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

Randolph Evans Architect
Corbett, Harrison & MacMurray
Associated Architects
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 15 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.
Diversity

- Asian: 17%
- Unreported: 19%
- Black: 24%
- Hispanic: 19%
- Two or More: 20%
- White: 18%

Our Students

- Born in 150 Countries, Speaking 105 Languages

Top 5 Majors

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
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
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 scantron forms, test booklets, and #10 window envelopes. 0208 Boylan Hall, extension 5643

Mail & Shipping

Departmental mail and shipping options via USPS and UPS as well as interoffice mail. Packages with pre-paid labels can be left for pickup. 0238 Boylan Hall, extension 5237

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

Printworks provides stationery/letterhead, business cards, postcards, fliers, brochures, invitations, exam booklets, binding and lamination. 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

Copyiers

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.

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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).
Archibus 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, pest and wildlife control, smoke and odor complaints, temperature control, leaks, or flooding
- Call x5885
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Key cards can be obtained from the West Quad or from the Locksmith’s office, 0239 Ingersoll Hall.</td>
</tr>
<tr>
<td>2</td>
<td>A separate key card is required for each key being requested.</td>
</tr>
<tr>
<td>3</td>
<td>Ensure that each card is signed by the department head/supervisor. If exchanging a key for another key, skip to Step 5.</td>
</tr>
<tr>
<td>4</td>
<td>Pay $5 cash per key (for individual key deposit) in the West Quad. At one of the kiosks, select Bursar/Payment Services &gt; Recreation/Keys. <strong>BE SURE TO SURE KEEP THE RECEIPT.</strong></td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>Come back or call x3149 in 2–3 business days to see if key is ready for pickup or not.</td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
</tr>
</tbody>
</table>
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
• 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 Technology > Campus Software Licenses
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, hang up
- 3-way Calls: Call person #1, press TRANSFER, dial the second number/4-digit extension, press CONF

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

Directory
To make directory updates email Heneith Samuel, Rosanna DeSimone, and Ashaney Ewen

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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Take Care of Yourself
Gym Membership, ID Cards, Benefits at a Glance,
Tuition Reimbursements, Software Workshops
To make a reservation:
Contact Anselma Rodriguez at AnselmaR@brooklyn.cuny.edu

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

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

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
To make a reservation:
Call the Student Center (x5842) for availability
and complete an Event Request Form.

AV Equipment Rentals Available
- Microphone $15
- Portable PA $15
- Screen $25
- Projector $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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Take Care of Yourself
Gym Membership, ID Cards, Benefits at a Glance, Tuition Reimbursements, Software Workshops
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 2019 through August 2020

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day/Evening/Weekend</td>
<td>$240</td>
</tr>
<tr>
<td>Evening ONLY (3–11 p.m.)</td>
<td>$172</td>
</tr>
<tr>
<td>Weekend Pass (per semester)</td>
<td>$31</td>
</tr>
</tbody>
</table>

**ONLINE**

BC WebCentral > E-Services > Parking

- Complete the online application and
- Make payment
- Print Receipt
- Present receipt and pick up your tag from the Ocean Avenue and Campus Road gate within 2-3 business days

**IN PERSON**

West Quad Center • 10 a.m.–4 p.m.

- Grab a ticket from a self-service kiosk (select “Bursar” and then “Parking”) and wait for your number to be called.
- Checks, Money Orders, or Mastercard/Visa/Discover accepted.
- Present receipt and pick up your tag from the Ocean Avenue and Campus Road gate within 2-3 business days
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:

<table>
<thead>
<tr>
<th></th>
<th>1 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$175</td>
</tr>
<tr>
<td>Individual with Spouse/Partner</td>
<td>$250</td>
</tr>
<tr>
<td>Children (17 and Under)</td>
<td>$100</td>
</tr>
</tbody>
</table>
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>Instructional Staff</td>
<td>Undergraduate: 1 year Graduate: None</td>
<td>Undergraduate: No limit Graduate: 6 credits</td>
<td>No</td>
</tr>
<tr>
<td>Classified Managerial</td>
<td>Undergraduate: 1 year Graduate: None</td>
<td>Undergraduate: No limit Graduate: 6 credits</td>
<td>No</td>
</tr>
<tr>
<td>Adjunct Teaching Titles</td>
<td>10 consecutive semesters</td>
<td>1 course (Undergraduate or Graduate)</td>
<td>No</td>
</tr>
<tr>
<td>Gittleson Titles</td>
<td>6 months</td>
<td>Undergraduate: No limit Graduate: 6 credits</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>Classified White Collar</td>
<td>1 year</td>
<td>Undergraduate: No limit Graduate: 3 credits</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>Classified Blue Collar</td>
<td>1 year</td>
<td>Undergraduate: No limit Graduate: 3 credits</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>Skilled Trades</td>
<td>1 year</td>
<td>Undergraduate: No limit Graduate: N/A</td>
<td>Undergraduate only</td>
</tr>
</tbody>
</table>

### College Assistants
- 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 bgarden11210@gmail.com.
Register for our other classes!

- Budget Basics
- Introduction to Purchasing
- CUNYfirst eProcurement Workshop
- Introduction to Travel & Expense
- CUNYfirst Travel & Expense Workshop