



## CLASS AUDITING REQUEST FORM

## FALL 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 2<sup>nd</sup> level class, please enter the 1<sup>st</sup> 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.  
\*My Turn volunteers can assist with course selection by appointment only, call 718 368-5079.

**The Course Request submission deadline is Wednesday, August 14, 2024 by 2:00 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](mailto:SUSAN.LAVIN@KBCC.CUNY.EDU)
  - **Email Subject:** **FALL 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**  
(For website assistance call IT Self Help Desk: 718 368- 6679)

**Step 1** Log on to the Kingsborough website at: [WWW.KBCC.CUNY.EDU](http://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 **2024 FALL TERM**
- 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), Hybrid Flex (online and in-person mix) etc.
- 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 **View Search Results** and repeat Steps 4 and 5.

**Step 7** To start over click **New Search or Modify Search Results** and repeat Steps 4 and 5.