APPLYING FOR AMNH ONLINE SCIENCE SEMINARS

1. In eSims, view the available classes listed in the School of Professional Studies Course Schedule as not all classes listed on the AMNH’s website are eligible for CUNY accreditation. Any AMNH class offered through the CUNY system should qualify as a science pre-requisite.

2. You may learn more about the individual courses at the AMNH’s website, including course summaries, syllabi, preview lessons and rubrics at http://www.amnh.org/learn/

3. If the course runs during the summer, it may be listed as happening during Summer Session 1, but it may in fact run in Summer Session 2 as all courses are listed under the general Summer 2012 schedule.

4. To verify the eligible classes and dates, contact Jennifer Lee at the SPS at Jennifer.lee@mail.cuny.edu

5. Once you have selected the desired course and verified that it will run as part of the CUNY accreditation program, fill out the form on the eSims page to create a new permit.

6. Under the special notes section, list that a) you are a student in the Ed Theatre Program b) your expected year of graduation, and c) that the ePermit should go directly to the Director of our Program, Jennifer Katona at jkatona@ccny.cuny.edu

7. After submitting, keep track of the permit’s progress – if it has been approved by Fred Matcovsky, then it should be sent next to Jennifer Katona. You should receive an email when it has been sent to the next level of review.

8. Once the ePermit has been sent to Jennifer, send her a friendly email asking her to please review and approve your ePermit.

9. Once Jennifer has approved the ePermit, it will go through one final level of review and you will receive an email when it has been accepted.

10. After the ePermit has been accepted, contact Jennifer Lee at the SPS again to confirm that they have received your ePermit and that you are properly registered for the class.

11. You should automatically be sent any required text books (which are included in the price of the course) in the mail.

**Note: Generally speaking, all CCNY ePermits are only processed online and they must be received before the posted deadline. If you happen to make some errors along the way, your permit may be rejected (in which case you must create a new permit) or, if the deadline has already past, they can sometimes be amended by contacting the Registrar’s office directly, but the most important thing is to get the ePermit in before the deadline!**