



**Admissions Office**  
Division of Students Affairs  
29-10 Thomson Avenue, Room C102  
Long Island City, New York 11101, Phone: (718) 482-7200

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Spring 2018 Session I

Dear Senior Citizen/Non-Degree Student:

Congratulations on your acceptance to LaGuardia Community College as a Non-Degree student for Spring 2018 Session I.

Now that the admissions process is complete, you may register **on-line beginning Tuesday, February 27<sup>th</sup> at 9 a.m.** On-line registration is done through the CUNYfirst system only at <https://home.cunyfirst.cuny.edu>. Complete instructions can be found on the back of this page.

In-person registration assistance is also available beginning **Tuesday, February 27<sup>th</sup> at 9 a.m. in the Registration Lab** located in room **B-218**, 30-20 Thomson Avenue. You will need to bring this appointment letter with you, and you must bring a valid photo ID to enter the building. Please know that the Registration Lab is open on Mondays and Thursdays from 9 am to 7 pm, Tuesdays and Wednesdays from 9 am to 5 pm and Fridays, from 9 am to 3 pm.

To assist you in your registration, our Spring 2018 Schedule of Classes is also located on our website. During registration you will be able to register for classes offered in **Session I only**. Please review the course offerings carefully, and make sure you have submitted your college transcripts along with the Non-degree application. You must meet the pre and co-requisite requirements for the course(s) you are registering for. I suggest that you choose several class options, just in case your first choice is no longer available. **Please know that in order to complete your registration all stops must be cleared, and all pre and co-requisites required must be in your student record.**

**If you were born on or after January 1, 1957, you must submit proof of immunization prior to registration.** A **\$65.00 non-refundable application fee** will be reflected on your bill.

If we can be of any help or assistance, please do not hesitate to contact us at (718) 482-7206. We wish you success in your academic endeavors.

Sincerely yours,

A handwritten signature in black ink that reads "LaVora E. Desvigne".

LaVora Desvigne  
Director of Admission Services

## How to Register for LaGuardia's Spring 2018 Session I Semester

1. CLAIM your CUNYfirst Account NOW!
2. Prepare for Registration
3. Register Online
4. Pay Your Tuition Bill
5. Check Classroom Assignments

### 1. CLAIM your CUNYfirst Account NOW!

- Go to: <https://home.cunyfirst.cuny.edu> and click "First time users" If you have never used the Portal.
- Enter the required information and click **OK**:
- Select your **Challenge Questions and Answers** – you need five of them. Choose each question from the drop down, and then type in your answer.
- **Choose Password**
  - At least 8 characters long.
  - At least 1 uppercase letter AND at least one numeric OR one special character.
  - Expires every 90 days so you will need to create a new password at that time.

### 2. Prepare for Registration

- View the **Schedule of Classes** ([www.laguardia.edu/registrar](http://www.laguardia.edu/registrar)) to select the classes you would like from the list of those available.

### 3. Register Online

- You can register online on the date listed on your registration appointment letter.
- You must claim your CUNYfirst account before you can register.
- When you have completed adding your classes, view and print your schedule and bill, and keep these printouts for your records.
- If you need online registration assistance, please send an email to [springregistration@lagcc.cuny.edu](mailto:springregistration@lagcc.cuny.edu). Make sure to include your EMPL ID, DOB, Last name and First with course and section code.
- Check the Bursar's webpage, [www.laguardia.edu/bursar](http://www.laguardia.edu/bursar) for your payment due date.

### 4. Pay Your Tuition Bill

- *Your registration is not finalized until your tuition bill has been settled.*
- Remember to check your balance in CUNYfirst every time you change your classes.
- You can pay your tuition and fees by cash, check, money order, credit card, eCHECK, or the Sallie Mae/AMS Monthly Tuition Payment Plan. Visit the Bursar's webpage - [www.laguardia.edu/bursar](http://www.laguardia.edu/bursar) - for all payment deadlines and payment methods.

### 5. Check your Classroom Assignments/Room numbers

- Log into CUNYfirst and then view your Schedule to see your classroom assignments.

## Registration Instructions online at:

<http://www.lagcc.cuny.edu/CUNYfirst/Student-Registration-Instructions>  
HELP/Referrals – Call 718-482-5935 or email [Onlinereg@lagcc.cuny.edu](mailto:Onlinereg@lagcc.cuny.edu)