

School of Education Registration

Troubleshooting FAQ

[Find your Advisor](#)

[Create/Claim a CUNYfirst account](#)

[Find your enrollment appointment/enrollment date](#)

[Search and register for classes on CUNYfirst](#)

[Drop a class](#)

[Swap a class](#)

[Issues with Registration](#)

[Changing full-time or part-time status](#)

[Issues locating a class in CUNYfirst](#)

[Registering for two classes that overlap or have a time conflict](#)

[Overtally into a closed course](#)

[Registering for classes over the summer or winter terms](#)

[Class locations](#)

[Register for a class outside of Hunter](#)

[Can I transfer in courses or request exemption from courses?](#)

[Graduate Students Course Exemption/Waiver](#)

[Graduate Students Transfer Credit Request](#)

[Undergraduate Students Course Equivalency Request](#)

[Register for classes to fulfil an Admissions Condition](#)

[Missed Registration Deadline and need to add a class](#)

[Review required textbooks for courses](#)

Find your Advisor

To find all advisors for your program, please review your program's Academics Page. [Graduate Academics pages](#). [Undergraduate Academics pages](#).

Create/Claim a CUNYfirst account

Review the following Self Service Guide: [Activate My CUNY Login Account](#)

Find your enrollment appointment/enrollment date

Review the following Self Service Guide: [Your Enrollment Dates in Student Center](#)

Search and register for classes on CUNYfirst

Review the following Self Service Guide: [Registering for Class via Class Search](#)

Drop a class

Review the following Self Service Guide: [Drop Classes](#). Please be mindful of drop deadlines by visiting the [Hunter College Registration Calendars](#) page. (See also 'How do I Swap Classes' below)

Swap a class

When changing courses or sections of a course, it is always best to 'swap' in lieu of dropping then adding. This ensures that any tuition paid for one class transfers to the other, rather than being refunded or partially refunded and then being charged for a new course. Review the following Self Service Guide: [Swap Classes](#)

Issues with Registration

Possibility # 1: The class section is not available to your program. Please check “Enrollment Requirements” or “Class Notes” to review whether your program is listed.

Solution: Look for other sections available to your program

Solution: Request permission for a course outside of your program. Navigate to our [Register for Classes](#) page and then to our “Permission Request for Matriculated Students”

Solution: Speak with your Faculty Advisor to explore alternative courses or solutions.

Possibility # 2: You have a hold on your account

Possible Holds:

- **Immunization Hold** - Send immunization records to the [Health Services Office](#)
- **Bursar Hold** - [Review the types of Bursar Holds and Contact the Bursar's Office](#)
- **SOE Teacher Certification Hold** - Contact your [Administrative Advisor](#), choose “Certification and Licensure Advising” from the list.
- **SOE Advisement Hold** - Contact your [Administrative Advisor](#), choose “Registration and Hold Advising” from the list.
- **GRE Hold** - You need to send your GRE Score Report to the [Graduate Admissions Office](#). If there were extenuating circumstances that prevented you from completing the GRE, please contact the School of Education Admissions Team (edadmissions@hunter.cuny.edu)
- **Dismissal** - You have been dismissed from Hunter College. Contact your [Administrative Advisor](#), choose Personal Concern from the list.
- **Admissions Hold** - You need to send your official transcripts to the [Graduate Admissions Office](#).
- **Financial Aid Hold** - There is a problem with your Financial Aid documentation. Contact the [Office of Financial Aid](#).

- **Other Holds** - See [Hunter's Hold summary page](#).

Possibility # 3: You are a new student and your CUNYfirst has not been made active yet

Solution: Check the [Newly Admitted Students Page](#) to review how to acceptance your enrollment and activate your CUNYfirst account.

Possibility # 4: You took a leave of absence and your CUNYfirst has not been updated to include an upcoming semester or you do not have an enrollment appointment to register.

Solution: Contact your Administrative Advisor to discuss how to readmit to your program.

Possibility # 5: You are a non-matriculated student and have not yet received permission for your pre-approved courses OR you have already completed/enrolled in 6 credits.

Solution: Contact the Non-Degree Coordinator at soe.oasa@hunter.cuny.edu for further support/information.

Possibility # 6: You have not met the pre-requisite or co-requisite requirements for the course. You must take or register for the required pre-requisite or corequisite in order to register for the course.

Possibility # 7: It is not your enrollment date yet. Check the [Hunter College Registration Calendars](#) and/or your CUNYfirst account to review your enrollment date. Review [How do I find my enrollment appointment?](#) for more information.

Possibility # 8: If you are an undergraduate student, and you have not yet been formally approved for an education major, you will not be able to register. Please contact utep@hunter.cuny.edu for more information.

Possibility # 9: You are attempting to enroll for a course with the incorrect course prefix. Please make sure the course on CUNYfirst matches your required/intended class (i.e. **SPED** 76800 and **SPEDE** 76800 are different courses). Please also note that all course searches in CUNYfirst should include the last two digits of the course number (in most but not all cases they will be 00).

Possibility # 10: You are attempting to register over the credit limit. Please review your credit limits on CUNYfirst via your enrollment date. Review [How do I find my enrollment appointment?](#) For more information.

Undergraduate Students: Please submit the [Credit Overload](#) form to the Office of Academic Advising

Graduate Students: Please contact your Faculty Advisor to request to register for courses over your credit limit

Possibility # 11: You have not received permission for a class that requires permission. These courses are most often listed in CUNYfirst as “By Department Consent.”

If this is a fieldwork course, please contact your [Clinical Placement Specialist](#), select “Fieldwork, Student Teaching, Practicum Advising” from the list or the [Counseling Fieldwork Advisor](#) (for counseling students only)

If this is not a fieldwork course, please review instructions on CUNYfirst. If no instructions are available, please contact your Faculty Advisor.

Possibility # 12: The class is full.

Solution: Add yourself to the waitlist on CUNYfirst if the option is available. See additional instructions on the [CUNYfirst Waitlist Self-Service Guide](#).

OR

Complete Permission Request Form to request to overtally. Please see [Overtally into a closed course](#) for more information.

Possibility # 13: The class is only open to specific programs or cohorts. Please check “Enrollment Requirements” or “Class Notes” on CUNYfirst to review whether your program is listed.

Solution: Look for other sections available to your program

Solution: Request permission for a course outside of your program. Navigate to our [Register for Classes](#) page and then to our “Permission Request for Matriculated Students”

Solution: Speak with your Faculty Advisor to explore alternative courses or solutions.

Changing full-time or part-time status

You do not need to submit paperwork to change full-time/part-time status. However, you should notify your Faculty Advisor if you would like to discuss changes to your course sequence.

Issues locating a class in CUNYfirst

Possibility # 1: You are searching for a specific class on CUNYfirst and only put the first 3 numbers. For example, when searching for CEDF 709, please enter “70900” under “Course number.”

Possibility # 2: The class is full and your CUNYfirst Class Search has the box “Show Open Classes Only” checked. Please uncheck this box to review closed classes and classes operating on a waitlist.

Possibility # 3: You are searching for the class under the incorrect prefix or course subject

For example: BILED, HED, and SPEDE, are listed as “Education - BILED”, “Education - HED”, and “Education - SPEDE”

Possibility # 4: The class is not offered in that particular term/semester

Solution: Review your course sequence via your Program’s [Academics Page](#) to verify whether you should be/can complete the class in the upcoming term and contact your Faculty Advisor with questions/concerns.

Registering for two classes that overlap or have a time conflict

This may or may not be possible depending on the extent to which there is a time conflict. If a course is in conflict with another course on your record, complete and submit the Course Conflict Override Form and obtain your instructor’s approvals. Email approval from the instructor's hunter email address will satisfy the requirement.

[Course Conflict Override Form](#)

You will register for one course and the second course, if approved, will be manually added to your record by the Registrar. You are still responsible for paying for the second course once added to your record. Failure to do so may result in the course being dropped from your record.

Overtally into a closed course

While permission is not guaranteed, you can request to overtally by completing the Departmental Permission Form most relevant to the course.

Only submit a Department Permission Request Form if the course you are requesting does not list any additional registration restrictions in the class notes section in CUNYfirst.

Permission requests are reviewed on a weekly basis by the department office. Students will be notified by email concerning their request.

- [Department Permission Request Form for ADSUP, BILED, CEDCF, CEDC, DANED, MUSED, ECC, EDESL, EDLIT, HED, LING, SEDC and QSTA courses.](#)
- [Department Permission Request Form for SEDF, CEDF, ECF, COCO, COUNR, COUNM, COUNS and EDPS courses.](#)
- [Department Permission Request Form for SPED, SPEDE, and EDABA courses](#)

Registering for classes over the summer or winter terms

Summer and winter term course availability will depend on your program and may change each year. Please check your course sequence map, if available, via the [Academics Page](#) of your program for clarification on courses that may be available over the summer or winter terms for your program.

Class locations and details

Class location, course format, and instructor contact information is now available via the [School of Education Course Lookup Tool](#).

Register for a class outside of Hunter

First connect with your Faculty Advisor to determine whether the course must be taken at Hunter College or if it can be taken elsewhere. If it is confirmed that your course can be taken elsewhere and if an equivalent course is offered at another CUNY institution, file for e-permit in CUNYfirst using [Hunter's E-Permit Guide](#). If the course is offered at an institution outside of CUNY, you will be required to submit a paper e-permit through the Registrar's Office. Please email epermit@hunter.cuny.edu for a paper e-permit.

Can I transfer in courses or request exemption from courses?

Graduate Students Course Exemption/Waiver

Exemption or waiver of a course requirement may be granted to a student who has completed an undergraduate course at another college with the same or similar content as a Hunter College course required in your program. For courses taken at the graduate level, see below for Transfer of Credit Request.

An exemption reduces the number of credits you need to take in your program. A waiver requires you to take an approved elective course of at least the same number of credits at Hunter to replace the waived course.

Only matriculated students may be granted exemptions or waivers. All programs do not offer exemptions and waivers while others have limits on the number of credits from which students may be exempted or waived.

For best results, download the form and then complete. Submit the form with all required documentation to soereception@hunter.cuny.edu. [Exemption/Waiver Form](#).

Graduate Students Transfer Credit Request

A transfer of credit request may be granted to a matriculated student who has completed a course at another college. The course must be at the graduate level, no more than five years old, and with the same or similar content as a Hunter College course required in your program. All programs have limits on the number of credits that may be transferred.

For courses taken at the undergraduate level, see above for Exemption/Waiver Request.

Please complete the form at the link below, sign digitally, pdf and attach all required documents and email to soereception@hunter.cuny.edu. We will support with routing the form for additional required signatures.

Submit the form with all required documentation to soereception@hunter.cuny.edu.
[Transfer of Credit Request Form](#).

Undergraduate Students Course Equivalency Request

Undergraduate students who would like to use coursework taken at another institution towards their education major should contact both their Faculty Advisor and their Administrative Advisor.

Register for classes to fulfil an Admissions Condition

Please review information found on the [Admissions Condition](#) page under “Coursework” and under the header “Complete an undergraduate level course for college credit at any regionally accredited college or university with a grade of C- or better. Online coursework is acceptable.”

Missed Registration Deadline and need to add a class

To resolve registration issues after the registration and late registration periods have ended (as listed on the [Registration Calendars](#)), submit the registration appeal request form. A request is considered when there are documented, compelling and unavoidable reasons to grant an exception to policies, procedures, and deadlines. School of Education students submit this form to soereception@hunter.cuny.edu.

The Spring 2020 Registration Appeal Period has ended. Instructions for the Fall 2020 semester registration appeal will be posted on the [Register for Classes](#) page after the late registration period has ended.

To resolve registration issues after the registration appeal period has ended, submit the School of Education Dean's Request Form. Please note, a course deletion request requires extenuating circumstances and you must not have attended any class meetings. Course deletions due to COVID 19 are not permitted. CUNY has extended the deadline to withdraw from a course for Spring 20.

[Dean's Request Add Class After the Deadline](#)

Review required textbooks for courses

Visit the online [Hunter College Bookstore](#) and log-in using your CUNYfirst credentials to review textbook information. It is not required that you buy your textbooks from the Hunter College bookstore.