

HUNTER

Registration Appeal Request

(Effective for the Fall 2020 Semester)

(part 1 of 2)

Student Full Name:

Student ID (CUNYfirst ID):

Hunter Email Address: _____@myhunter.cuny.edu

Primary Phone:

Have you submitted a Registration Appeal Request in the past? Yes No

Reason for Appeal: Write a short and concise explanation/justification for failure to register and/or pay your tuition during the standard registration and payment process/period. Wanting or needing a course is not an explanation/justification for not registering in a timely manner. All required documentation must be submitted with this appeal form. Additional documentation may be submitted with this request.

Acknowledgment: By signing this form, you agree that: 1) the information included on this request form is correct; 2) you are prepared to remit payment immediately in the event your appeal request is approved; 3) you understand that submission of this request does not guarantee approval; and 4) the Committee's decision is final and cannot be further appealed.

All applicable fees will be assessed. For fee information, visit www.hunter.cuny.edu/bursar

Student Signature: _____ **Date:** _____

Please upload your completed form along with any supporting documentation at: www.hunter.cuny.edu/registrationappeal.
Incomplete requests **will not** be considered.

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Registration Appeal Request

Course Request & Faculty Support

(part 2 of 2)

Student Full Name:

Student ID (CUNYfirst ID):

Hunter Email Address: _____@myhunter.cuny.edu

Instructions for Faculty: The above-named student is requesting to be registered for your class later than the established deadline. If you support this registration appeal, please sign and date next to the approved course.

Note that you are also granting an overtally into class and overriding any existing prerequisites connected to the course(s) being appealed by the student. Please understand that many factors contribute to the Registration Appeals Committee’s decisions, including student justification for failure to register during the standard registration process, the student’s previous appeal history, and delay in submitting the appeal.

An email will be sent to the department chair and administrative assistant notifying you of the Registration Appeals Committee’s decision. If you do not receive notification, you may check your web roster at webroster@hunter.cuny.edu OR you may contact regappls@hunter.cuny.edu. Under no circumstances should you informally report a grade to a student who is not officially registered in your class.

Instructions for Students: Please complete the chart below with all courses you wish to add to or drop from your registration. Please be sure to obtain your instructor's signature for any courses you wish to add. Faculty approval is not required for courses you wish to drop. Incomplete requests **will not** be considered.

Department	Action	Course #	Course Code	Course Section	Faculty Signature	Date	Departmental Approval		Date
							Yes	No	
							Yes	No	
							Yes	No	
							Yes	No	
							Yes	No	

For Office Use Only

Approved

Denied

Other:

Reviewer Signature:

Date of Review:

Comments:

Please upload your completed form along with any supporting documentation at: www.hunter.cuny.edu/registrationappeal. Incomplete requests **will not** be considered.