

# Telephone Registration Form

## INSTRUCTION

1. Dial **(212) 854-8282**
2. You may listen to the messages or enter your selection at any time. Press star (\*) to repeat a message.
3. For registration transactions or to listen to your current registration, press 1.
4. Enter your 9-digit social security number,
5. Enter your 4-digit PIN, then press #.
6. Main Menu Action Codes:
  - Press 1 to add a class.
  - Press 2 to drop a class.
  - Press 3 to find out if a class is open.
  - Press 4 to register for a class Pass/Fail.
  - Press 5 to replace a course with a new section.
  - Press 6 to listen to your registration.
  - Press 7 for information on registration.
7. For options 1- 5, Enter the 5-digit Call Number, then press # when you are prompted.
 

You can only enter one class at a time. Wait for the system to process your transaction. If the transaction is successful, you will hear the course you selected play back. If the class is full, or causes a time-conflict with other courses for which you've already registered, or if it is not a telephone registration course, messages will prompt you to the next step.
8. After each transaction you will have the option to return to the main menu to add, drop, or listen to courses you've already added.
9. You may hang-up at any time to end the registration session.

Ex.	Action Code		Call Number					#	Course Name & Number	Days & Times	Point(s)
	1	1	2	3	4	5					
								ENGL C1001	M&W 12:30am-1:30am	1.0	
								#			
	Alt*							#			
								#			
	Alt*							#			
								#			
	Alt*							#			
								#			
	Alt*							#			
								#			
	Alt*							#			
								#			
	Alt*							#			
								#			
	Alt*							#			

Alt\*=Enter alternative class here