MarymountManhattan

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

SPECIAL NOTE: Hunter College's Registration Schedule and Academic Calendar May Not Coincide with MMC - Please check Hunter College's website http://www.hunter.cuny.edu/onestop/registration/registration for important dates and deadlines. Graduating Seniors 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 YES OR NO 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/ *more* 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 or Department Chair - Program Evaluation Check – Course is applicable towards degree program:	Date
_____ ☐ 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

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.

Associate Dean for Academic Affairs Signature :_____ Date:_____

IV. Hunter College Requirements

a. Bring the completed 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.
b. Go to the One Stop For Student Office(Registrar's Office)/Room 217 – North Building – 68th St. between Lexington & Park Aves.
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

☐ Student meets eligibility requirements

☐ Student is not eligible – did not meeting the minimum: ☐ Nondeg ☐ Full time credit load ☐ GPA ☐ Residency Credits

☐ 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 _____ Date _____ Initial

☐ Tuition Paid in Full(No Prior Balance) _____ Date _____ Initial

☐ CSS Stamp for Validation Student Service Representative Signature/Initials:

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

☐ Hunter College's Registration Form matches Course(s) on Application: ☐ Yes ☐ 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
http://www.hunter.cuny.edu/onestop/one-stop-student-services
Questions on E-Permit? Email epermit@hunter.cuny.edu

Department or Program: Hunter/Marymount Manhattan College Consortium Agreement

Division: Undergraduate

Status: Non-Degree/Non-Matriculated

Print All Information Below - in Blue or Black Ink:

Student Name: _____ _____ ____
(Last) (First) (Mi)

Home Address: _____

_____
(Apt #, Suite, Floor, etc)

_____
(City, State, & Zip Code)

Email Address: _____

Telephone Number: ( ) _____ ( ) _____
Home Cell

Date of Birth (DD/MM/YYYY): ____/_____ / _____

Social Security Number*: _____ - _____ - _____
*Required by Hunter College to enter MMC student into their CUNYfirst system. **If SSN is left blank on this form, you are required to bring your original, un-laminated social security card to the Office of the Registrar at Hunter College.**

CUNYfirst EMPLID (if applicable):_____

MMC Student ID: _____