) in order to be cleared for Web registration.

Please pick up your Advisement Data Sheet from your advisor during the specified dates on the chart provided, according to your GPA and the number of credits you will have completed after the fall 2009 semester (see next page).

To determine when you are to be advised, simply add the number of credits you are currently enrolled in, to the total number of credits you have already earned.

**NOTE:**

Students with a GPA below 2.0 will be advised according to the schedule on the next page but must wait until their fall 2009 grades are processed. You will be able to register on Panther on or after January 10, 2010 provided you are not academically dismissed.

Students who are impounded will not be eligible to register until they clear their impoundment. Please see the front of your Advisement Data Sheet for the department that has placed your registration on hold.

## How to Determine When to be Advised and Registered

**GPA is 2.00 or Above and Number of Credits is 40 or Greater**

Advisement	10/11 – 12/5
In Person Registration*	11/30 – 12/5
Web Registration**	Begins 11/16

**GPA is 2.00 or Above and Number of Credits is 25 or Greater**

Advisement	10/18 – 12/5
In Person Registration*	12/1 – 12/5
Web Registration**	Begins 11/16

**GPA is 2.00 or Above and Number of Credits is Fewer Than 25**

Advisement	10/25 – 12/5
In Person Registration*	12/2 – 12/5
Web Registration**	Begins 11/16

**GPA is Below 2.00**

Advisement	11/1 – 12/5
In Person Registration*	Winter: 1/4 Spring: 1/19

\* Please note: In-person registration will occur in the back of the Registrar's Office using the Panther system.

\*\* Your Web registration appointment is generally one week prior to your in-person date. You will be notified by letter or email of your appointment.

## Early Registration Instructions

1. Be academically advised (see reverse side for location) and obtain a signed Advisement Data Sheet.
2. Go to the Admissions Information Booth on the 2nd floor. (Mon – Thu 9:00 am – 7:00 pm; Fri 9:00 am – 2:00 pm) and:
  - a. Present your signed Advisement Data Sheet.
  - b. Pick up a ticket to register.
3. Use the Spring 2010 Web Schedule of Classes to make up your schedule. Enter the sections of the courses that you wish to register for on your Advisement Data Sheet. To avoid conflicts, use the STUDENT PROGRAM WORKSHEET found at the following web address: [http://www.bmcc.cuny.edu/registrar/upload/student\\_program\\_worksheet.pdf](http://www.bmcc.cuny.edu/registrar/upload/student_program_worksheet.pdf)
4. Either follow Web Registration instructions or go to the back door of the Registrar's Office at your appointed time to register. After you register, you must pick up your bill and settle it with the Bursar.

Payment is due according to the payment schedule on your bill. **Even if your bill shows you owe "0" dollars, you must go to the Bursar's Office to get your bill verified; otherwise, your registration will be cancelled.** You may also verify your bill online via Panther.

If your registration is cancelled and you have to re-register, you will be charged a \$15.00 reinstatement fee and you may not be able to re-register for the classes or sections you had previously chosen.

**GRADUATION?** Students who anticipate registering for their final course(s) for graduation at the end of the Winter or Spring semesters must file a Request for Graduation form in the Registrar's Office after they have registered.

**REMEMBER:** If you do not take advantage of Early Registration, you will have to wait until Regular Registration (1/21 – 1/27) to register. Please note that the classes and sections you choose may be closed. For any questions concerning Early Registration, contact the Registrar's Office at (212) 220-1291.

**Make sure the Registrar's Office has your correct home address and e-mail address. You may view and change them on the Web.**