



## Certificate Program in Conservation Biology Registration and Enrollment Procedures

Registration is the mechanical process that reserves seats in particular classes for eligible students. It can be accomplished by phone or online from approximately one week prior to the start of the semester, though the "Add/Drop" period that continues until approximately one week into the semester.

### Registration Appointments

Registration for each term occurs within designated periods. Within these periods, you will be assigned specific registration appointment times. Your appointment times will be available on Student Services Online (SSOL) about two weeks prior to the registration period. You may also call (212) 854-4488 to hear your appointment times.

### Register Online

You may register on Student Services Online (SSOL) during your assigned appointment times. You will need your UNI and UNI password, course numbers, and course call numbers ready at hand. Select courses from those listed on the current course roster.

### Register by Phone

If you do not have Web access during your appointment times, you may also register by telephone. To register for a course call (212) 854-8282. You will need to provide your 9-digit student ID number and your assigned Personal Identification Number (PIN). Changes to your registration are effective immediately. However, activity will not be reflected on SSOL until the next business day.

### Late Registration

You must register for at least one course before the start of the term in order to avoid being charged a late registration fee.

### Change of Program

You may make changes to your program over the telephone or online during your registration appointment times without penalty or paperwork. To add or drop a class after your last appointment, you must fill out an Add/Drop form and submit it to Catherine Tissot. Penalty fees may be assessed if the course has already begun.

### **Dropping Your Last Class**

You are not permitted to drop your last remaining course by telephone, since this would constitute a withdrawal from the University. In order to drop your last course, you must fill out a withdrawal form at the CERC Office.

### **Enrollment and Holds**

Enrollment is the final outcome of the process and affords the full rights and privileges of student status. You are not officially enrolled until all obligations (including the payment of fees) have been met. Make any required payments at Student Financial Services located in 210 Kent Hall or online through your account.

The University permits many offices to place a "hold" against a student's enrollment. The reasons for holds vary from office to office. Financial holds, library holds, and Deans' holds are most common. Only the holding office can place or remove a hold. The Registrar has no authority over holds. Since registration is merely the mechanical process of reserving a seat in a class and does not, per se, constitute enrollment, you may be allowed to register in spite of a hold. Please note, however, that no one who is registered is considered enrolled unless he or she has satisfied all obligations to the University.

If you have a hold, the Registrar will not certify you as an enrolled student. The University reserves the right to cancel the registration of any student who has not satisfied all obligations to it, academic and financial as well as administrative.