



THE
GRADUATE
CENTER

Office of the Registrar
365 5th Avenue, Room 7201
New York, NY 10016
212-817-7500 (P)
212-817-1627 (F)
registrar@gc.cuny.edu
http://www.gc.cuny.edu/admin_offices/registrar.htm

APPLICATION FORM FOR NON-MATRICULATED/PERMIT/AUDITORS or CONSORTIUM STUDENTS

PROCEDURES FOR TAKING A COURSE/S AS A NON-MATRICULATED/PERMIT/AUDITOR or CONSORTIUM STUDENT

Course availability is subject to department approval as well as limits on seat availability.

Consortium students need only submit the completed IUDC Form with this completed application.

1. Contact the Executive Officer of the program that you are interested in taking the course/s in (once you have found the course in the Dynamic Course Schedule at: https://banner.gc.cuny.edu/prod/plsql/bwckschd.p_disp_dyn_sched) and get signed written permission on that department's letterhead.
2. Complete this Application Form.
3. Return the completed and signed application form with signed written permission from the department to The Office of the Registrar via mail, fax or email (scanned as a PDF File) for processing.
4. Once your application has been processed you will be sent an email from The Office of the Registrar with your Banner ID Number and the instructions on how to register online for your course/s.
5. Once you have your Banner ID Number and password you can log into your Student Web Account at https://banner.gc.cuny.edu/prod/plsql/twbkwbis.P_WWWLogin and register. Once you have registered correctly you will generate a tuition bill by The Office of the Bursar that can be paid online while you are still in your Student Web Account.
6. After registering, proceed to The Office of the Registrar with valid identification and your Banner ID Number so that you can receive your validation sticker required for your GSUC ID, which will be issued by the Security Office (Room 9123, 212-817-7777).

Please do not send the application fee (\$125 USD) with the written permission and the completed application form. You will be billed by the Office of the Bursar; they can be reached in Room 8105, 212-817-7680, bursar@gc.cuny.edu once you register for your course/s.

