



Office of the Registrar

ACTIVITY	DEADLINE	SUBMISSION PROCESS
DegreeWorks and Related Matters		
DegreeWorks Access Issues	N/A	Email: mecdegreeworks@mec.cuny.edu
Grades Related Matters (including departmental substitutions/waivers and technological issues with grading)		
1. Change of Grade Submissions 2. Grading Issues	As per the Academic Calendar	Email: MECTranscripts@mec.cuny.edu
1. "WN" Reversal Submissions 2. "WN" Grade Issues	As per the Academic Calendar	Email: MECTranscripts@mec.cuny.edu
Major Changes and Related Matters		
Major Changes	As per the Academic Calendar	Email: changeofmajor@mec.cuny.edu
Registration and Related Matters		
Registration Assistance (Including Over Tallies)	As per the Academic Calendar	Email: mecregistrar@mec.cuny.edu
Scheduling and Related Matters (including cancellations, room changes and any schedule related concerns)		
Spring Schedules	June 30 th (Annually)	Email: Coursescheduling@mec.cuny.edu CC: Krobinson@mec.cuny.edu and Norma@mec.cuny.edu
Spring Schedules (Modification): <i>This is the last day to adjust submitted schedules before going live.</i>	September 30 th (Annually)	Email: Coursescheduling@mec.cuny.edu CC: Krobinson@mec.cuny.edu and Norma@mec.cuny.edu
Fall Schedules	October 30 th (Annually)	Email: Coursescheduling@mec.cuny.edu CC: Krobinson@mec.cuny.edu and Norma@mec.cuny.edu
Fall Schedules (Modification): <i>This is the last day to adjust submitted schedules before going live.</i>	December 30 th (Annually)	Email: Coursescheduling@mec.cuny.edu CC: Krobinson@mec.cuny.edu and Norma@mec.cuny.edu