



CLASS AUDITING REQUEST FORM

SUMMER 2024

- Are you currently taking classes in the My Turn Program? YES _____ NO _____
If no, when was the last time you took classes in the program? Semester _____ Year _____
- **NOTE:** If you have not taken classes during the past **Two Semesters** you will need to complete a new **MY TURN online application**. Call the office for further details 718-368-5079.
- **Auditing Students may not enroll in:** Culinary Arts, Computer (Math), English 1200 or 2400, Math, Nursing, Tourism
- **Attendance Requirement:** No more than 2 class absences are permitted without Professor's approval.
- **Website Instructions on reverse side.** Note class prerequisites, materials, books and equipment needed for class.

PRINT FIRST NAME		PRINT LAST NAME	
ADDRESS			APT#
CITY	STATE	ZIP	
	New York		
HOME PHONE #	CELL PHONE #	EMPLID NUMBER #	
EMAIL Address		Number of courses enrolling in?	
		One _____ Two _____	
SIGNATURE		DATE	

CLASS CHOICES

NOTE If requesting a 2nd level class, please enter the 1st level Prerequisite Class Name, Term/Year it was taken.
If you wish to repeat a class, please enter when it was previously taken.

	Department, Course Number and Course Name	Class Number	Section	Prerequisite/Term Taken
	(Example) Art 6000 - Painting II	5430	01	Painting I: F/2021
1				
2				

BACK-UP Choices (in case a course above is not available)

	Department, Course Number and Course Name	Class Number	Section	Prerequisite/Term Taken
	(Example) Art 2500 – Human Centered Design	6155	01	Art 5500: S/2022
1				
2				

Turn Over

IMPORTANT We receive many applications. Course seats are limited so you should submit your course form ASAP. **The deadline is Tuesday, June 4, 2024 by 12:00 pm.** Submit your form In Person, by Fax or by Email.

- **Drop off:** at the MY Turn Office, Room F219
- **Fax:** 718-368-4766
- **Email:** Scan your course selection form into PDF format only! No Photos!
 - **Send To:** SUSAN.LAVIN@KBCC.CUNY.EDU
 - **Email Subject:** **Summer 2024 Course Selection**

CLASS REGISTRATION NOTIFICATION

- We will attempt to register you in the courses you requested.
- We will notify you if you are enrolled. Further information can be found in the enclosed info letter.
- **Keep A Lookout!** Registration notifications will be sent to your email on the first day of class or a few days before.

ACCESS the SCHEDULE of CLASSES on CUNYFIRST

Step 1 Log on to the Kingsborough website at: WWW.KBCC.CUNY.EDU

Step 2 Click on the three-bar symbol at the top right corner of the screen. Scroll down and select **QUICK LINKS**
A drop-down menu will appear. Scroll down and click on **SCHEDULE OF CLASSES**.

Step 3 On the next screen, below CUNY Schedule of Classes, click **CUNY-Schedule of Classes**.

Step 4 On the next screen, you will:

- Choose the institution **KINGSBOROUGH CC**
- Scroll down to the drop-down **TERM** menu and choose Term **2024 SUMMER**
- Click the **NEXT** button, lower right.
- Choose a **SUBJECT** from the first drop-down menu (ex. Art, Education, History).
- Scroll down to **MODE OF INSTRUCTION** and choose one, if you prefer a specific format:
In Person, Hybrid Sync (online with class meeting times using technology), Hybrid Async (online and all coursework is completed online using technology, there are no mandatory meeting times)
- Click the **SEARCH** button, bottom right.

Step 5 On the next screen, you will see:

- **NUMBER OF CLASS SECTION(S) FOUND**, highlighted in blue.
- Directly below: Click on the arrow next to: **KINGSBOROUGH CC class sections found**
- A list of classes for that subject will appear.
- To view the course information, click on the arrow next to the course name.
You will then see different sections, days and times available for the course.
- Click on **Class Number** for a class description, prerequisites, class size and seat availability.

Step 6 To view a different course click **Modify Search** and repeat Steps 4 and 5.