

FALL 2008 Registration Appeals

****The Registration Appeals Committee is the Only Group Authorized to Review Appeals****

- Your written appeal will be forwarded to the Academic Registration Appeals Committee for their decision.
- *THE OFFICE OF THE REGISTRAR/OASIS* does NOT review nor make decisions on Registration Appeals.
- The Academic Registration Appeals Committee will contact you with your decision at your Hunter College SNET email. To activate your Hunter College SNET email account visit: <http://snet.hunter.cuny.edu/>
You will be contacted via your Hunter SNET (email) account except in cases where none has been assigned.
- Registration Appeals are granted in extreme cases only.
- Sitting in on a class, negligence, stops on record, employment issues, financial constraints, software and hardware problems, unsatisfactory academic progress, lack of preparation, and vacation and overseas plans will not be considered compelling reasons to grant an appeal.
- Approved appeals may result in the assessment of additional fees.
- You must submit documentation to support your appeal in addition to a letter from an academic (professor) on the academic department letterhead stationery. No copies of letters or emails will be accepted.
- The Registration Appeals Committee will make every effort to respond in a timely manner.
- All Registration Appeals Committee decisions are final and cannot be further appealed.
- To contact the Academic Registration Appeals Committee: Email from your SNET email account to: regappls@hunter.cuny.edu

Fall 2008 Appeals will be considered starting Sept 2
This appeal is only for students who were dropped for non-payment or who have not attempted to register.

While, there is no deadline for submission of this appeal, the Appeals Committee is far less likely to approve appeals that are submitted well after the published dates of late registration for the semester in which you are requesting courses be retroactively added to your record. Please refer to <http://registrar.cuny.edu> for these dates.

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Appeals are considered when there are no other options available and there are documented and compelling reasons to grant exceptions. *Sitting in on a class, negligence, employment issues, financial constraints, software and hardware problems, unsatisfactory academic progress, lack of preparation, and vacation plans* are not considered compelling reasons for exceptions to policies or procedures.*

- ❖ Complete both sides of this form-also available on the web at <http://registrar.hunter.cuny.edu> [click on forms].
- ❖ Submit completed appeal form to the OASIS, Room 217 North.
- ❖ Only complete appeal forms will be reviewed.
- ❖ The submission of an appeal does not guarantee approval.
- ❖ The Registration Appeals Committee will make every effort to respond within 5 business days of the request.
- ❖ Approved appeals may result in additional tuition and the assessment of additional fees.
- ❖ This is NOT an overtally form. Requests to overtally into a closed course are handled by academic departments. See the academic department for directions.

COMMITTEE DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED

Print Clearly and in Ink Only

Name _____ **ID No.** _____
Last First

Hunter email address _____
(You will be contacted via your Hunter Snet (email) account except in cases where none has been assigned.)

Telephone number(s) _____

Check one of the following and specify year. List the course(s) you wish to have considered.

- Winter _____ Spring _____ Fall _____ Summer 1 _____ Summer 2 _____

THIS APPEAL SHOULD BE ACCOMPANIED BY A WRITTEN RECOMMENDATION FROM YOUR DEPARTMENT. THIS DOES NOT GUARANTEE APPROVAL OF THE APPEAL. RETURN COMPLETED FORMS TO THE OASIS, ROOM 217 NORTH.

Action	Department	Course #	Course Code	Course Section
Example A	English	120.00	0407	003
1)				
2)				
3)				
4)				
5)				

Type of Appeal (check all that apply): *Fees are added to any tuition costs incurred*.

- Late Registration (\$25.00)
- Add a course to a current registration (\$18.00)
- Course Replacement (add/drop) (\$18.00)

- Section replacement of same course (\$18.00)
- Payment Problem (\$15.00)
- Other: _____

Reason for Appeal: Write a concise explanation/justification for this appeal. Attach all supporting documentation (including department's recommendation on letterhead, signed and stamped). Only documents submitted with this form will be reviewed.

Note: Attendance in class and/or permission from an instructor to overtally does not guarantee approval of the appeal. It is the student's responsibility to be aware of registration and tuition deadlines.

Registration Appeal Checklist

Please make sure you have taken care of the following before submitting this appeal to the OASIS, Room 217 North.

I have:

- _____ fully completed both sides and signed the Registration Appeal form
- _____ attached department /instructor approval on department letter head, or have permission posted on my e-SIMS record
- _____ no stops on my record
- _____ fully satisfied my immunization requirement

By signing this form, you agree that the above information is correct, you are prepared to remit payment immediately in the event your appeal is approved, and you understand that submission of this form does not guarantee approval of the appeal.

Student Signature _____ Date _____

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For Office Use Only:

- Appeal Approved – Comments _____
- Appeal Approved (Exception Email) – Comments _____
- Appeal Denied – Reason(s) _____
- Other _____

Reviewer _____ Date _____