

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 of the Dean of Research and Graduate Studies at 3238 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 Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Admissions	Admission Office (222 West Quad Building, x5001)	M, TH, & F, 9 – 5; T & W, 9 – 7
Commencement Ceremony	Dean of Student Affairs (2113B, x5352)	M, T W, & F, 9 – 5; & TH, 9 – 7
Comprehensive Exams	Office of the Dean of Research & Graduate Studies (3238B, x5252)	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 (West Quad Building, 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 (West Quad Building, 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 (West Quad Building, 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 (West Quad Building, x8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Graduate Investment Program	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Graduate Dean's Honors List	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
I.D. Card	Enrollment Services Center (West Quad Building, x8150)	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)	WEB M to TH, 8 to 11PM; F, 8 to 5PM Library M to TH, 9 – 9; F, 9 – 5; Library Café 24/7
Leave of Absence/Petitions*(Except the School of Education)	Office of the Dean of Research & Graduate Studies (3238B, x5252)	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 (West Quad Building, 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 (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Refunds	Office of the Bursar (1 st Floor, Lobby, West Quad Building, x5200)	M to F, 9 – 4:45
Registration	Office of the Dean of Research & Graduate Studies (3238B, x5252)	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 (208 West Quad Building, x4796)	M to TH, 9 – 5; & F, 9 – Noon
Transfer Information/Evaluations	Office of Transfer Evaluations (306 West Quad Building, x5911)	M to TH, 10 – 4; F, By Appointment Only
Transcripts	Enrollment Services Center (West Quad Building, 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. R=Roosevelt BCSC=Student Center
WEB=West End Building WQ= West Quad Building CSDLP: Center for Student Development and Leadership Programs

09/09 Printed: Student Affairs/JU

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

OVER FOR GUIDE TO CAMPUS LIFE AND COLLEGE SERVICES

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 Office (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	CSDLP (302BCSC, x5712)	M, T, TH, & F, 9 – 5; & W, 9 – 7:30
Commencement Ceremony	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
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	Public Safety (0202N, x5511)/Student Affairs (2113B, x5352)	<u>Student Affairs</u> (M, T W, & F, 9 – 5; & TH 9 – 7) <u>/Security</u> (24/7)
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)	CSDLP (302BCSC, x5712)	M, T, TH, & F, 9 – 5; & W, 9 – 7:30
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 	Personal Counseling (0203J, x5363) http://pc.brooklyn.cuny.edu/housing.htm	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
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.)	CSDLP (302BCSC, x5712)	M, T, TH, & F, 9 – 5; & W 9 – 7:30
Personal and Social Services	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 - 4
Problem Solving	Information Booth (1139aB, x4748)	<u>Info Booth</u> M to TH, 8 – 8; F, Sat, Sun, 8 – 4
Religious Holidays/No Classes	Schedule of Classes	https://portal.brooklyn.edu
Reserving/Renting Rooms for Events	Students (CSDLP, 302BCSC, x5712)/All others (1 st fl. BCSC, x5528)	<u>CSDLP</u> M, T, TH, & F, 9 – 5; & W, 9 – 7:30 <u>BCSC</u> M to F, 9 – 5
Rules and Expectations	B.C. Student Handbook; Judicial Affairs Office (2113B, x5352)	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); BCSC (1 st fl, x5842)	<u>Athletics</u> M to F, 9–9; <u>BCSC</u> M to TH, 9–9; F, 9–4
Student Government	Graduate Student Organization (GSO) (308 – 309 BCSC, x5503)	M to TH, 1PM – 8PM; & F, 1PM – 5PM
Student Grievances	Student Affairs Office (2113B, x5352); studentaffairs@brooklyn.cuny.edu	M, T W, & F, 9 – 5; & TH, 9 – 7
Study Skills/Test Anxiety/Time Mgmt	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 (Harambee Room-BCSC, x5004)	M, T, W, & F, 9 – 5; TH, 9 – 7
Voter Registration / U.S. Citizenship/Poll Workers	Information Booth (1139aB, x4748)	<u>Info Booth</u> M to TH, 8 – 8; F, Sat, Sun, 8 - 4
Yearbook	Central Depository (314 BCSC, x5550)	M, T, W, F, 9 – 5; & W, 9 – 7

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