

FALL 2022

GSLIS PRE-REGISTRATION PERMIT

Only FOR CONTINUING MATRICULATED STUDENTS
who will have completed 18 or more credits
by May 31, 2022

To be included in pre-registration, you must submit this permit as an email attachment to
qc_gslis@qc.cuny.edu
between **March 21, 2022** and **March 31, 2022**

INSTRUCTIONS and additional information:

- ☐ You may complete up to 3 different program choices. Students who have completed 18 or more credits **may** seek advisement if they wish but are not required to do so.
- ☐ **In order to register for 709, 791 or 795, you must complete 21 or more credits by 5/31/2022.**
- ☐ **In addition, to register for 791, you must have a signed permission sheet from a full-time faculty member who will work with you on your project.**
- ☐ If payment is not received by the due date, your pre-registration will be canceled, and you may lose your place in class. Please check CUNYfirst for your program and payment date.
- ☐ **You must send this form as an email attachment to qc_gslis@qc.cuny.edu**
- ☐ **NO FAX SUBMISSIONS; NO PHONE SUBMISSIONS**

It is the student's responsibility to make sure there are no barriers to registration such as unpaid fees, fines, or address changes; **if you fail to do so, your registration may not be processed in a timely manner.**

☐

Note: You will get your first choice of selections, when possible.

Pre-registration permits will be processed by the GSLIS office in the following order of priority:

1. Permits from students taking 12 or more credits in the current semester (Spring 2022)
2. Permits from students enrolled in the Certificate of Post-Master's Studies in Librarianship and LMS
3. Permits from students taking the Archives or Children's Certificates who already hold an MLS degree.
4. Permits from **all other students** which will be ranked and processed according to the number of credits completed by May 31, 2022, and then according to date of permit receipt.

Last Name (Family Name) _____ **First Name** _____

CUNYfirst ID _____ **School Media Program (Check Box) Yes • No •**
(This is an eight-digit number)

Address: _____

Phone (Daytime): _____ **Phone (Evening):** _____

Email: _____

**Number of Credits
Completed
As of 5/31/2022**

Program - First Choice:

Fill in all the columns below:

Course #	Section	Class #		Day	Time

If one of the courses in the first program choice above is closed: Do you wish to be placed on a waiting list for that course?

Yes ___ Course # _____. If yes, you will still be registered for your second or third choice.

Program - Second Choice:

Fill in all the columns below:

Course #	Section	Class #		Day	Time

Program - Third Choice:

Fill in all the columns below:

Course #	Section	Class #		Day	Time

I HAVE COMPLETED 18 OR MORE CREDITS at GSLIS and request permission for the course(s) listed above, in accordance with the rules for registration. I understand that if I do not pay my bill by its due date, this registration will be canceled. If such a cancellation occurs, I understand that it is possible that classes may be closed.

Student signature: _____ **Date:** _____

NO FACULTY SIGNATURE REQUIRED FOR STUDENTS WHO HAVE COMPLETED 18 OR MORE CREDITS!