Nil sine magno labore.

“Nothing without great effort.”
1861
Creation of the University of Brooklyn is authorized.

1910
City College opens temporary extension in Brooklyn.

1920
Brooklyn branch of City College significantly increases course offerings.

1925
Hunter College opens temporary extension in Brooklyn.

1926
Permanent Brooklyn Collegiate Centers for City and Hunter Colleges are established.

1930
Board of Higher Education authorizes the creation of Brooklyn College.
1934 Board of Higher Education votes to purchase the Wood-Harmon Property for $1.6M.

1934 Mayor LaGuardia secured $5M from President Franklin Delano Roosevelt.
Brooklyn College: Proposed Campus
1935
Ground is broken. Construction of Brooklyn College’s new campus begins.

1936
Franklin Delano Roosevelt lays cornerstone for Roosevelt Hall.
1939
World War II begins. Construction halts.

1961
Brooklyn College becomes a member of the City University of New York.

1970–1976
Open Admissions: Student body grows from 19,000 to 30,000.

1976
Brooklyn College begins charging tuition for classes.
The college comprises 13 buildings on a 35-acre, tree-lined campus. The Princeton Review consistently cites the college’s “gorgeous,” yet still urban campus as one of its major draws.
Undergraduate
- Psychology BA
- Computer Science BS
- Psychology BS
- Accounting - Public Accountancy BS
- Business, Management, and Finance BS

Graduate
- Early Child Education Teacher MSED
- Teaching Students with Disabilities (7-12) MSED
- School Counseling MSED
- Business Administration - General Business MS
- Business Intelligence and Data Analysis MS

Born in 150 Countries, Speaking 105 Languages
Our Faculty
• 539 full-time
• 941 part-time

The Five Schools:
• Murray Koppelman School of Business
• School of Education
• School of Humanities and Social Sciences
• School of Natural and Behavioral Sciences
• School of Visual, Media and Performing Arts

Undergraduate Tuition
$3,365 per semester for full-time students
$295 per credit for part-time students
$430 per credit for nondegree resident students

Graduate Tuition
$5,385 per semester for full-time students
$455 per credit for part-time students

Degrees Offered
• 83 undergraduate programs
• 71 graduate programs
• 19 certificates and advanced certificates
• Business, Education, Humanities, Performing Arts, Sciences, Social Sciences, Pre-professional and Professional studies

ABOUT BC
HOW TO...

Maintain Your Office Space
Get Office Supplies, Signage, and Keys; Have Your Office Cleaned and Maintained

Stay Connected
ITS Services and Telecommunications

Host an Event
Reserve Meeting Spaces and Conference Rooms, Order Food, Reserve Guest Parking

Take Care of Yourself
Gym Membership, ID Cards, Benefits at a Glance, Tuition Reimbursements, Software Workshops
**Office Supplies**

Most office supplies are available through Proftech. Central Stores can provide emergency copy paper, scantron forms, test booklets, and #10 window envelopes. 0208 Boylan Hall, extension 5643

**Copiers**

Campus Support Services provides Konica Minolta copiers suitable for office needs. To request a machine or request additional finishing options for your copier, email bcfleet@brooklyn.cuny.edu. For repair or toner replacement services, call 800.456.5664.

**Mail & Shipping**

Mail and shipping options via USPS and UPS as well as interoffice mail. To send personal mail, payment must be made via a check made out to: CUNY BROOKLYN COLLEGE DEPT RECEIPTS. FedEx packages with pre-paid labels can also be left for pickup. 0238 Boylan Hall, extension 5237

**Water**

Campus Support Services provides water and water coolers. To request a cooler for your office email bcwater@brooklyn.cuny.edu. Include your office location and the requested number of coolers and water bottles (5 gallons).

**Door Signs**

Printworks can produce engraved signs and plaques for your office. 0200 Boylan Hall, extension 5643

**Copy & Fax Services**

In addition to the provision of course packets for professors and copy services for students the BC Copy Center can send and receive faxes for a nominal fee. 0200 Boylan Hall, extension 5643

**Printing Services**

Printworks provides stationery/letterhead, business cards, postcards, fliers, brochures, invitations, exam booklets, binding and lamination. 0200 Boylan Hall, extension 5643

**Toner Recycling**

As part of the College’s sustainability efforts Mailing Services will accept empty toner cartridges for recycling. Most toner is packaged with a pre-paid return label. 0238 Boylan Hall, extension 5237
BC Work Request System
- General office repairs and restroom conditions (toilet paper, paper towel dispensers, toilet seats etc.)
- Special Event Requests (conferences, open houses, ribbon cuttings)

BC Fix-It
- To report tagged fixture issues in bathrooms such as toilets, sinks, and urinals
- Use the BC Navigator app or email BCFIX-IT@brooklyn.cuny.edu

Emergencies/Immediate Issues:
- For power outages, hazardous spills, broken glass, ventilation issues, temperature control in rooms, leaks, flooding, or smoke/odor complaints
- Call x5885
Keys: Classrooms, Offices, and Faculty Restrooms

1. Key cards can be obtained from the West Quad or from the Locksmith’s office, 0238 Ingersoll Hall.

2. A separate key card is required for each key being requested.

3. Ensure that each card is signed by the department head/supervisor. If exchanging a key for another key, skip to Step 5.

4. Pay $5 cash per key (for individual key deposit) in the West Quad. At one of the kiosks, select Bursar/Payment Services > Recreation/Keys. BE SURE TO SURE KEEP THE RECEIPT.

5. Once key card is stamped “paid”, submit to Locksmith office in 0239 Ingersoll Hall. Cards can be dropped off after normal business hours or when the Locksmith office is closed.

6. Come back or call x3149 in 2–3 business days to see if key is ready for pickup or not.

7. Once you’re done with key, return to Locksmith for a Key Return Form which will enable you to get your $5 back from the West Quad.
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ITS SERVICES

• Shared Drive Access
• Network Printing
• Replacement mouse, keyboard, monitor, printer or scanner
• BC Email Accounts
• Software Installation
• Campus Events IT Setup
• Loaner Laptops and Projectors

For assistance with these services and more contact the ITS Help Desk at 718.951.4357 option 1.
Email Accounts

Administrative email accounts for faculty and staff require a signed and approved application form, which can be obtained from ITS or downloaded from WebCentral Portal “Technology Forms” section.

Software

A list of available software can be found in the WebCentral Portal under IT > Faculty Technology > Campus Software Licenses
Telecom: 718.951.5533

Set Up a Dial In
Call 718.951.5533 and provide:
• Number of participants
• Date
• Time/duration

Phone Functions
• To set up and check Voicemail (Call x5600)
• To Transfer Calls: press TRANSFER, input the 4-digit extension, hang up
• Speakerphone: Press MIC and SPEAKER
• 3-way Calls: Call person #1, press TRANSFER, dial the second number/4-digit extension, press CONF

Directory
• To make directory updates email: HSamuel, RDeSimone, and ashaney@brooklyn.cuny.edu

Long Distance Codes
• Supervisor must approve and contact Heneith Samuel
• Can be given a code to enter after dialing or the code can be programmed into your phone
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Meeting Spaces & Conference Rooms

RESERVE
FREE

To make a reservation:
Contact Anselma Rodriguez at AnselmaR@brooklyn.cuny.edu

25 Broadway
- Capacity for larger events and conferences
- E-rooms, seminar, and classrooms
- Shared auditorium (120 person capacity)
- Food allowed

To make a reservation:
Contact Jennifer O’Neil-Rosenberg at x5342 or JenniferOR@brooklyn.cuny.edu

Gottlieb Room, 411 Library
- Seats 20-30
- Food allowed
- Projection screen, podium and microphone
- Must provide own set-up and clean-up
- Must arrange with Facilities to arrange chairs/tables in a new configuration, if desired

To make a reservation:
Visit https://library.brooklyn.cuny.edu and click “reserve a room”

Library Multimedia Classrooms
- Seats 27-31 people
- No food allowed
- PC and Mac labs available
- Instructor’s computer can share students’ screens

Equipment for Events:
Contact the ITS Help Desk for help setting up computer equipment for campus events. ITS can lend you a laptop and a portable projector for presentations on or off campus.

ITS Help Desk: 718.951.4357 option 1

Woody Tanger Auditorium
- Seats 144
- No food allowed
- Auditorium sloped seating
- Projection screen, podium and microphone

To make a reservation:
Contact Anselma Rodriguez at AnselmaR@brooklyn.cuny.edu
To make a reservation:
Call x5842 for availability and complete an Event Request Form.

AV Equipment Rentals Available

- Microphone $15
- Projector $15
- LCD Screen $25
- Screen $10

Food

- Currently approved vendors include:
  - Metropolitan
  - Bassett

Other vendors must provide Proof of liability insurance and W9. Alternatively, you can meet them at the door and bring the food up yourself.

Table Settings
- White/Off White Linen Tablecloths $10/ea
- Disposable Tablecloths $3/ea

Making Payment
Email to TLBR@brooklyn.cuny.edu and request a transfer from your OTPS budget to the Student Center's OTPS budget.

Meeting Spaces & Conference Rooms

Cosmic, Grog, Ward, and Aviary Rooms
- Seat 12-15
- $32.11 per event

Maroney-Leddy, State Lounge and International Rooms
- Seat 30 Banquet/50–60 Auditorium
- $77.18 per event

Maroon, Occidental, Alumni Club, Bedford, Penthouse, and Gold Rooms
- Seat 100 Banquet/200-250 Auditorium
- $154.36 per event
Email Donald Wenz and Ursula Chase. Include the:
• Full name of guest
• Make and model
• License plate number
• Event name and description
• Event time and location

Enter the College parking lot off Ocean Avenue and Avenue H. The Campus Security Officer will direct you from there.
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1. Print a copy of your hire letter.

2. Take your government-issued ID and hire letter to the Office of Campus and Community Safety Services (0202 Ingersoll) to be stamped.

3. At the West Quad Building obtain a ticket from one of the kiosks. Select ID Card > New ID Card or Validate ID.

4. Provide government-issued ID and stamped hire letter and smile for the camera!

5. Lost your ID? Staff/Faculty are allowed one free replacement. After that, replacement IDs will cost $10. Select ID Card > Replacement ID from the West Quad Building kiosks.

6. IDs should be validated every semester.

Gain Free entry to Brooklyn Museum!
Free subscriptions to the New York Times and Wall Street Journal!
Borrow books/DVDs/materials from the Library on extended loan!

For more information visit http://www.brooklyn.cuny.edu/web/about/offices/hr/benefits/discounts.php
Parking Permits
Faculty and Staff Prices:
for August 2018 through August 2019

Day/Evening/Weekend $233
Evening ONLY (3–11 p.m.) $167
Weekend Pass $30

ONLINE
BC WebCentral > E-Services > Parking
• Complete the online application and
• Make payment via PayPal
• Print Receipt
• Present receipt and pick up your tag from the Ocean Avenue and Campus Road gate within 2-3 business days

IN PERSON
1146 Boylan Hall • 9:30 a.m.–4:30 p.m.
• Fill out application in person—must provide physical copies of vehicle registration, valid drivers’ license.
• Check, money order, or Mastercard/Visa accepted.
• No Cash, American Express, or Discover Card
• Tag will be given to you on the spot.
Gym Membership

Faculty, Staff, Alumni, Community members and Senior Citizens may purchase a six-month or yearly pass from the Enrollment Services Center in the West Quad Building, good from date of purchase.

**BC Staff and Faculty Rates:**

- **1 Year**
  - Individual: $175
  - Individual with Spouse/Partner: $250
  - Children (17 and Under): $100

Swimming Pool
Fitness Center
Basketball
Volleyball
Track
Tennis

- Showers
- Towels
- Lockers
AIT Computer Workshop Series

Over 200 FREE workshops covering applications such as Excel, PowerPoint, SPSS, Quickbooks, Adobe Photoshop, Illustrator, InDesign, and more!

Open to ALL Brooklyn College students, staff and faculty. Registration is NOT necessary.

To subscribe to the workshop notifications list: https://library.brooklyn.cuny.edu/ and click on “Drop-in Workshop” on the right-hand side
# Tuition Waiver

## PSC-CUNY (Full-Time)

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Service Requirements</th>
<th>Credit Limits per Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Staff</strong></td>
<td>Undergraduate: 1 year</td>
<td>Undergraduate: No limit</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Graduate: None</td>
<td>Graduate: 6 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Classified Managerial</strong></td>
<td>Undergraduate: 1 year</td>
<td>Undergraduate: No limit</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Graduate: None</td>
<td>Graduate: 6 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Adjunct Teaching Titles</strong></td>
<td>10 consecutive semesters</td>
<td>1 course (Undergraduate or Graduate)</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate: No limit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate: 6 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Gittleson Titles</strong></td>
<td>6 months</td>
<td>Undergraduate: No limit</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate: 6 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Classified White Collar</strong></td>
<td>1 year</td>
<td>Undergraduate: No limit</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate: 3 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Classified Blue Collar</strong></td>
<td>1 year</td>
<td>Undergraduate: No limit</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate: 3 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Skilled Trades</strong></td>
<td>1 year</td>
<td>Undergraduate: No limit</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate: N/A</td>
<td></td>
</tr>
</tbody>
</table>

## DC37
- Eligible for $800 reimbursement per calendar year
Community Garden Plots

Plots assigned via lottery. Apply from February–mid-March.

Plot assignments will be announced in mid-March.

Remaining plots will be made available on a first-come, first-served basis.

For more information or to obtain an application, contact bcgarden11210@gmail.com.
Register for our other classes!

- Introduction to Purchasing
- eProcurement Workshop 1: How to Buy
- eProcurement Workshop 2: How to Pay
- Introduction to Travel & Expense
- Travel & Expense Workshop