

Hunter College Cooperative Program/Consortium (For Fall/Spring terms <u>Only</u>)

SPECIAL NOTE: Hunter College's Registration Schedule and Academic Calendar May Not Coincide with MMC -Please <u>check</u> Hunter College's website http://www.hunter.cuny.edu/onestop/registration/registration for important dates and deadlines. <u>Graduating Seniors</u> must submit final official Hunter transcript by the appropriate MMC deadline date. Transcripts received after the deadline may defer official graduation date to the next conferral period.

MMC Student Id Number: _____

Current Degree Program/Major:_____

Last Name

First Name

MI

TERM/YEAR:

Fall _____

Spring __

The above named student has permission to attend Hunter College for the indicated term. The student must register for a minimum of 12 credits combined (MMC + HC). The number of credits taken at the home institution(MMC) must be greater than the number of credits taken at Hunter College. Example: MMC credits – 9 and HC credits – 3 or 6. The maximum number of credits an MMC student can take at Hunter College is 6 credits.

Eligibility Requirements - PLEASE CHECK <u>YES</u> OR <u>NO</u> FOR 1 – 4

		Yes	No
1.	I am a matriculated student pursuing a degree at MMC		
2.	With my MMC & HC credits combined, I plan on being enrolled		
	fulltime(w/ <u>more</u> credits enrolled at MMC)		
3.	I have a cumulative gpa of at least 2.00		
4.	I have completed a minimum of 12 residence credits at MMC		

PERMISSION TO TAKE THE LISTED COURSES BELOW:

Instructions: Complete sections I –V.

- I Complete Part A in the chart below and submit the following:
- Bring a copy of the Hunter College's course description(s) to the Dept/Division Chair whose signature is required
- Bring a copy of your program evaluation to your faculty advisor.

A. To Be Completed by Student –Enter Hunter College Course Information below			B. To Be Completed by Department and/or Division Chair				
Dept	Course #	Course Title	Credits	MMC Course Number*	Department Chair Approval	AIP Designation (CP, EP, IP, NP, REP, UP)	If AIP Substitution, Division Chair Approval

Faculty Advisor Signature - Program Evaluation Check – Course is applicable towards degree program:				
Yes 🗌 No				

II. Complete the General Information Form for Hunter College (Attached)

III. STUDENT RELEASE STATEMENT

By taking part in the cooperative program with Hunter College, I understand that I must maintain full-time status at Marymount Manhattan College and any adjustment to my schedule from the approved courses may result in the loss of institutional and Federal/State financial aid.

I understand that if I am not eligible to participate in the Hunter Consortium or if I make changes to my Hunter College course schedule without notifying the appropriate departments, MMC is not obligated to transfer in the Hunter College credits and grades.

I understand that it is my responsibility to request an official transcript of my coursework to be sent to the Center for Student Services at Marymount Manhattan College immediately following the completion of my studies at Hunter College. If I fail to provide an official transcript to Marymount Manhattan, I understand that my registration for future terms will be impeded. I also understand that if I fail to submit my final transcript in accordance to MMC's graduation deadline, my official graduation date will be deferred to the next conferral period.

I hereby grant permission to Hunter College to release any information regarding my account, including registration status, academic progress, and a copy of my official transcript of coursework, to an authorized representative from the Registrar's Office at Marymount Manhattan College.

Student Signature	Date
9	

This is to certify that this student will be enrolled full-time at Marymount Manhattan College with the additional course(s) listed on the reverse side of this form (limit 6 credits). This student may register for the approved course(s) at Hunter College. The appropriate tuition has been charged to the student's account at Marymount Manhattan College.

Asst VP & Dean of the Center for Academic Excellence Signature :_______ Date:______ Date:______

IV. Hunter College Requirements

- a. Bring the <u>completed</u> Hunter Consortium Form (original) with General Information Form to Hunter College You will need to go through Security West Building: SW Corner, Lexington Ave/ 68th St. to get a temporary student pass.
- c. Registrar staff will review your documents and assign you a CUNYfirst EMPLID, which is an 8-digit number.
- d. Register for classes on CUNYfirst. Select the following links: HR/Campus Solutions Self Service-Enrollment -Enrollment: Add Classes - Select Semester
- e. If you do not have the prerequisite(s) for the Hunter College course, you will need to contact the appropriate department advisor. The Hunter department advisor needs to grant you permission by assigning you a permission number.
 Note: If the class is closed or you are unable to register for class, you will need to revise your Hunter Consortium form. Do not register for Hunter courses that have not been approved by the appropriate MMC's Division Chairperson.
- V. Proof of Hunter Registration- Return to the Center for Student Services and show confirmation of registration at Hunter College, no later than the last day to add a class at MMC (refer to current MMC catalogue for specific date). A copy of your class schedule from CUNYfirst is acceptable. If confirmation is not presented by the appropriate date, you will be dropped from the Consortium classes.

CSS/MMC Office Use Only

SSN on General Information Form matches SSN in MMC's Colleague System

A copy of completed Hunter Consortium form for student's file

Registration in CONS 999 01

Tuition Paid in Full(No Prior Balance)

Date Date

Initial

Initial

CSS Stamp for Validation Student Service Representative Signature/Initials:

Copy of confirmation/receipt of Hunter College attached CSS Rep: _____ Date:_____ Date:_____

Hunter College's Registration Form matches Course(s) on Application: Ves No Registrar Initials:

GENERAL INFORMATION FORM FOR HUNTER COLLEGE THE CITY UNIVERSITY OF NEW YORK

Office of the Registrar/Room 217 North Building: 68th Street between Lexington & Park Aves. (P)212-772-4474 (F)212-650-3632 <u>http://www.hunter.cuny.edu/onestop/one-stop-student-services</u> Questions on E-Permit? Email epermit@hunter.cuny.edu

Email Address: _____

Telephone Number: ()	: ()		()		_
	Home		· · · ·	Cell	
Date of Birth (DD/MM/YYYY):	_//				
Social Security Number*: *Required by Hunter College to ent			INVfirst system	If SSN is left blank on t	hie
form, you are required to bring y			•		.115

Registrar at Hunter College.

CUNYfirst EMPLID (if applicable):_____

MMC Student ID: _____