

SEMESTER: SUMMER 2023 IMPORTANT INFORMATION:



- **As of Fall 2020, new and current My Turn students will only be allowed to audit courses and not receive any credits.**
- **Classes auditing students cannot take:** Culinary Arts, Math, Nursing, English 1200 and English 2400.
- **Attendance requirement:** If you are planning a vacation, no more than 2 absences are allowed (*more than 2 absences must be discussed with professor*).
- **Prerequisites and Materials:** Please take note of class prerequisites, materials, books, and equipment needed for class.

*Are you currently taking classes in the My Turn Program? YES OR NO

*When was the last time you have taken classes in the program? Semester _____ Year _____

NOTE: Students who have not attended Kingsborough Community College at least one term during Spring 2022 term to Spring 2023 must apply for MY TURN admission online. Call the office for details 718 368- 5079.

SUMMER TERM 2023 COURSE REQUEST FORM

PRINT FIRST NAME:	
PRINT LAST NAME:	
EMPLID NUMBER #:	HOW MANY COURSES DO YOU INTEND TO ENROLL IN? _____
ADDRESS:	APT#
CITY	STATE
	ZIP
HOME PHONE # _____	CELL PHONE # _____
EMAIL:	
SIGNATURE:	DATE:

First Choice- AUDIT STUDENTS ARE ONLY PERMITTED BE REGISTERED FOR 2 CLASSES

	4 or 5-Digit Class Number	Course Dept. / Name	Number	Section
SAMPLE	(12345)	ART: Painting 1	5000	01
1.				
2.				

Second Choice if a course above is not available

	4 or 5-Digit Class Number	Course Dept. / Name	Number	Section
SAMPLE	(12345)	ART: Painting 1	5000	01
1.				
2.				

In order to be on the top of the list for your course selection, please complete and submit your course request form ASAP. PLEASE DO NOT WAIT TILL THE END TO SUBMIT. **DEADLINE IS MONDAY 6/12/23 AT 12PM.**

- Drop off to the MY Turn Office Room F219 or FAX: 718 368-4766
- EMAIL Scan **course selection form in PDF version only! NO PHOTOS!**

SEND TO: MYTURN@KBCC.CUNY.EDU and cc'd: SUSAN.LAVIN@KBCC.CUNY.EDU
EMAIL SUBJECT: SUMMER 2023 COURSE SELECTION

CLASS REGISTRATION NOTIFICATIONS: *We will attempt to register you in the courses you have listed, and we will contact you whether you were enrolled. Class registration notifications will be in your Cunyfirst account.*
KEEP LOOKOUT!

TO ACCESS SCHEDULE OF CLASSES IN CUNYFIRST (SUMMER COURSE)

Step 1: GO TO WWW.KBCC.CUNY.EDU

Step 2: Place your cursor over **QUICK LINKS** located at the top right corner of the screen. A drop-down menu will appear. From the menu, click **SCHEDULE OF CLASSES**.

Step 3: On the next screen, directly under Schedule of Classes written in black bold letters, click [CUNY-Schedule of Classes](#).

Step 4: On the next screen, you will:

- ❖ Choose the institution **KINGSBOROUGH CC**.
- ❖ From the drop-down menu, choose the term **2023 SPRING TERM**
- ❖ Click the **Green** “NEXT” button.

On the next page

- Under the **SEARCH FOR CLASSES** heading, choose a subject from the drop-down menu (ex. Art, Education, History).
- **NOTE: Classes auditing students cannot take:** Culinary Arts, Math, Nursing, English 1200 and English 2400.
- ❖ Click the green “Search” button.

Step 5: On the next screen, you will see:

- ❖ At the bottom of the search results will show all the open classes for that subject
- ❖ Click on the “**Green**” arrow
- ❖ All the open classes will appear example *ART 2500*
- ❖ You will need to open all the classes.
- ❖ A list of classes under the subject chosen 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 of the course.
- ❖ To see a description of the class, click on the class number in the left column.
- ❖ The summer session classes will appear as **S20 and state 2nd Session**.

Step 6: To view different courses in CUNYfirst, click “**New Search**” at the top of the page.

NOTE: IF ASSISTANCE IS NEEDED, DO NOT HESITATE TO CALL THE MY TURN OFFICE WE WILL CONNECT YOU WITH A VOLUNTEER TO HELP YOU.