

## Important Information Regarding Graduate Visiting Student Applications

- ▶ This application is to be used only by graduate students who are currently enrolled at a non-CUNY college and wish to attend Brooklyn College as a non-degree student for one semester.
- ▶ This application must be completed and returned in person to the Enrollment Services Center located in 102 West Quad Center or mailed to the address above along with a \$65 processing fee and an unofficial transcript or a letter of good academic standing. Signature or e-mail approval of the appropriate graduate deputy is needed. Incomplete applications will not be processed.
- ▶ All transcripts must have your name, the name of the college, your courses for the current semester and a cumulative GPA of at least 3.0. Documents missing any of this information will not be accepted.
- ▶ **Complete applications must be received by the following dates:**
  - If attending Winter session: December 23, 2011.
  - If attending Spring semester: January 19, 2012.
- ▶ **Submission of a visiting student application does not constitute registration. Once your application is processed, it is your responsibility to register and pay for your course(s). Please note that you may not be able to register online immediately after your application is processed.**
- ▶ **Registration for math courses requires obtaining permission from the Math Department.** Please contact the Math Department located in room 1156 Ingersoll Hall, 718-951-5246.
- ▶ **Please see the attached page for your payment due date. If payment is not posted to your account on or before the payment due date, your classes will be dropped for non-payment.**
- ▶ If you expect financial aid to cover all or part of your tuition, you will need to submit a consortium agreement from your home school to the Enrollment Services Center located in 102 West Quad Center. Please contact your home school for further information.
- ▶ If you are admitted as a visiting student for the fall, winter, or spring semester and intend to register for **6 or more credits**, you will need to satisfy your immunization requirement. Please contact the Health Programs / Immunization Requirements office located in room 0710 James Hall, 718-951-4505. There are **no** immunization requirements for the summer.

# Graduate Visiting Student Application

**BROOKLYN COLLEGE—OFFICE OF THE REGISTRAR**

This application form is to be used by graduate students who are currently enrolled at a non-CUNY University/College who wish to attend Brooklyn College as a non-degree student for ONE SEMESTER. New applications must be filed for each semester of attendance. Submit application to the Enrollment Services Center, room 102 West Quad Center.

## FILING INSTRUCTIONS:

1. Submit an unofficial transcript from your current University/College to the appropriate academic department at Brooklyn College.
2. Obtain the signature or attach e-mail approval of the appropriate graduate deputy. For deputy contact information, please visit the following URL:  
<http://www.brooklyn.cuny.edu/programs/index.jsp?div=G>
3. Submit a completed application with the APPROVAL OF THE APPROPRIATE GRADUATE DEPUTY.
4. Submit a NON-REFUNDABLE APPLICATION PROCESSING FEE of \$65 made out to Brooklyn College.

**Semester:** FALL ☐ JANUARY ☐ SPRING ☐ SUMMER 1 ☐ SUMMER 2 ☐ YEAR \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Sex: ☐ Male ☐ Female

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Street number

Street Name

Apartment number

City

State

Zip Code

Telephone number: \_\_\_\_\_

Home

Business/Cell

Length of time at the above address: \_\_\_\_\_

What University/College are you currently attending?

\_\_\_\_\_  
Name of University/College

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

## COURSE CODE(S) TO BE TAKEN AT BROOKLYN COLLEGE:

Section Code	Department	Course	Section	Credit
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Graduate Deputy : \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Approval is Attached: ☐ Yes ☐ No Date: \_\_\_\_\_

# Register and Pay Your Bill Online!

## How to register online:

- Go to the **BC WebCentral Portal** (<http://portal.brooklyn.edu>).
- Login to BC WebCentral by clicking **LOGIN NOW**.  
If you do not have a WebCentral account, click **Create an Account** under the **New Users** heading and follow the procedure to create a username and password.
- On the **Home** tab, locate the **Registration Information** channel in the top right column and click **Register for Courses**. This will connect you to the WebSIMS system.
- Once on WebSIMS, click **Register/Change Program**.
- Choose a semester then click **Submit**.
- Enter the 4 digit course code, ex: 5678
- Click **Add Class**.
- After course(s) are added, click **Submit Request**.
- Click **Complete Registration**.
- Follow the prompts to check your payment balance or to pay your bill online.

## How to pay your bill online :

- Go to the **BC WebCentral Portal** (<http://portal.brooklyn.edu>).
- Login to WebCentral by clicking **LOGIN NOW**.  
If you do not have a WebCentral account, click **Create an Account** under the **New Users** heading and follow the procedure to create a username and password.
- Click '**Pay Tuition and Fees**' under the **Shortcuts** heading.
- Choose a semester and click **Continue**.
- You can pay by e-check or with a MasterCard, American Express or Discover card. Please note: VISA card is not accepted. There is a 2.65% convenience fee associated with the use of all credit or debit cards. Only full payment is accepted online.
- Follow the instructions for your selected payment method.
- Enter your e-mail address to receive confirmation of your payment.

# Interession 2012 Payment Deadlines and Schedule of Financial Liability

Interession 2012 Due Dates	
First Registered	Payment Due*
November 1 – November 27	December 2
November 28 – December 20	December 21
After December 20	Immediately Upon Registration
<b>Failure to pay tuition and fees by the due date could result in the cancellation of registration requests.</b>	
<p>*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.</p>	

Interession 2012 - Tuition Liability Schedule **	
0% Liability	Drop prior to January 3
50% Liability	Drop January 3 – January 4
75% Liability	Drop January 5 – January 6
100% Liability	Withdraw January 7 and thereafter
<b>Failure to pay tuition and fees by the due date could result in the cancellation of your courses.</b>	
<p>**Note: You do not incur any financial liability if you drop a course prior to the College's scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes.</p>	

# Spring 2012 Payment Deadlines and Schedule of Financial Liability

Spring 2012 Due Dates	
First Registered	Payment Due*
November 29 – December 22	January 5
December 23 – January 6	January 12
January 7 – January 18	January 19
After January 18	Immediately Upon Registration
<b>Failure to pay tuition and fees by the due date could result in the cancellation of registration requests.</b>	
<p>*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.</p>	

Spring 2012 - Tuition Liability Schedule **	
0% Liability	Drop prior to January 27
25% Liability	Drop January 27 – February 2
50% Liability	Drop February 3 – February 9
75% Liability	Drop February 10 – February 16
100% Liability	Withdraw February 17 and thereafter
<b>Failure to pay tuition and fees by the due date could result in the cancellation of your courses.</b>	
<p>**Note: You do not incur any financial liability if you drop a course prior to the College's scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes.</p>	