ADVISEMENT and REGISTRATION GUIDE

TRANSFER STUDENTS

at Brooklyn College
We are pleased to be among the first to welcome you to Brooklyn College. Your journey to success begins here.

Today you will meet an academic advisor from the Center for Academic Advisement & Student Success (CAASS) who will ensure that your first semester furthers your academic goals. CAASS advisors are here to help you develop an appropriate plan of study, successfully navigate Brooklyn College policies, overcome obstacles, and avert any complications that may arise.

Advisors from CAASS are committed to forging a long-term relationship with all students. Therefore, please visit us in 3207 Boylan Hall early and often.

Sincerely,
Jesus Perez, Director of CAASS
Tracy Newton, Director of CAASS
Center for Academic Advisement & Student Success

THE MISSION of the Center for Academic Advisement & Student Success (CAASS) is to assist undergraduate students in establishing, monitoring, and achieving graduation requirements. We provide student-focused developmental advisement in an environment that recognizes the unique spirit and individuality of each student. We work with academic departments and administrative offices to develop and maintain a coordinated and comprehensive approach toward advisement.
WHEN YOU VISIT CAASS
With your interests and goals in mind, you and your advisor will formulate your academic plans. Your advisor will help you, through ongoing reflection and discussion, integrate all the elements of your college experience, so you can make the most of your education.

You need to be actively engaged in the process of defining your academic plans, and sharing those plans with your advisor.

What to expect from your CAASS advisor:

• To provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.
• To provide accurate, timely, and useful information about the curriculum, academic resources, opportunities, requirements, policies, and procedures.
• To advocate on your behalf, when justifiable, with regard to academic policies and procedures.
• To be accessible during posted office hours and responsive to email correspondence.
• To help you make decisions, by providing all pertinent information, but not to make decisions for you.

What your CAASS advisor expects from you:

• To attend advising meetings prepared with questions and/or topics to discuss.
• To become knowledgeable about policies, requirements, procedures, and academic resources.
• To keep in contact with your advisor by email, regularly scheduled advising appointments, and express sessions.
• To develop an academic plan and discuss that plan with your academic advisor.
• To establish relationships with faculty and other mentors on campus.
• To take responsibility for your decisions.

GRADUATION REQUIREMENTS

• Complete a minimum of 120 credits comprised of major requirements, Brooklyn College Pathways requirements, and electives.
• Complete your chosen major requirements.
• Complete the Required, Flexible, and College Option courses.
• Complete any required elective courses to attain a minimum of 120 credits.
• Complete a writing intensive course (typically part of the major).
• Meet the Brooklyn College residency requirement by taking at least 30 credits at Brooklyn College. Students must also meet the departmental residency requirement. (Consult your major advisor for details.)
• Meet the minimum grade requirement for major classes. (Consult your major advisor for details.)
• Maintain good academic standing: a cumulative GPA of 2.0 or higher. Failure to maintain a 2.0 cumulative GPA will result in your placement on academic probation.
THE BROOKLYN COLLEGE PATHWAYS CURRICULUM FOR TRANSFER STUDENTS

The number of Pathways courses that you will be required to take at Brooklyn College will depend on the number of transfer credits that are accepted after review of your transcript(s).

Please consult a CAASS advisor to review your remaining Pathways requirements.

THE TRANSFER EVALUATION PROCESS

Transfer credits for courses taken prior to attending Brooklyn College are processed by the Transfer Student Services Center, 1600 James Hall, 718.951.5263, tcevaluation@brooklyn.cuny.edu.

- If you are transferring from a CUNY college, you will receive credit for grades of D- or higher.
- If you are transferring from a non-CUNY or international college, you will receive credit for grades of C- or higher.
- A maximum of 60 credits may be applied to your degree from a two-year college.
- A maximum of 90 credits may be applied to your degree from a four-year college or from the combination of a two-year and four-year college.
- You must complete 30 credits at Brooklyn College to fulfill the residency requirement.
- All final official transcripts from previous colleges — including AP, IB, and college courses taken in high school — must be submitted upon completion of the course or exam.
- The Transfer Student Services Center processes transfer credit under the direction of academic departments.
- Repeating a course you have received transfer credit for will result in academic and financial aid consequences.
- Students may not receive credit for the same course twice.
- Courses that must be evaluated by an academic department will be listed as 9999 with the appropriate discipline attached (i.e. ENGL 9999, BIOL 9999). Step-by-step procedures about how to have these courses evaluated are available on the Transfer Student Services Center website and in 1600 James Hall.
CLAIMING YOUR CUNYFIRST ACCOUNT:
- You need your date of birth, the last four digits of your social security number, a pen, and paper
- Visit https://home.cunyfirst.cuny.edu
- Select “Self Service”
- Select “Student Center”
- Click on “Account Inquiry”
- Click on “Make A Payment”
- Select payment method. There is a 2.65% fee for credit cards. There is no fee for using eChecks.
- Follow the remainder of the on-screen instructions
- Payment status appears on “Payment Result” page

CLAIMING YOUR CUNYPORTAL ACCOUNT:
- You need your EMPLID
- Visit www.brooklyn.cuny.edu
- Click the yellow “BC WebCentral” button at the top
- Click on the green “New Users” button
- Follow the on screen instructions
- Write down your BC Portal log-in and password

HOW TO REGISTER IN CUNYFIRST:
- Visit https://home.cunyfirst.cuny.edu & log-in
- Select “Self Service”
- Select “Student Center”
- Click on “Enroll”
- Search for classes by department
- Select classes by clicking “Select Class”
- Click “Next”
- Each course will be placed in your shopping cart
- Repeat as many times as you need until you have selected all your courses
- Once you have all your courses, click “Enroll” tab
- Click on “Proceed to Step 2 of 3”
- Click on “Finish Enrolling”
- TIP: Adding a class to the shopping cart does not hold the seat. To immediately register in each class as it is selected: follow steps 5 through 8, then steps 11 through 13. Do this as many times as necessary until you have registered for all your classes.

HOw To PAY your Tuition biLL ON-LINE:
- Visit https://home.cunyfirst.cuny.edu & log-in
- Select “Self Service”
- Select “Student Center”
- Look for “Finances” section
- Click on “Account Inquiry”
- Click on “Make A Payment”
- Select payment method. There is a 2.65% fee for credit cards. There is no fee for using eChecks.
- Follow the remainder of the on-screen instructions
- Payment status appears on “Payment Result” page

CLaiming your Cuny PorTaL aCCounT:
- You need your full name, social security number, and date of birth
- Visit www.cuny.edu
- Click “log-in” at the end of the top navigation bar
- Select “Register for a New Account”
- Select “Current Student”
- Follow the on-screen prompts

Finding imPorTanT daTes on THe brookLyn CoLLege WebsiTe:
- Visit www.brooklyn.cuny.edu
- Hover over “Academics” on the maroon banner at the very top of the page, a menu will appear
- Select “Course Schedules and Bulletins”

The imporTance of email
Email is BC’s primary method of communication. It is important that you keep your email address current. Every student is assigned a Brooklyn College email address. It is up to you if you want to use it or use a personal email account.

How To ChAnge your email aDDress:
- Login to WebCentral portal
- Click on “My Info”
- “Edit” personal email account

AssistAnce WiTh email or WebCentral:
- 718.951.HELP (4357)
- Service available Monday – Thursday 8:00 a.m. to 10:30 p.m; Friday – Sunday 9:00 am to 5:00 p.m.
- Check the status of BC IT systems on-line anytime at www.bc-status.info

ReCeivE Text ALerts for iT systems
- Visit www.bc-status.info
- Click on the green speech balloon “txt”
- Fill in the on-page form and select which services you wish to be informed about
The Degree Works system is a road map which provides you with details about the courses and requirements you have taken and those which are still required for graduation.

1. **How can I access Degree Works?**
   
   Degree Works is accessible via the CUNY portal (www.cuny.edu). After logging in, select “student advisement degree audit.”

2. **What if I forgot my CUNY portal username or password?**
   
   Click on the “Account and Password Reset” and follow the steps to reset your password.

3. **What if I see my old college audit or no audit appears?**
   
   This happens when your CUNY portal profile does not list Brooklyn College as your primary college. Please follow the steps below to make that change.
   
   a. after logging into your CUNY portal account, click on “my profile” on the upper right corner
   b. click “modify”
   c. change primary college to Brooklyn College (please note: there are two fields “college” and “primary college;” primary college must be populated with Brooklyn College in order to access degree progress)
   d. Save changes
   e. log out
   f. log back in, and it should reflect the change; sometimes it can take 2-3 hours
   g. click on “student advisement degree audit” to access your degree progress report

4. **What if I have additional degree progress questions?**
   
   If you have additional questions, email degreeaudit@brooklyn.cuny.edu. Include your name, CUNY first EMPLID, and your concern(s).
## Brooklyn College Directory
(all phone numbers begin with 718.951, unless otherwise noted)

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<th>DEPARTMENT</th>
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<th>ROOM</th>
<th>SPECIAL PROGRAMS</th>
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<td>Accounting</td>
<td>5152</td>
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<td>Mathematics</td>
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<td>3149B</td>
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<th>STUDENT SERVICES AND ADMINISTRATIVE OFFICES</th>
<th>TEL#</th>
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### Building Designations:
A=Whitehead; B=Boylan; F=West End Building; J=James; L=Brooklyn College Library; N=Ingersoll; NE=Ingersoll Extension; R=Roosevelt; RE=Roosevelt Extension; W=Whitman; WQ=West Quad Center

### Phone Numbers for Special Programs:
- **Health Programs/Immunization**: 4505 0710J
- **International Education and Global Engagement**: 5189 1108B
- **Learning Center**: 5821 1300B
- **Office of the Associate Provost for Academic Programs**: 5771 3208B
- **Office of Vice President for Student Affairs**: 5352 2113B
- **Personal Counseling**: 5363 0203J
- **Pre-Health Advisement Professions Office**: 4706 3223B
- **Registrar**: 5693 306WQ
- **Residency**: 5729 222WQ
- **School of Business**: 3166 1105B
- **School of Education**: 5214 2111J
- **School of Humanities and Social Sciences**: 3136 3238B
- **School of Natural and Behavioral Science**: 3170 2131N
- **School of Visual, Media and Performing Arts**: 3180 1234B
- **Students w/ Disabilities**: 5538 138R
- **Testing**: 5916 245F
- **Undergraduate Admissions**: 5001 222WQ
- **Veterans Affairs**: 5105 1407J

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BUILDING DIRECTORY

1. Leonard & Claire Tow Center for the Performing Arts (coming soon)
2. Whitman Hall
3. Brooklyn College Library
4. Ingersoll Hall
5. Ingersoll Hall Extension
6. Newman Catholic Center
7. Roosevelt Hall and Roosevelt Hall Extension
8. West End Building
9. West Quad Center
10. James Hall
11. Boylan Hall
12. Whitehead Hall
13. Student Center
14. Heater and Chiller Plants
15. Alexander and Brenda Tanger Hillel at Brooklyn College
16. Lily Pond
17. Morton and Angela Topfer Library Café
18. Residence Hall