

Calendar of Class Meetings			Spring 2012				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January	29	30	31			27#	28
February	5	6	7	1**	2	3	4
	12	CC	14	8	9	10	11
	19	CC	21*	15	16	17	18
	26	27	28	22	23	24	25
March							
	4	5	6	7	1**	2	3
	11	12	13	8	9	10	11
	18	19	20	14	15	16	17
	25	26	27	21	22	23	24
April	1	2**	3	28	29	30	31
	NC	NC	NC				
	NC	16	17	4	5	NC	NC
	22	23	24	NC	NC	NC	NC
	29	30		18	19	20	21
May			1**	25	26	27	28
	6	7	8	2	3	4	5
	13	14	15	9	10	11	12
	F	F	F	R	F	F	F
	27	CC	29	F	F	25	26
				30***	31****		
Spring Recess: April 6–15							
<u>Final Examinations (dates subject to change):</u>							
Day/Evening:		May 17, 18, 21, 22, 23, 24					
Graduate:		Last day of graduate classes/final examinations, May 17, 18, 21, 22, 23					
Weekend:		May 19–20					

Key

- # *Friday, January 27: First Day of Classes*
- * Tuesday, February 21 (Conversion Day): Monday classes. There are no Tuesday classes that week.
- ** EVENING Common Hour
- *** *Wednesday, May 30: Master's Commencement*
- **** *Thursday, May 31 Baccalaureate Commencement*
- CC College Closed
- F Undergraduate Final Exams; Graduate Last Class or Final Exam
- NC No Classes
- R Reading day

*Check the portal for the latest information and updates:
<https://portal.brooklyn.edu>*

Calendar of Special Dates **Spring 2012**

Wednesday, January 25	<i>New freshmen students Orientation</i>
Thursday, January 26	<i>New transfer and graduate students Orientation</i>
Friday, January 27	<i>First day of weekday classes</i> (Fees and/or tuition liabilities may apply for registration transactions beginning this date.)
Friday, January 27	<i>Graduate students:</i> First day to file for Absentee, Language, and Comprehensive Examinations; applications available online; earlier applications accepted
Friday, January 27	<i>Undergraduate students:</i> First day to file an Elective Pass/Fail application
Saturday, January 28	<i>First day of weekend classes</i>
Wednesday, February 1	Evening Common Hour**
Thursday, February 2	<i>Last day to add a course online.</i> Does not apply to first- and second-semester freshmen and new first-semester transfer undergraduate degree-seeking students
Thursday, February 2	<i>Graduate students:</i> Last day to register online for Maintenance of Matriculation. After this date, call the ESC for registration instructions.
Friday, February 3 –Thursday, February 9	<i>Late add period:</i> To add a course, the instructor and department must approve the Late-Add form. Does not apply to first- and second-semester freshmen and first-semester transfer undergraduate degree-seeking students
Friday, February 3 –Thursday, February 16	<i>Drop period:</i> The online system is available for dropping. Does not apply to first- and second-semester freshmen and first-semester transfer undergraduate degree-seeking students
Thursday, February 9	<i>Last day to late-add a course</i> with instructor and department approval
Thursday, February 9	<i>Undergraduate students:</i> Last day to file Pass/Fail elective application
Thursday, February 9	<i>Undergraduate students:</i> Deadline to apply to take Fall 2011 and Intersession 2012 Absentee Final Examinations
Monday, February 13	Lincoln's Birthday Observed— <i>College Closed</i>
Tuesday, February 14	Last day for students with GPA below 2.00 to apply for readmission for Fall 2012
Thursday, February 16	<i>Last day to drop a course</i> without a grade*
Thursday, February 16	<i>Undergraduate students:</i> Deadline to file scholarship application
Friday, February 17	First day to apply for W grade*
Friday, February 17	<i>Last day to file a thesis title</i> for June 2012 master's degree
Monday, February 20	Presidents' Day— <i>College Closed</i>
Tuesday, February 21	Conversion Day: Classes follow a Monday schedule
Thursday, February 23	<i>Graduate students:</i> Last day to apply to take Absentee, Language, and Comprehensive Examinations
Friday, February 24	Deadline for submitting immunization requirements: Immunization-delinquent students are barred from attending classes and receive a WA grade for immunization noncompliance
Thursday, March 1	Evening Common Hour**
Friday, March 2	<i>Undergraduate students:</i> Last day to declare a major
Thursday, March 8	<i>Graduate students:</i> Deadline to file scholarship application

* When students **drop** a course, it will not appear on their transcript. When they **withdraw** from a course, however, a grade of W will appear on their transcript. A W grade does not count toward the GPA. A "W" grade carries a 100% financial liability.

** Common Hours: Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit the Brooklyn College Student Center. Day Common Hours are Tuesdays and Thursdays, 12:15–2:15 p.m. On Common Hour evenings, EVE classes scheduled in the regular twice-a-week pattern will be shortened to 50 minutes.

Calendar of Special Dates **Spring 2012**

Tuesday, March 13	<i>Last day to file for Spring 2012 graduation</i>
Monday, April 2	Financial aid recipients who <i>totally</i> withdraw before this date may incur repayment liability
Monday, April 2	Evening Common Hour**
Wednesday, April 4	<i>Graduate students:</i> Language examination
Friday, April 6– Sunday, April 15	Spring Recess
Wednesday, April 18– Thursday, April 19	Comprehensive Examinations for Department of Psychology
Thursday, April 19	<i>Last day to apply for withdrawal (i.e., W grade) from courses*</i>
Thursday, April 26	<i>Undergraduate students:</i> Last day to clear INC grades by submitting missing work for Fall 2011 and Intercession 2012
Thursday, April 26	<i>Undergraduate students:</i> Last day to take absentee final exams for Fall 2011 and Intercession 2012 (students must have applied in February)
Thursday, April 26– Tuesday, May 8	Commencement ticket requests—only eligible students may apply***
Tuesday, May 1	Last day for students with GPA of 2.00 and above to apply for readmission for Summer 2012
Tuesday, May 1	Evening Common Hour**
Thursday, May 3	<i>Graduate students:</i> Comprehensive exams; LAS Exams (Sabbath observers)
Saturday, May 5	<i>Graduate students:</i> Comprehensive exams; LAS Exams
Thursday, May 10	<i>Graduate students:</i> Last day to file copies of approved thesis for June 2012 master's degree
Tuesday, May 15	<i>Last day of undergraduate classes</i>
Tuesday, May 15	Last day to file for residency (Residency documentation must be dated prior to January 27, 2011)
Wednesday, May 16	<i>Reading Day</i>
Thursday, May 17– Wednesday, May 23	<i>Graduate</i> Last Classes or Final Examinations
Thursday, May 17– Thursday, May 24	<i>Undergraduate</i> Final Examinations
Friday, May 18	<i>Graduate students:</i> Last day to clear Fall 2011 and Intercession 2012 ABS grades (students must have applied in February)
Friday, May 18	<i>Graduate students:</i> Last day to clear Spring 2011, Summer 2011, Fall 2011, and Intercession 2012 INC grades by submitting missing work
Monday, May 28	Memorial Day— <i>College Closed</i>
Wednesday, May 30	Master's Commencement***
Thursday, May 31	Baccalaureate Commencement***

* When students **drop** a course, it will not appear on their transcript. When they **withdraw** from a course, however, a grade of W will appear on their transcript. A W grade does not count toward the GPA. A "W" grade carries a 100% financial liability.

** Common Hours: Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit the Brooklyn College Student Center. Day Common Hours are Tuesdays and Thursdays, 12:15–2:15 p.m. On Common Hour evenings, EVE classes scheduled in the regular twice-a-week pattern will be shortened to 50 minutes. 2

***The official graduating classes of September 2011, February 2012, and June 2012 are eligible to participate in the June 2012 Commencement Exercises. Commencement information and updates may be found on BC WebCentral. Click the *Student Affairs* tab and scroll down to *Commencement*.

Spring 2012 Incoming Student Registration Schedule

All incoming degree-seeking first-semester freshmen, and incoming transfer students are required to register in person by appointment only. Instructions for students to schedule their own registration appointment through the Self-Managed Appointment Registration Tool (SMART) are included in their admission information and/or sent via email. The entire registration process can take up to three hours, so students should plan accordingly.

The location of Incoming Student Registration will be noted on the appointment selection page and in the appointment confirmation. Students can e-mail smart@brooklyn.cuny.edu with questions and/or concerns.

SEEK students register through the SEEK Department.

Spring 2012 Online Registration Calendar for Continuing Undergraduate and All Graduate Students *<https://portal.brooklyn.edu>*

Important Note: If the course(s) you wish to register for is closed or requires department permission, you should contact the academic department that is offering the course(s). The entering of permissions and/or overalls does not register you in the course(s). Students must register for the course(s) online or at the appropriate registration area.

Registration for Spring 2012 begins Tuesday, November 29, for all upper-level seniors and all graduate students.

Appointments for all other undergraduate students are scheduled December 5 through 12. The registration system will be available through February 2, 2012, to add and drop courses. From February 3 to 16, the online system is available for drops only. Please DO NOT attempt to register prior to your appointment date; the system will deny you access. You may, however, register after your appointment time.

The WebSIMS system is available seven days a week, 7:30 a.m. to 11:30 p.m.

Date	Status	Credits		
Tuesday, November 29	Upper Seniors	(105 credits or more)	&	All Graduate Students
Monday, December 5	Lower Seniors	(90–104.9 credits)	&	All Graduate Students
Tuesday, December 6	Upper Juniors	(75–89.9 credits)	&	All Graduate Students
Tuesday, December 6	Lower Juniors	(60–74.9 credits)	&	All Graduate Students
Wednesday, December 7	Upper Sophomores	(45–59.9 credits)	&	All Graduate Students
Thursday, December 8	Lower Sophomores	(30–44.9 credits)	&	All Graduate Students
Friday, December 9	Cont' Upper Freshmen	(15–29.9 credits)	&	All Graduate Students
Friday, December 9	Cont' Lower Freshmen	(0–14.9 credits)	&	All Graduate Students
Monday, December 12	Undergraduate Nondegree		&	All Graduate Students

First day of weekday classes:

Friday, January 27

First day of weekend classes:

Saturday, January 28

Late Registration:

Friday, January 27–Thursday, February 2

Late Registration is available online at <https://portal.brooklyn.edu>.

Program Adjustment/Late-Registration/Withdrawal Information for Continuing Undergraduate and All Graduate Students

Online—<https://portal.brooklyn.edu>. Click on *WebSIMS*.

In person—in the Enrollment Services Center

From January 17–February 3 in the West End Building (W.E.B)

All other times, in the West Quad Center.

Monday – Thursday 9 a.m. – 8 p.m.

Friday 9 a.m. – 5 p.m.

Please note: the ESC will be open from **January 9–20** the following hours:

Monday – Thursday 9 a.m. – 7 p.m.

Friday 9 a.m. – 5 p.m.

Late Registration Period—January 27–February 2

Students may drop and/or add courses during this period.

Senior citizens register in person, Friday, January 27–Thursday, February 2, in the Office of the Registrar, 306 West Quad Center, 9a.m.–5p.m. with proof of age.

Late-Add Period—February 3–9

During this late-add period, students must obtain a late-add form via the portal or in the Enrollment Services Center (ESC). This form must be approved (signed) by the course instructor and the department chairperson and returned to the ESC, in accordance with the above schedule.

*The last day to add a course is February 9.
Absolutely no adds will be permitted after February 9.*

Drop Period—February 3–16

Continuing students may drop courses in-person at the Enrollment Services Center (ESC) or online at <https://portal.brooklyn.edu>. Click on *WebSIMS*.

*The last day to drop a course without a grade is February 16.
Absolutely no drops will be permitted after February 16.*

Withdrawal Period—W Grade—Friday, February 17–Thursday, April 19

A W grade will stay on a student's transcript but will not count toward the GPA. However, 100 percent financial liability will be charged.

Registration and Payment Schedule

Students can obtain their account statement via WebCentral after registering or in the Enrollment Services Center during hours of operation.

<u>Registered</u>	<u>Payment Due*</u>
November 29–December 22	January 5
December 23–January 6	January 12
January 7–18	January 19
After January 18	Immediately Upon Registration

Failure to pay tuition and fees by the due date could result in the cancellation of registration requests.

*Note: Payment due dates are calculated from the date of your first registration transaction. A change of program (adding, dropping or exchanging a class) does not change the original payment due date.

If your registration is cancelled due to nonpayment, payment is due immediately upon re-registration.

Student Liability

Students who drop classes during the semester are liable for all or part of the original tuition charge, accelerated student charge, plus the Student Activity, CUNY Consolidated Services, and Technology fees. Students are not liable for these fees if they drop all courses before the first day of classes, Friday, January 27. Dropping a course on or after the first day of the semester may result in liability charges. The following is a schedule of the liabilities (for all students) generated upon dropping a course or courses:

0% liability	Drop prior to January 27
25% liability	Drop January 27–February 2
50% liability	Drop February 3–9
75% liability	Drop February 10–16
100% liability	Withdraw February 17 and thereafter

Drops from courses may be done only during scheduled registration. Students may drop courses through the third week of classes. If students choose to drop a course after the start of the semester, they will be charged the corresponding percentage of tuition per course.

A *WN grade is given to students who have not attended classes *and* have not formally dropped courses. The student is liable for 100% of tuition cost and fees.

Tuition and Fees

Current tuition and fees can be obtained online at <http://www.brooklyn.cuny.edu/pub/tuition.htm>.

Undergraduate Final Examination Schedule Spring 2012

Final examinations for the **Spring 2012** semester will be held from **Thursday, May 17, through Thursday, May 24**. Final examinations have been scheduled based on the section letter(s) of the course. A copy of the complete final examination schedule appears in the table below. Conflict examinations will not be scheduled; therefore, programs with courses whose final examinations are held at the same time should not be requested.

Weekend Classes: Final examinations will be held on **Saturday and Sunday, May 19 and 20**. Examinations will be held at the regular class meeting times and in the regular classrooms. Generally, exams will last for two hours.

Time	Thursday May 17	Friday May 18	Monday May 21	Tuesday May 22	Wednesday May 23	Thursday May 24
8:00 a.m. to 10:00 a.m.	R8, RQ8, RQ9, TK9, TR9, TY9	<u>Day</u> CHEM 1100, 2100 MD8	1M9, M8, M9, MK9, MQ9, MW9, MY9, MZ9	<u>Day</u> PSYC 1000 1T9, T8, TF8, TK8, TQ8, TR8, TZ9	MK8, MW8, MY7, W8, W9, WZ9	<u>Day</u> CORC 1322
10:30 a.m. to 12:30 p.m.	<u>Day</u> ENGL 1010 ESLR 1006, 1007 1R11, RZ11	F11, F9, FQ9, MD9, TF9	1M11, M11, MK11, MW11, MY11, MZ11	1T11, TF11, TK11, TR11, TY11	<u>Day</u> CISC 1110, 3110, 3130 CORC 1312 W0, WQ9, WZ11	<u>Day</u> CORC 1321
1 p.m. to 3 p.m.	<u>Day</u> CORC 1311 3303 RZ2	F12, FQ1, FZ12, MD12	M12, MW2, MY2, MZ12, MZ2	1T2, TQ2, TR2, TY2, TZ2	MK12, MW0, MW12, MY12, W12, WZ12, WZ2	<u>Day</u> CORC 1210 R0, R12
3:30 p.m. to 5:30 p.m.	R3, R4, RQ2, RQ3, RZ3, RZ4, TK3, TR0, TR3, TY3	F2, F3, FQ2	1M3, M3, M4, MQ2, MK5, MW5, MZ3, MZ4	1T3, T3, T4, TK3, TQ3, TR5, TY4, TZ3, TZ4	1W5, MK3, MW3, MY3, MY4, W3, WQ2, WQ3, WZ3, WZ4	MATH 1011, 1021, 1026, 1201, 1206, 1401, 1406, SEEK 1002
6 p.m. to 8 p.m.	ER6, ERQ6, ERZ6, R5, R6, RQ5, RQ6	EF6, F6	EM6, EM7, EMQ6, EMW6, EMY6, EMZ6, M5, M6, MQ5, MQ6	ET6, ETQ6, ETR6, ETY6, ETZ6, T5, TQ5, TQ6	<u>Eve</u> CISC 1110 CORC 1312 EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6	ACCT 2001 <u>Eve</u> CORC 1321, 3303
8:30 p.m. to 10:30 p.m.	ERZ8 NET1 classes with instructors from the School of Natural & Behavior Sciences		NET1 classes with instructors from the School of Business	ETR8, ETY8 NET1 classes with instructors from the School of Humanities & Social Sciences	EMK8, EMW8, EMY8	