

# Choosing Classes

## Registration:

Students register according to the procedures established by the Office of the Registrar for the announced registration period.

It is the policy of the College's three schools that students will be allowed to register no more than three times for any single undergraduate course. Any request for an exception to this rule should be directed to the Dean's Office of the particular school through which the course in question is offered.

It is imperative that you check your CUNYfirst account before the first day of classes, as often classroom assignments change. The College reserves the right to cancel any course or section due to insufficient enrollment or for any other reason it deems necessary.

If you do not plan on attending your classes, they must be dropped prior to the first day of the term in order to avoid any tuition liability.

## Student Status:

| Class           | Credits Earned | Class        | Credits Earned |
|-----------------|----------------|--------------|----------------|
| Lower Freshman  | 0 to 14.9      | Lower Junior | 60 to 74.9     |
| Upper Freshman  | 15 to 29.9     | Upper Junior | 75 to 89.9     |
| Lower Sophomore | 30 to 44.9     | Lower Senior | 90 to 104.9    |
| Upper Sophomore | 45 to 59.9     | Upper Senior | 105+           |

## Course Listings

Course numbers indicate the level of the course as described below:

### Courses Numbered Level:

|             |                                                                                                              |
|-------------|--------------------------------------------------------------------------------------------------------------|
| 0000-699    | Undergraduate Remedial; no credit.                                                                           |
| (U)700-999  | Graduate Courses.                                                                                            |
| 1000-1999   | Introductory Courses; no prerequisites.                                                                      |
| 2000-2999   | Introductory Courses; they require some past preparation either in high school or college.                   |
| 3000-3999   | Intermediate Courses; prerequisites required.                                                                |
| 4000-4999   | Advanced Courses; prerequisites required.                                                                    |
| 5000-5999   | Senior Courses; seminars, training programs, and independent studies                                         |
| 6000-6999   | Honors level only.                                                                                           |
| 7000-7999   | Transfer Course(s) equivalents.                                                                              |
| 8000-9999   | Graduate Courses.                                                                                            |
| 99001-99999 | Doctoral and Graduate Courses, specifically, courses in research methodology, thesis, or thesis alternative. |

Note: The numbers 7000–7999 are used on transfer evaluations for recording purposes only. Courses listed on transfer evaluations with numbers of 7000–7999 are not applicable to the minor unless the evaluation specifically indicates that the course was at the intermediate or advanced level (equivalent to Baruch courses numbered 3000 or above)—these request must be approved by the respective department.

#### Independent Study Courses:

Independent Study forms, eligibility information, and proposal deadlines are available from the Dean's Office of the relevant school.

#### Honors Thesis Courses:

Honors thesis courses are the opportunity to develop expertise in your field and to work closely with a faculty mentor. Typically, the thesis is a two-semester project, bearing the course numbers 6001H and 6002H. Students who complete a thesis are eligible for Honors in their discipline. See the library [Thesis Guide](#) for the application form, guidelines, and resources for writing a thesis. Permission to undertake an honors thesis must be obtained during the preceding term by submitting a prospectus (proposal). Final proposals go to [David Rosenberg](#), Chair of the Committee on Undergraduate Honors (theses) for feedback and approval.

#### Honors Classes:

Honors courses are indicated by an 'H' following the course number.

- Requesting permission: Students with a 3.3 GPA may register for 1000 and 2000-level Honors courses with permission from the Honors Program. Students with a 3.5 GPA and higher may register for 3000-level and above Honors courses without special permission, as long as they meet the listed course pre-requisites. Note that there are special application requirements for some Honors Courses, such as the [Feit Interdisciplinary Seminars](#), [Harmon Writer in Residence](#) courses, and [Zicklin Honors](#) courses (BUS 4000-level courses).
- To find a listing of offered Honors courses in CUNYfirst, leave the subject area blank and choose 'contains' Course Number "H".

#### Special Registration Requirements and Permissions for CUNY Baccalaureate Students:

Students pursuing a CUNY Baccalaureate for Unique and Interdisciplinary Studies must be formally admitted to the program. New CUNY Baccalaureate students will not be eligible for business courses at the 3000-level or above unless they have an approved mentor and have received permission from the mentor as well as the Zicklin School of Business. Continuing Non-Baruch College CUNY Baccalaureate students must use the ePermit system every semester to request course registration.

## Abbreviations

|       |                                                                                                     |
|-------|-----------------------------------------------------------------------------------------------------|
| LAB   | Laboratory                                                                                          |
| LEC   | Lecture                                                                                             |
| MASON | Mason Hall on the first floor of 17 Lexington Avenue                                                |
| REC   | Recitation                                                                                          |
| TBA   | Hours to be arranged with department                                                                |
| A     | Lawrence and Eris Field Building (17 Lexington Avenue)                                              |
| B     | Newman Vertical Campus, 55 Lexington Avenue (At East 25th Street)                                   |
| C     | Newman Hall, 137 East 22nd Street (At East 22nd Street)                                             |
| D     | Administrative Building, 135 East 22nd St (Between 3rd Avenue and Lexington Avenue)                 |
| H     | Information and Technology Building, 151 East 25th Street (Between 3rd Avenue and Lexington Avenue) |
| J     | 137 East 25th Street                                                                                |