

BC Graduate Guidepost

Your Guide to Academic College Services

Brooklyn College – Office of the Dean of Graduate Studies and Research



Find Success at Every Turn

For general information visit the Information Booth at 1139a Boylan Hall.

You can also visit the Office Associate Provost at 3208 Boylan Hall.

If You Need Information About	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
Academic Advisement/Academic Concerns	Office of the Associate Provost for Academic Programs (x 5771)	M & W, 9 – 7; T & W, 9 – 5; & F, 9 – 5
Admissions	Office of Graduate Admissions (1602 James Hall, x5001)	M, TH, & F, 9 – 5; T & W, 9 – 7
Commencement Ceremony	http://www.brooklyn.cuny.edu/pub/commencement.htm , Student Affairs (2113 B x 5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Comprehensive Exams	Apply online BC Portal –select eServices, look for “Student Transactions” Select ‘Apply’ for a comprehensive exam in the Graduate Studies section.	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Computer Help 	Help Desk (4 th Floor ITS L, x4188)	M - F: 9 – 5
Disability Services	Student Disability Services(138R, x5538)	M to F, 9 – 4:45
Diversity, Center for	Diversity/Multicultural Studies (3309J, x5766)	M to F, 10 – 6
Emergency Medical Services 	Emergency Medical Squad (021NE, x5859)	M to F, 9AM – 10PM
E-Permits	www.cuny.edu ; Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun 10 – 3
Filing for Graduation 	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Financial Aid	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Grade Appeals	Contact Instructor/Academic Department	Hours Vary
Grades/Degree, Audit/Graduation	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Graduate Investment Program	Contact the Office of the Associate Provost for Academic Programs	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Graduate Dean’s Honors List	Contact dean of your area (Example: Dean for the School of Business)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
I.D. Card	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Internships/Jobs/Career Training	Magner Center (1303J, x5696, 5774)	M, T, & F, 9 – 5; W & TH, 9 – 7:45
Internet/Computers 	WEB (1 st Floor WEB, x5787), Library (Lobby, x5340), & Library Café (1 st Floor A, x4672)	<u>WEB</u> M to TH, 8 to 11PM; F, 8 to 5PM <u>Library</u> M to TH, 9 – 9; F, 9 – 5; <u>Library Café</u> 24/7
Leave of Absence/Petitions	Office of the Associate Provost for Academic Programs, 3208 Boylan Hall (x5771) Forms available online. All forms available online BC Postal.	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Legal Services 	Lay Advocate Office (139NE, x5360)	Hours May Vary (call for more information)
Library	Circulation, x5335 /Hours, x5336 / Reference, x5628	M to TH, 9 – 9; F, 9 – 5; Sat & Sun, 10 - 6
Name/Address Changes	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Paying your Tuition Bill/Fees	Enrollment Services Center (1 st Floor , West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Refunds	Enrollment Services Center (1 st Floor , West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Registration	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Required Textbooks	Bookstore (0400B, x5150) (Ask instructor for book listings)	M to TH, 9 – 7; & F, 9 – 2
Scholarships 	Scholarships Office (208WQ, x4796)	M to TH, 9 – 5; & F, 9 – Noon
Transfer Information/Evaluations	Office of the Registrar (306WQ, x 5911)	M to TH, 10 – 4; F, By Appointment Only
Transcripts	Enrollment Services Center (1 st Floor, West Quad Center, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Tuition Monthly Payment Plan	TuitionPay (866-267-CUNY)	www.tuitionpay.com/cuny
Tutoring/Writing 	Learning Center (1300B, x5821)	M to TH, 10 – 4; F, 10 – 3
Women’s Services	Women’s Center (227NE, x5777)	M to TH, 10 – 6; F, 10 – 5

B=Boylan Hall J=James Hall N=Ingersoll Hall NE=Ingersoll Hall Ext BCSC=Student Center S.A.R.: Office of Student Assistance & Referral
R=Roosevelt WEB=West End Building WQ= West Quad Center C.E.O.: Civic Engagement & Orientation Office





BC Graduate Guidepost

Your Guide to Campus Life and College Services
Brooklyn College Division of Student Affairs

For general information-visit the Information Booth, 1139a Boylan Hall, the web: www.brooklyn.cuny.edu/studentaffairs/ or e-mail us at info@brooklyn.cuny.edu.



Find Success at Every Turn

If You Need Information About	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
After Hours Access to Campus	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Bulletin Boards	Campus Beautification Project (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Child Care	Early Childhood Center (1604J, x5431)	M to TH, 8:30 – 6:30; & F, 8:30 – 3:30
Civic & Cultural Events Calendar	Web Portal/BCNN & "What's Happening" (1 st Fl. BCSC, x5842)	M to TH, 9 – 10:30; & F, 9 - 4
Civic Engagement/Disaster Relief	Civic Engagement Committee/Planning (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Clubs/Joining a Club/Starting a Club	Student Activities Central (302BCSC, x5712)	M to F 9-5, Late Nights Vary
CUNYCAP Internships	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Doctoral Programs	CUNY Graduate Center (212-817-7000)	www.gc.cuny.edu
Emergency Contact	Campus Security and Public Safety (0202N, x 5511)	24 hours, 7 days a week
Emergency Medical Services (EMS)	Emergency Medical Squad (021NE, x5859)	M to F, 9AM – 10PM
Filming on Campus 	Student Affairs (2113B, x5352)/Office of Communications (2118B, x5882)	<u>Student Affairs</u> (M, T, W, & F, 9 – 5; & TH, 9 – 7) <u>Comm.</u> (M to F, 9 – 5)
Fitness Center	Athletics, Recreation and Intramurals (426 West Quad Building, x5366)	M to F, 9 – 9
Flyers (Posting Information)	Student Activities Central (302BCSC, x5712)	M to F 9-5, Late Nights Vary
Food Services 	Cafeteria (Lower Level B, x4348) Student Center Café (1 st fl. BCSC)	<u>Cafeteria</u> M to F, 7 – 7 <u>BCSC</u> M to F, 12 – 8
Health and Family Planning	Health Clinic (114R, x5580)	M, T, TH, & F, 9 – 6; & W, 9 – 7
Housing Referral 	Office of Student Life and Housing Referrals (219BCSC, x 6534)	M to F, 9 – 5:30
Immunization Compliance/Health Insurance Info	Health Programs Office (0710J, x4505)	M, T, & TH, 9 – 5; W, 9 – 7; & F, 10 – 3
International Students	International Students Office (1600J, x4477)	M, 9:15 – 5:15; T, 10:30 – 6:30; W & TH, 9 – 5; & F, 9:30 – 4:30
Internships/Jobs	Magner Center (1303J, x5696, 5774) Human Resources (1219B, x5277)	<u>MC</u> M, TH & F, 9 – 4:45; & T/W, 9 – 7:45 <u>HR</u> M to F, 9 – 5
Legal Services	Lay Advocate (139NE, x5360)	Hours May Vary (call for information)
Lost and Found	Public Safety (0202N, x5511)	24 hours, 7 days a week
Media (Newspapers, Radio Station, etc.)	Student Activities Central (302BCSC, x5712)	M to F 9-5, Late Nights Vary
Personal Counseling & Social Services	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 - 4
Religious Holidays/No Classes	Schedule of Classes	https://portal.brooklyn.edu
Reserving/Renting Rooms for Events	Students (Student Activities Central, 302BCSC, x5712)/ All others (1 st fl. BCSC, x5528)	<u>SAC</u> M, T, TH, & F, 9 – 5; & W, 9 – 7:30 <u>BCSC</u> M to F, 9 – 5
Rules and Expectations	Judicial Affairs (2113B, x 5352)/Brooklyn College Student Handbook	M, T, W & F, 9:30 – 5; & TH, 9:30 – 7
Safety/Security/Workplace Violence	Campus Security (0202N, x5511) Anonymous Hotline (x4628)	24 hours, 7 days a week
Sexual Harassment/Assault	Sexual Harassment Panel (412L, x5221) Anonymous Hotline (x4628) Security (0202N, x5511)	24 hours, 7 days a week
Shuttle Service to bus/subway	Campus Security and Public Safety (0202N, x5511)	M to F, 7AM – 11:30PM
Sports/Recreation 	Athletics, Recreation and Intramurals (426 West Quad Building, x5366)	M to F, 9–9
Student Government	C.E.O. (2110B, x 5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Student Grievances (non-academic)	S.A.R. (2106B, x. 5352)	M, T W, & F, 9 – 5; & TH, 9 – 7
Study Skills/Test Anxiety/Time Management	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Substance Abuse Information	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Veterans Affairs & Counseling	Veterans Office (0303J, x5105)	M, T, W, & F, 9 – 5 & TH, 9 – 7
Volunteer Service Recognition (SERVA)	Peer Education Service Office/SERVA (524 BCSC, x 5004, x 5352)	M, T, W, & F, 9 – 5; TH, 9 – 7
Voter Registration / U.S. Citizenship/Poll Workers	C.E.O. (2110B, x 5352)	M to F, 9AM – 5PM
Yearbook	C.E.O. (2110B, x 5352)/Broeklundian (152NE, x 5910)	<u>C.E.O.</u> M, T, W, & F, 9 – 5; & TH, 9 – 7 <u>Broeklundian</u> : Hours Vary

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09/11 Printed: Student Affairs/JU

Unless otherwise noted, all phone numbers above are 718-951+extension

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