



**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 2019 Session II

Dear Non-Degree Student:

Congratulations on your acceptance to LaGuardia Community College as a Non-Degree student for Spring 2019 Session II.

Now that the admissions process is complete, you may register **on-line beginning Wednesday, June 12<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 **Wednesday, June 12<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 2019 Schedule of Classes is also located on our website. During registration you will be able to register for classes offered in **Session II 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 2019 Session II 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)