SUMMER SESSION 2017 REGISTRATION

Summer 2017 classes begin Monday, June 5, 2017. Registration for summer begins Monday, March 6, at 4:00 PM and will remain open until the last day to add classes, Tuesday, June 6, 2017. Registration is on a first-come, first-served basis.

If you have any outstanding financial obligation, you may not register until you have satisfied that obligation.

Registration on CUNYfirst

Step-by-step instructions on the registration process are accessible at the following link under the “Enrollment” heading: http://www.law.cuny.edu/cunyfirst/student.html

*Please note: “Class Nbr” codes have been provided on the course schedule so that you won’t need to search for the course code in order to register for courses.*

Wait List for Closed Courses

All course offerings for this summer have a wait list option, and there are 10 wait list spots available. The last day to add your name to a course’s wait list is the last day to add, June 6.

Waitlist instructions and FAQs are available on the Registration & Student Records webpage at the following link under the “CUNYfirst Enrollment Documentation” heading:

http://www.law.cuny.edu/students/registration.html

IMPORTANT: If you placed your name on a course’s wait list and a spot opens up, if you are subsequently auto-enrolled for the course, CUNYfirst DOES NOT send a notification, so please check your course schedule in your Student Center from time to time. If you choose to no longer be on a wait list, make sure to drop yourself from it.

Additional Summer 2017 Information:

1. You must register for at least 6 summer school credits to be eligible to apply for financial aid over the summer. Note: Students who have been on probation may not be able to use a financial aid deferral to pay for summer school (please contact the Financial Aid Office.)

2. The maximum number of credits for which you can register is 6.
3. In order to register for an Independent Study, you must bring your completed form to the Registration Office. (Forms are available on the Registration Office’s webpage, in the magazine rack outside of the Registration Office and in the Academic Affairs Office.)

4. Health Care Advocate can be taken for 2 or 3 credits. (See the attached screenshot, which shows you how to adjust the credit amount when registering for variable credit courses in CUNYfirst.)

**Note:** If you register for 2 credits, after the last day to add, you cannot switch to the 3 credit option.

If you register for 3 credits, CUNYfirst will not allow you to switch to the 2 credit option after the last day add has passed. However, if you choose to switch from 3 credits to 2 credits up to, and including, the last day to drop, you will need to email registraroffice@law.cuny.edu from your school email account, and the change will be made administratively.

5. The Credit/No Credit option may be exercised for elective courses only.

7. **If you decide not to attend the summer session, you MUST drop your courses by Sunday, June 4, 2017; otherwise you will incur a tuition and fee liability.** You will receive tuition payment information from the Bursar.

8. As of the first day of classes, any student registering for the first time will be charged a $25 late registration fee.

**No course may be added after Tuesday, June 6, 2017.**

Pursuant to University regulations, as of the first day of classes, students are charged an $18.00 change of program fee to add a course.

9. If you drop a course(s) after the summer session commences, you will incur tuition and fee liabilities. **The last day to drop a summer course without it appearing on your transcript is Wednesday, June 14, 2017.**

Courses without sufficient registration are subject to cancellation. Registrants will be notified by e-mail if any changes are made to the program.

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