STUDENT Handbook
Your guide to academic and personal success
Brooklyn College Pledge

At the Presidential Welcome/Convocation, entering students recite the Brooklyn College Pledge. It is a pledge focused on expectations for all students.

As I join the community of learning and scholarship that is Brooklyn College, receiving the rights and privileges accorded such membership, I pledge to:

✈ Honor, examine, and contribute to the scholarly heritage created by those who preceded me.

✈ Respect the sanctity of the learning environment and pursue knowledge with personal integrity and academic honesty.

✈ Support a civil community and a culture of diversity by respecting the rights and freedoms of those who differ from me.

✈ Participate in the campus life of the college and exercise my rights as a campus citizen while developing my skills as a leader, so that I leave this a better place for the generations that follow me.

By endorsing these principles, I accept the obligation to behave in ways that contribute to a civil campus society free from bias and intolerance, and I resolve to support this civility in others. This I pledge to Brooklyn College and its community of scholars.
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Greetings from the President

This Student Handbook is your guide through your time at Brooklyn College. Inside, you will find essential information about the college’s policies, procedures, and myriad resources and opportunities. The handbook has been broken down into chapters that make it easy for you to find information about such topics as the Brooklyn College curriculum, cocurricular activities, academic resources, financial aid, and campus services. Wherever possible, office, department, and program room numbers, phone numbers, e-mail addresses, websites, and hours of operation have been included. Sprinkled throughout the handbook are tips and factoids that will be extremely helpful or just plain amusing.

Take a moment to review the Table of Contents, and be sure to check the back of the book for a detailed index of the college’s offerings and for a map of the campus. Appendix A provides a quick-reference list of office and department room locations and phone numbers; appendices B and C are especially helpful for referring you to the appropriate office when you have particular questions.

Keep the handbook with you during your Brooklyn College career—the information contained herein will be of great benefit to you from your first day on campus until your last.

I hope your time at Brooklyn College is full of adventure, joy, and success.

Karen Gould
A Message from the Dean of Student Affairs

Welcome to cocurricular life at Brooklyn College!

Whether you are entering as a first-semester student, a transfer student from another CUNY school or a non-CUNY public or private college, or as a graduate student, you will have many questions about Brooklyn College (BC) and its programs, policies, and procedures. In this Student Handbook you will find information about the cocurricular life of the college, including sports, and volunteer and service opportunities, as well as information about how to fund your education and the academic programs and disciplinary procedures of the college. Consider this handbook part of your “tool kit” for success. It is a ready reference and will help you learn about the many organizations and activities that are unique to the BC campus as well as our traditional programs, including athletics, orientation, club life, and health and wellness information.

Getting—and staying—connected is a large part of the college experience. Research has demonstrated that engagement in the life of the campus is related to success and a satisfying college experience. Whether you join a sports team or volunteer as part of our SERVA program, BC has many ways to keep you engaged that complement your in-classroom learning. Student Affairs is ready to help you make these connections.
This handbook and the many individuals who work at the college are here to help you maximize your opportunities. Stay in touch with the Division of Student Affairs. Request your cocurricular CLASE passport. Visit our offices throughout the campus, including the Student Center.

Best wishes!

Milga Morales
Finding Your Way around Campus

With all the academic and extracurricular activities occurring on campus simultaneously, it may seem like you’ve stepped into a three-ring circus—and you wouldn’t be that far from the truth: In 1937, Brooklyn College opened its Midwood campus on the former grounds of the Barnum and Bailey Circus. The college has since grown to include more than ten buildings on twenty-six acres, all of which means two things for you: You’ll be attending classes on what the Princeton Review has cited as the most beautiful campus in the country, and you’ll probably get lost when first arriving here. The information below and the map on page 178 will not only orient you to the campus but also help you to avoid sentences that start with, “Where is…?”

Since its creation, the grassy Central Quadrangle has been the heart of the campus. Students meet at this crossroad to hang out between classes, catch some sun in the warmer months and build snowmen in the colder ones, eat al fresco, and occasionally attend an outdoor class under one of the stately elm trees. Every spring, the Quad bursts into color with flowers, banners hanging from the lampposts, and the caps and gowns of another graduating class at our outdoor Commencement Exercises.

Monk’s Trivia: If you’re lying on the Quads one day and suddenly hear a lot of squawking around you, it’s not your fellow students complaining about term papers they haven’t started writing yet. It’s the college’s own mascots of sorts—green and gray monk parakeets. The birds escaped from a crate from
The Quad is framed by three Georgian-style buildings, including the college’s signature building, La Guardia Hall. Named for New York City mayor Fiorello La Guardia, it recently underwent a major renovation and expansion, and that’s great news for you because you’ll be spending a lot of time here—it’s the core of the Brooklyn College Library. Its resources include more than 1,300,000 books, periodicals, and government documents; microfilmed material; subscription to more than forty thousand electronic information resources; reading rooms; special collections; an interlibrary loan service; and a photocopying center. It’s the most technologically advanced library in the City University of New York, and if it all feels a bit overwhelming at first, don’t fret—professional librarians are available to provide information and assistance.

Boylan Hall is another building where you’ll be passing many hours. Named for the college’s first president, William A. Boylan, it houses many administrative offices, including those of the president, provost, academic deans, and dean of student affairs. The Center for Academic Advisement and Student Success, several academic departments, classrooms, and art studios are also found here. On the lower level you’ll find the bookstore and a variety of dining options to satisfy your hankerings.

South America that arrived at JFK International Airport in 1967 and have made the Midwood area one of their homes. Occasionally, these feathered immigrants will snack on the grass near you, but more often you’ll see them streaking across the sky, collecting twigs for the giant nests they build in trees and utility poles on and around campus.
Across the Quad from Boylan are the science buildings: **Ingersoll Hall**, named for Borough President Raymond V. Ingersoll, and **Ingersoll Hall Extension**, commonly referred to as “New Ingersoll” (even though it was built in the 1970s). They contain classrooms and laboratories, a nuclear physics laboratory, solid-state research facilities, electron microscopes, and AREAC, the aquatic research center that sent fish into outer space in 1998.

Next to the library is **Whitehead Hall**, named for British-American philosopher Alfred North Whitehead. Inside you’ll find sculpture studios, classrooms for the social sciences and television and radio, and one of the largest and best-equipped college television centers on the East Coast. One of its most popular features is the Morton and Angela Topfer Library Café, a twenty-four-hour-a-day, seven-day-a-week facility with more than eighty state-of-the-art computer workstations and a convenient snack bar for students on the run. If you have some free time and it’s a nice day, take your coffee and biscotti outside onto the adjacent courtyard and read or socialize on comfortable seating under green umbrellas.

If you prefer to take your snacks out to the other side of Whitehead and the multilevel wooden seating area, you may hear the sounds of aspiring baritones, pianists, and thespians flowing from the two buildings facing you. **Whitman Hall** and **Gershwin Hall** provide a full schedule of music, theater, and dance productions presented by the college’s departments and by world-renowned artists.
and companies, many of which you can attend for free or at discounted prices. The Sam Levenson Recital Hall and the New Workshop Theater provide additional spaces for presentations by the Department of Theater and the Conservatory of Music. Gershwin Hall also houses the Center for Computer Music—but not for long: Plans are under way to demolish Gershwin Hall and replace it with a new performing arts center.

When you need a break from your academic rigors, are searching for a warm place to relax when it’s too cold to stretch out on the Quads, or just feel like playing a video game, head across Campus Road from Whitehead Hall and enter the Brooklyn College Student Center. At this hub for much of the cocurricular life on campus, you can attend meetings, lectures, film screenings, dances, and parties; play games; and take part in other activities. Student government offices also reside in the center.

Crossing another street—Bedford Avenue—brings you to the western half of the campus and the new West Quad Building. The latest building on campus is the home to many of the student services offices that used to be scattered around campus (which will make your life so much easier!); the Department of Physical Education and Exercise Science; the Office of Recreation, Intramurals, and Intercollegiate Athletics; and state-of-the-art athletic and recreational facilities, including new gymasia and a sparkling new swimming pool. A new grassy West Quad mirrors the original Central Quad, giving you even more green space to enjoy.

James Hall, named for American psychologist William James, houses the School of Education, several social science departments, psychology laboratories and, on the lower level, the Magner Center for Career Development and

Monk’s Trivia:
Fiorello La Guardia, New York’s popular three-term mayor during the 1930s and 1940s, broke ground for the creation of the Brooklyn College campus on October 2, 1935. The shovel he used remains in the library’s archives.
Internships, the Personal Counseling Office, the Veterans Affairs and Counseling Office, and the Health Programs/Immunization Requirements Office.

Opposite James are **Roosevelt Hall** (dedicated by President Franklin Delano Roosevelt in 1936) and **Roosevelt Hall Extension**. Here you’ll find the Health Clinic, the Center for Student Disability Services, and offices for the student newspapers.

The big, red, barn-like building that looks like it’s way out in Siberia, past the tennis courts, isn’t really all that far from the well-trod paths on the West Quad, and you’ll be sure to visit it every now and then. The **West End Building** houses the ITS Public Computing Labs, the Office of Student Testing, and the Department of Film as well as student club rooms.

Two buildings serving your religious and social needs are located off campus. The **Alexander and Brenda Tanger Hillel at Brooklyn College**, located on the corner of Campus Road and Hillel Place, is the center for Jewish student activities. It organizes programs and events of interest to students of all backgrounds and offers them a place to

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**Construction Zone**

Keeping our campus beautiful and current is an ongoing job that sometimes requires more than a fresh coat of paint or some additional flora. Occasionally, cranes and excavators are necessary, too.

Over the next few years, you’ll spot construction crews revitalizing the athletic field; working on the college’s very first student residence hall, on the corner of Farragut Road and Kenilworth Place; demolishing Gershwin Hall and replacing it with a new performing arts center;
relax and socialize. The Hillel House contains a kosher cafeteria, recreational facilities, and a chapel. It is also the home of the student newspaper Hatikvah. Sponsored by the Roman Catholic Church, the Newman Catholic Center, 2401 Glenwood Road and East 24 Street, offers seminars, discussion groups, and religious services. The Newman clubs for both day and evening students organize social functions and service projects. The center contains a lounge, a library, and a chapel.

It is easy to see why we take pride in our campus. Everyone has a favorite spot: the benches in front of the library or around the Quadrangles, the tranquil Lily Pond in front of Ingersoll Hall Extension, the active meeting place on the steps of Boylan Hall, or the green lawns of the Quads. We regard our twenty-six acres as a special place. We encourage you to explore it and find a favorite spot of your own.

and transforming Roosevelt Hall into a modern, cutting-edge science complex.

Keep an eye out for “Construction Zone” posters on campus and notices on the college website. Offices, departments, and classrooms will be moving on an ongoing basis, and these resources will help steer you to the right place without being late or exhausted from trying to find out exactly where your percussion class is meeting or where to pick up your transcript.
Identifying Buildings and Room Locations

Just in case you don’t have this handbook handy when you’re hunting for your economics class, Brooklyn College has posted large multicolored campus maps and directories of major offices and services at the main campus entrances. Buildings are identified by the letters listed below. Be careful not to make assumptions here: Ingersoll Hall is not represented by “I,” and Whitman Hall edged out Whitehead Hall for use of “W.”

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<thead>
<tr>
<th>Letter</th>
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<tr>
<td>B</td>
<td>Boylan Hall</td>
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<td>F</td>
<td>West End Building</td>
</tr>
<tr>
<td>G</td>
<td>Gershwin Hall</td>
</tr>
<tr>
<td>J</td>
<td>James Hall</td>
</tr>
<tr>
<td>L</td>
<td>Brooklyn College Library  (located in La Guardia Hall)</td>
</tr>
<tr>
<td>N</td>
<td>Ingersoll Hall</td>
</tr>
<tr>
<td>NE</td>
<td>Ingersoll Hall Extension</td>
</tr>
<tr>
<td>R</td>
<td>Roosevelt Hall</td>
</tr>
<tr>
<td>RE</td>
<td>Roosevelt Hall Extension</td>
</tr>
<tr>
<td>SC</td>
<td>Student Center</td>
</tr>
<tr>
<td>W</td>
<td>Whitman Hall</td>
</tr>
<tr>
<td>WQ</td>
<td>West Quad Building</td>
</tr>
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</table>

Finding a room within the buildings is a systematic snap: The first digit of the room number indicates the floor on which the room is located (a zero denotes the basement level); the remaining digits indicate its specific location on that floor. For example, if you have a class in 5401J, you will find it on the fifth floor of James Hall, at the beginning of the “400” corridor.
Information Booth

1139 Boylan Hall, or James Hall entrance (mobile booth)
718.951.4748
info@brooklyn.cuny.edu
www.brooklyn.cuny.edu/pub/departments/sa/1532.htm

Need to know where the Geology Department is located? How to get to the Woody Tanger Auditorium or the nearest restroom? Where to go about that problem you’ve been having? Trained students in the Information Booth provide a range of information on campus services to address your concerns and needs. The Information Booth is open seven days a week for most of the year:

Electronic Information Kiosks (BC Link)

Located throughout campus, these kiosks are convenient links to the college. Use these touch-screen computers to learn about campus services and events, call up a campus map, find the phone number of an office or professor, explore the Brooklyn College website, and view unofficial copies of your transcript, grade reports, and bursar statements. You can find kiosks in the lobbies of Boylan Hall, Ingersoll Hall, Ingersoll Hall Extension, Roosevelt Hall, the Student Center, and Whitehead Hall.

Brooklyn College Information Line/Telephone Directory

It’s 2 a.m. and you absolutely have to know how to reach the Division of Student Affairs. What do you do? Call 718.951.5000 from a touch-tone telephone and you’ll be
connected with the Brooklyn College Information Line. This twenty-four-hour service provides recorded information and a directory of college programs, departments, and services.

**Information Telephones**

Information telephones give you quick access to any college office. They are located in the first-floor lobbies of James, Roosevelt, and Ingersoll halls; the Campus Road lobby of Whitehead Hall; the entryway to the Brooklyn College Library; and the vestibule of Gershwin Hall.

Information telephones are for brief calls to college offices only; they cannot be used to call off campus. The extensions of frequently called offices are posted nearby. To obtain the extension of an office not listed, dial 5000 for the college operator.

**Newspaper Bins**

If you want to check out the latest news as written by your fellow students, look for newspaper bins scattered in building lobbies around the campus. The bins are provided by the college primarily for the use of on-campus student newspapers. After campus constituent needs have been satisfied, off-campus newspapers may utilize the bins.
We want to make sure that your entire time at Brooklyn College is as enjoyable, safe, and hassle-free as possible. That means there are some rules and regulations you’ll have to follow. Have no fear, though; they won’t hinder any of your experiences here or cramp your style. They’re rather painless, and for the most part they’re purely common sense.

**Brooklyn College ID Card**

One of the most important documents you’ll need to do just about anything on campus—including entering it—is your Brooklyn College photoidentification card. This ID card is property of the college and must be validated at the completion of each registration in the Enrollment Services Center (ESC), first floor, West Quad Building. But before you even ask to have it validated, or to pick up your ID card for the first time, make sure you have settled your bill with the bursar; conveniently located in the ESC as well.

Keep your ID card with you at all times. It entitles you to use the Brooklyn College Library and borrow materials, enter the Student Center, vote in campus elections and referenda, work out in the Fitness Center, and receive job referrals from the Magner Center for Career Development and Internships. You also need it to use college computer facilities and receive financial aid checks.

Losing your card can lead to some inconveniences, so do your best not to drop it on the subway tracks when
you’re struggling with your books, umbrella, iPod, MetroCard, and Snapple. If you should lose it, promptly report its loss to the Office of Campus and Community Safety Services, 0202 Ingersoll Hall, 718.951.5511. To replace it, you’ll first have to pay a $5 fee to the bursar, in the ESC, and then present your receipt and registration statement at the ESC, where a replacement card will be issued.

**Immunization Requirements**

You’ll be very glad that your parents or guardians kept your childhood medical records along with pictures of your first birthday party and first trip to the barber: State law requires all students to submit a Student Immunization Record documenting immunity to measles, mumps, and rubella (German measles) as well as a completed and signed meningococcal meningitis response form. *Proof of immunity* is defined as:

- two doses of measles vaccine and one dose each of mumps and rubella vaccine; or
- blood test results showing immunity to each disease.

Exemptions from state immunization requirements may be granted on the basis of age, religious beliefs, or medical condition. However, all students—including those granted exemptions—must submit a completed Student Immunization Record with the appropriate documentation and a meningococcal meningitis response form. This is not something you want to procrastinate over: If you are not in compliance with this requirement thirty days after the first day of classes, you will be assigned a special administrative grade (WA), you will not be permitted to
attend classes, tuition will not be refunded, and your financial aid standing may be affected. Further, in the event of an outbreak of measles, mumps, or rubella, students with an exemption will be excluded from class (without tuition refund) for at least two weeks or until proof of immunity is provided.

Information on immunization requirements, meningococcal meningitis, and Student Immunization Records is distributed with admissions materials and may also be obtained in the Health Programs/Immunization Requirements Office, 718.951.4505.

**Official Rules and Regulations**

Article XV of the Bylaws of The City University of New York, which states the rules and regulations of the University pertaining to student activities and student discipline, may be obtained online at www.brooklyn.cuny.edu/pub/departments/sa/offices.htm.
The chapter “Student Rights and College Rules” in the Brooklyn College Bulletin contains statements of the rules and regulations for the maintenance of public order and defines college and CUNY policy on:

- access to student records,
- equal opportunity,
- grievance procedures,
- nonattendance because of religious beliefs,
- sexual harassment,
- rights of students with disabilities,
- sale of term papers,
- smoking regulations, and
- the presence of illegal substances on campus.

We advise you to read this section of the Bulletin and to be familiar with the legislative principles that govern student activities and behavior within CUNY. You may also view this information on the Brooklyn College website at www.brooklyn.cuny.edu/bc/policies.

A copy of the CUNY Policy on Drugs and Alcohol and the CUNY Residency Hall Disciplinary Procedures, both effective July 1, 2009, is available in the Office of the Dean of Student Affairs, 2113 Boylan Hall. In addition, a copy of the Student Complaints about Faculty Conduct in Academic Settings Policy is available in the Office of the Dean of Student Affairs and online at www.brooklyn.cuny.edu/bc/policies.

**Monk’s Tip:** Those long-necked green objects scattered around the campus aren’t modern sculptures—they’re receptacles for your cigarette butts.
Campus Citizenship

Now that you’ve got the lay of the land and are becoming an active member of the college community, you accept the obligation to maintain the quality of the campus, preserve its beauty, and be considerate of all individuals at the college by observing basic standards of conduct. By following these simple rules, your college experience—and everyone else’s—will be more enjoyable.

The full description of the official rules and regulations of the college and of the Board of Trustees of The City University of New York are published in the Brooklyn College Bulletin and on the portal; the items below are just a sampling of how to maintain the campus’s harmonious environment.

• Demonstrate respect for differences among your fellow students. Be sensitive to their feelings. You’re one of more than one hundred nationalities represented on campus, and that provides you a unique opportunity to learn about a multitude of different ideas and opinions, not to mention exotic foods, mysterious languages, and fascinating cultures.

• Give priority to students with disabilities in elevators, especially the particularly tiny ones in Boylan and Ingersoll halls.

• Show concern for the health and safety of others. For example, keep building exits clear. And don’t smoke in any college building—it’s against the regulations of the Board of Trustees of The City University of New York.

• Allow others to concentrate on their studies by keeping noise and other distractions to a minimum.
• Learn the regulations concerning student-group activities. More information on this topic is found in the chapter “Cocurricular Programs.”

• Exercise respect for college property. Familiarize yourself with posting guidelines. Do not litter—there are plenty of trash receptacles around campus to make sure your empty Starbucks cup doesn’t end up as an unwanted vessel in our Lily Pond.

Statement on Academic Integrity

Higher education in the United States began in 1636 with the founding of Harvard, when it was just a tiny college with nine students. Since that time, academic freedom and academic honesty have evolved into two of the most important principles of American higher education.

Academic freedom is the right of all members of a college community to participate in a free and open exchange of ideas. With this freedom comes the responsibility for academic integrity. Brooklyn College has adopted a policy on academic integrity, which may be found in Appendix D of this handbook and at www.brooklyn.cuny.edu/bc/policies.

Academic integrity violations consist of cheating, plagiarism, Internet plagiarism, obtaining an unfair advantage, and falsifying records and official documents, all of which are explained in detail in the CUNY Policy on Academic Integrity (Appendix D). If you’re thinking, “What’s the big deal? No one gets hurt if I cheat;” it’s time to change your mind. Cheating and plagiarism—either intentionally or unintentionally—give you an unfair

—English proverb

Winners never cheat, and cheaters never win.
advantage over students who are honest, and that most definitely does hurt them. You can also hurt yourself in a very big way—penalties range from failure of the particular paper, exam, or exercise to being expelled from the college. These penalties apply to those who assist others in cheating as well. Your academic disciplinary record may have serious long-term implications, too. For example, law school admission offices require that you have the college notify them of any disciplinary records, including those involving academic integrity. Transfer and international students should be extra careful—Brooklyn College rules may differ from those at the school you previously attended.

And don’t think such dishonesty won’t ever catch up with you. A winner of the Nobel Prize in biology, for example, was reprimanded because someone in his laboratory had falsified data in an experiment. A Harvard professor and past president of a national professional society had to resign when it was revealed that review articles he had authored many years previously included unacknowledged quotes and paraphrases from various sources. The demand for absolute integrity in academic work applies to everyone.

**Monk’s Tip:** Learning involves reading, digesting, and understanding the thoughts and ideas of experts, but always try to make your own thoughts central in the process. A paper that consists mostly of a string of quotes is not a good paper, even if you have avoided plagiarism by providing lots of footnotes.
It is your responsibility to learn the standard practices of documentation in different fields. Every field has written descriptions of its accepted methods. These descriptions are available in the library; your instructors or a librarian can refer you to them. When in doubt, do not be reluctant to discuss these issues with your instructor.

**Grievances**

Most students pass their years at Brooklyn College without any grievances. Well, no serious grievances, at least—like it or not, you just may have to take that speech class first thing in the morning when you’d prefer to be snuggled under your favorite blanket with the blinds drawn and can barely pronounce your own name.

Grievance procedures for specific college rules and regulations differ depending upon the nature of the complaint. Information on how students may pursue formal and informal complaints is provided by Judicial Affairs in the Office of the Dean of Student Affairs, 2113 Boylan Hall, 718.951.5352.

**Use of Prerecorded Media**

Federal copyright law restricts the use of prerecorded media to private showings and prohibits their use in public performance.

The copyright law defines the term *public* to mean the following: “To perform…[a work] at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.”
Statement of Nondiscrimination

It is the policy of the City University of New York, and the constituent colleges and units of the University, to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is prohibited under the University’s Policy Against Sexual Harassment. Should any federal, state, or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics as well.

The City University of New York is committed to addressing discrimination complaints promptly, consistently, and fairly. There shall be an employment discrimination complaint procedure administered by each unit of the University. Students who believe they have been discriminated against in violation of this policy should bring their complaints to the chief student affairs officer for investigation by the officer or his or her designee in accordance with this policy.

Retaliation against any member of the University community who has made a complaint of discrimination or participated in a complaint investigation is strictly prohibited.
Policy Against Sexual Harassment

Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within the University. The University has established procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred.

In addition to the CUNY Policy Against Sexual Harassment, there are several facts you should know about sexual assault. Sexual assault is a crime in New York State, punishable by imprisonment. It does not happen by accident or because of uncontrolled lust or sexual passion; it is a crime of aggression and violence. There is never an excuse or a reason for one person to rape, assault, or touch another person without permission. No one has this “right,” no matter how someone behaves or dresses. No woman or man causes herself or himself to be sexually assaulted or raped.

Sexual assault is any sexual act committed or attempted against another person’s will by a date, spouse, family member, acquaintance, or stranger. Rape is defined as sexual intercourse, sodomy, or oral copulation accomplished against a woman’s or man’s will through use of force or fear, when she or he is prevented from resisting by alcohol or drugs administered by the offender without the person’s knowledge, or when the person is unaware of the nature of the act.
For more information on date, acquaintance, or stranger rape, and on resources for victims of sexual assault, contact the Office of the Dean of Student Affairs, 718.951.5352; the Office of Campus and Community Safety Services, 718.951.5511; or the sexual harassment coordinator, 718.951.5221. Sexual assault survivors can get help on campus through the Office of Personal Counseling, 0203 James Hall, 718.951.5363, which can refer you to off-campus support services as well.

The full statement of the policy may be obtained online at www.brooklyn.cuny.edu/bc/policies; at the Office of the Dean of Student Affairs, 2113 Boylan Hall; the Office of the Dean of Undergraduate Studies, 3208 Boylan Hall; and the Office of Human Resources, 1219 Boylan Hall; and from the coordinator of the Sexual Harassment Advisory Panel, 412 Library, 718.951.5221.

**Bias Crimes**

Bias crimes—crimes motivated by hostility to the victim as a member of a certain group, as one based on color, creed, gender, or sexual orientation—are a serious offense. A brochure with information about bias crimes, prevention measures, and procedures for dealing with incidents is available to all students in the Office of Legal Services, 1405 Boylan Hall, and the Office of the Dean of Student Affairs, 2113 Boylan Hall. The brochure also includes New York State laws that define what a bias crime is and the penalties for committing such a crime as well as a list of resources for victims, including counseling, legal, and medical help.
Policy Against Workplace Violence

The City University of New York Workplace Violence Policy and Procedures prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior toward people or property will not be tolerated. Complaints involving workplace violence will be given the serious attention they deserve.

The full text of the policy is available online at www.brooklyn.cuny.edu/bc/policies and in the Office of the Dean of Student Affairs, 2113 Boylan Hall; the Office of the Director for Affirmative Action, Compliance, and Diversity, 2147 Boylan Hall; and the Office of Campus and Community Safety Services, 0202 Ingersoll Hall.

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

The rules and regulations for the maintenance of public order may be found in Appendix E.
A Brooklyn College degree has long been a mark of superior achievement and is the foundation on which our alumni build rewarding careers and vibrant lives. Many of our graduates—Pulitzer Prize and Academy Award winners, chief executives and chief justices, senators and representatives—state that their path to success started with the well-rounded education they received at the college, the intellectual habits they formed here, and the degree they earned after much hard work. So exactly how do you acquire that valuable degree?

**General Planning of Your Curriculum**

Start by planning your program of study for your entire academic career at Brooklyn College. Think ahead and consult with college advisers as you progress. An integrated plan of studies will enhance your opportunities after Commencement, either in the job market or in graduate or professional study.

A long-range strategy includes finding out when specific courses will be offered—some are given only in the fall or spring semester. Plan which course sequences and groupings to take each semester and how to use your elective credits to the best advantage. When you meet with an adviser, have a list of specific concerns and questions you would like addressed.

Information on course offerings and requirements, programs and recommendations for majors, special...
options, related cocurricular activities, graduate study, and, in some cases, related careers may be obtained from departmental offices. Consult with each department for office hours of instructors and advisers and for notices of professional conferences, academic competitions, and scholarship programs.

Degree Requirements
To obtain a bachelor’s degree, you must earn 120 credits by completing a set of requirements that includes:
• the core curriculum;
• basic skills requirements;
• a specific program of study, including all the requirements of your major department or program, outlined in the Brooklyn College Bulletin; and
• a selection of elective courses.

Monk’s Tip: It may seem that alphabet soup is served every day at Brooklyn College. Becoming familiar with our commonly used abbreviations and acronyms will help you digest all of them: **BCNN** (Brooklyn College News Network); **BCR** (Brooklyn College Radio); **CAASS** (Center for Academic Advisement and Student Success); **CLAS** (College of Liberal Arts and Sciences [day students]); **CPE** (CUNY Proficiency Exam); **CUNY** (City University of New York); **DOSA** (Division of Student Affairs); **ESC** (Enrollment Services Center); **FAFSA** (Free Application for Federal Student Aid); **GPA** (grade point average); **GSO** (Graduate Student Organization); **SERVA** (Students Engaged in Responsible Volunteer Action); **SGS** (School of General Studies [evening and weekend students]); **TOCA** (The On-Course Advantage); **WEB** (West End Building).
The core curriculum

The college’s nationally acclaimed core curriculum was revised in 2006 to provide the broadest intellectual experience possible. It prepares you for future concentration in a major field of study and provides an academic foundation for making a sound career choice.

All students who enter the college as freshmen take nine lower-tier and two upper-tier core courses; they also complete foreign language and basic skills requirements, unless more advanced work is substituted in a core area. Although the core may seem daunting at first, don’t be put off by such course titles as “Physics: The Simple Laws that Govern the Universe” or “Exploring Robotics.” Core courses will shape you into a well-rounded individual, and in the event that you end up as a contestant on Jeopardy! you’ll be able to say with utter confidence “Who is Agamemnon?” when prompted for the name of the commander of the Greek forces at Troy who dishonored Achilles in The Iliad.

Choosing a major

One of the most common questions that your friends, relatives, and classmates will ask you as a college student is, “What’s your major?” You can’t avoid it, so get used to it—it will pop up in a study session, at Thanksgiving dinner, and during a night out on the town. Knowing what a major is, of course, is key to answering that query. Your major is the focus of your studies, the subject area that contains the main concentration of your advanced courses. You can declare your major at any point, but try not to let
that decision go past the end of your sophomore year; otherwise you may end up spending more time as a student than you originally planned. Continuing and transfer students who have earned 60 credits must have their major declared officially on their college record by the fifty-first day of the semester after the sixtieth credit was earned. Failure to do so will result in a big hitch in your financial aid—you’ll be denied Tuition Assistance Program (TAP) awards.

Selecting a major is one of the most important decisions you will make, so choose carefully. You will want to consider many factors in determining what your degree will be in—your interest in a subject; your aptitudes, goals, and experiences; and career opportunities. You don’t have to make this critical decision on your own. To help you sort through these considerations, numerous advisers are available. Be sure to consult with the following on a regular basis for:

- **General academic advice**—Center for Academic Advisement and Student Success, 3207 Boylan Hall, 718.951.5471
- **Career counseling and internships**—Magner Center for Career Development and Internships, 1303 James Hall, 718.951.5696
- **Academic advisement in a specific subject area**—the appropriate departmental office
- **Academic advisement for graduate students**—the graduate deputy of the appropriate department or program
- **Personal counseling**—Office of Personal Counseling, 0203 James Hall, 718.951.5363
Electives

Between the rigors of the core curriculum and the mandated courses you must take in your major, you may be wondering if you’ll ever have the chance to discover anything else. What if you are a biology major with a passion for art? Or an English major who’s fascinated by archaeology? At Brooklyn College, your academic program allows substantial flexibility for you to explore other interests by offering electives.

Elective courses can help you build additional skills, complement study in your major field, or allow you to investigate your other interests. Like the core courses, they may open a whole new world for you or shift your college career path in an entirely different direction. As long as you meet prerequisite requirements, you’re free to take any course offered at the college. Academic and career advisers will help you select the courses to suit your needs and interests. Be sure to consult with a financial aid adviser, too—some financial aid programs do not cover the cost of electives if you are already registered for 12 credits.

If you pursue one particular interest over the course of a few semesters, you may be able to accumulate those electives into an impressive minor in a department or discipline different from your major. Specific requirements for completing a minor are described under department and program listings in the Brooklyn College Bulletin.
Planning a Program for a Semester

Selecting your classes is a bit like assembling a jigsaw puzzle. You have to make sure all the pieces fit and that the final picture is one you’d like to see. Start by considering program regulations and course descriptions in the Bulletin—which classes you need to take, which ones you would like to take, and which ones you are able to take as determined by prerequisites, corequisites, and exclusion clauses. Consult departmental advisers concerning recommended preparation and examine reading lists posted for the courses. Consider the total workload for each course, including reading assignments, laboratory hours, and homework. Also factor in employment and personal responsibilities, travel time, and cocurricular activities before you register.

Withdrawing from a Course

Occasionally, urgent and compelling reasons may prevent you from completing one or more of your courses. In such an event, you must formally withdraw from those courses in person. Each edition of the Schedule of Classes lists the last day to apply for withdrawal from courses under “Calendar of Special Dates.” Until that date, you may withdraw without academic penalty by making program adjustments according to the procedure described in the Schedule of Classes. After the deadline, withdrawal from any or all of your courses without academic penalty requires the permission of the Center for Academic Advisement and Student Success, 3207 Boylan Hall, 718.951.5471. There may be complications with your financial aid package if you withdraw, so be sure to consult with the Office of Financial Aid, third floor, West
Quad Building, 718.951.5051, before changing your course schedule.

If you withdraw from a class, be sure to pick up and retain a registration statement that reflects your correct status. Keep a folder with all such documents on hand in case you need to verify something later on.

**Dropping a Course**

Although you may use the words *drop* and *withdraw* interchangeably, there is a difference, so be careful what you ask for. When you *drop* a course, it will not appear on your transcript; however, when you *withdraw* from a course, a grade of W will appear on your transcript. A W grade does not count toward your GPA. There are different deadlines for dropping and withdrawing, too, so be sure to check the *Schedule of Classes*.

**Doing Your Work**

Now that you’ve got your whole life figured out, or at least the next few months, it’s time to get down to work. First of all, you have to show up! Attendance may be a factor in determining your grade. If you expect to be absent from classes for an extended period—particularly if you will miss exams—you must contact your instructors as soon as possible. Explain your situation, clarify your responsibilities, and arrange to make up the work you will miss. Absence does not excuse you from completing an assignment or allow you an automatic extension of deadlines. By the way, a family vacation to the Bahamas is not a good excuse for missing class.

During the first week of classes, each instructor is expected to distribute a course syllabus or outline for the
entire semester’s work. This will guide you in planning the timely completion of readings and other assignments. Even though instructors may not check assignments every day, you are responsible for completing them. Many instructors do not accept late material; others penalize lateness by

**Monk’s Tip:** Obtain the telephone numbers or e-mail addresses of other students in each of your classes so that if you are absent, you can find out what was covered and assigned. Make sure to borrow and copy notes for classes you miss.
lowering your grade. On such long-range projects as research papers, allow sufficient time to review and refine what you will submit.

Every instructor is expected to have designated office hours—an excellent opportunity for you to confer with your professors one-on-one. Office hours are a great time for you to ask for suggestions for conducting research, obtain approval of subjects for papers, inquire about honors projects, raise questions relating to grades, or ask for clarification of material covered in class or in reading assignments. Instructors generally announce their office hours and room numbers during the first week of classes, but they may also be reached through the department office or college e-mail.

Honors

Brooklyn College recognizes students with superior academic records and initiative with a variety of honors. You may earn honors credit and graduate with honors in several ways: by doing independent study projects in regular courses, by completing honors work in a department or major, and through membership in the Honors Academy.

To obtain honors credit for a regular course, arrange with the instructor at the beginning of the semester and have him or her sign an Honors Credit in Regular Courses Form, obtained from the Enrollment Services Center.

You may also earn departmental honors, which are based on criteria established by each academic department and are awarded at graduation. Specific requirements for honors in a particular discipline may be obtained from departmental counselors.

Monk’s Tip: Reach out to your instructors and take advantage of their office hours. Generally, they wait for you to make the first move if you need assistance or have specific questions that may be better discussed one-on-one rather than in the classroom.
Students who maintain the required grade point average (GPA) for a given semester will be named to the Dean’s Honor List for that semester. Part-time students who maintain the required GPA for an entire academic year will be named to the Dean’s Honor List, Part-time, for that year. Students who graduate with a specified overall GPA will receive a degree with one of three honors—*cum laude* (for students with a GPA of 3.50 or higher, but less than 3.75), *magna cum laude* (GPA of 3.75 or higher, but less than 3.90), or *summa cum laude* (GPA of 3.90 or higher). This not only makes an impressive addition to your résumé but is also a chance to show off your Latin.

**Good Study Habits**

If your study habits are, well, habitually poor, there’s always time to improve them. The sooner you do, the sooner you’ll see an improvement in your grades. Here are some tips that will make your workload less daunting:

- Take notes as you read.
- Highlight key ideas and indicate points you wish to be clarified in class or in individual meetings with your instructors. Unless you raise questions, your instructors will assume that you understand the material.
- Review your notes weekly or even daily. There’s nothing more stressful than cramming everything you’ve learned in a semester into one marathon study session just hours before your final exam. Going over your notes regularly provides you the opportunity to check or improve your understanding of the subject and promotes the retention and integration of information.
Credits from Other Institutions

If you notice that another institution is offering a course that you would like to take, you may be able to take it at that location. To take courses (including summer courses) at a different institution, you must obtain permission in advance to use those course credits toward your degree. To apply for an e-permit, log on to the student portal. You may also visit the registrar in the Enrollment Services Center for more information.

If you are a transfer student who has taken advanced placement examinations or completed any college-level work at institutions other than Brooklyn College, visit the Office of Transfer Evaluations, 1112 Boylan Hall, and request an evaluation for equivalent credit at Brooklyn College as soon as possible. Until you receive the official evaluation of these credits, meet with a faculty adviser in your major department to ensure you don’t enroll in any course that may duplicate or overlap course work you have completed elsewhere. This includes courses in the core curriculum, from which you may be exempt.

Success is the result of perfection, hard work, learning from failure, loyalty, and persistence.

—Colin Powell
Financial Support Services

Brooklyn College offers a wide variety of programs to help you pay for the wisest investment you’ll ever make—your education. And even though the Princeton Review ranked us as one of the top–ten best value colleges in the United States, tuition and fees remain a major concern. Make sure you explore all the options at the college and apply for everything for which you are eligible; just because you may receive one award doesn’t mean you can’t apply for a second.

Office of Scholarships
Second floor, West Quad Building
www.brooklyn.cuny.edu/pub/scholarships.htm
718.951.4796

Don’t miss out on your opportunity to score one (or more) of the more than six hundred scholarships that Brooklyn College offers. The college hands out over $1 million in scholarships and awards every year. Many of these are awarded through a general scholarship review held during the spring semester. Applications are available online and must be completed by the announced deadlines.

Office of the Bursar
First floor, West Quad Building

The Bursar’s Office is responsible for the collection of tuition and fees. But don’t think this office only takes your
hard-earned cash; it also refills your pockets by processing requests for refunds. Consult the Schedule of Classes for information on the procedures of this office.

**Office of Financial Aid**

Third floor, West Quad Building  
www.brooklyn.cuny.edu/pub/financing.htm  
718.951.5051, .5052, .5053

The Office of Financial Aid participates in a variety of federal and state financial aid programs. For the most part, in order to meet basic eligibility requirements for federal and state financial aid, a student must:

- be a U.S. citizen or permanent resident,
- be admitted to the college as a degree-seeking (matriculated) student,
- be registered for at least 6 credits, and
- meet academic progress standards at Brooklyn College.

Additionally, for initial eligibility for state financial aid consideration, the student must be a resident of New York State for at least one year prior to completion of an application for state financial aid.

Financial aid is divided into three basic categories:

- *Grants*, which include scholarships, do not have to be repaid.
- *Loans* usually carry some form of interest payment and must be paid back to the lender (although the interest may be deferred).
- *Work opportunities* afford a student the chance to earn money to help subsidize educational expenses.

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If you think education is expensive, try ignorance.  
—Derek C. Bok, former Harvard president
Grants

**Federal Pell Grant.** This is a federal grant for high-need undergraduate students who have not earned a bachelor's degree. Eligibility is determined by the Expected Family Contribution (EFC) that is produced by the calculation performed on students’ and parents’ FAFSA data.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** Preference for FSEOG is given to students who are eligible to receive a Federal Pell Grant. In addition to exceptional need, you must demonstrate a willingness to assist in financing your college education through part-time employment or student loan borrowing.

**Academic Competitive Grant (ACG).** The ACG program was created by Congress in 2006 and was available for the first time in the 2006–07 school year. The ACG award provides $750 for the first year of undergraduate study and $1,300 for the second year.

**National Science and Mathematics Access to Retain Talent (SMART) Grant.** Like the ACG, the National SMART Grant program was created by Congress in 2006 and was available for the first time in the 2006–07 school year. This program provides $4,000 for each of the third and fourth years of study to needy students who are pursuing a four-year degree with a major in one of the physical or life sciences, computer science, engineering, mathematics, technology, or a critical foreign language. Eligible students’ grade point averages are monitored each quarter.

**State Tuition Assistance Program (TAP).** TAP is available to New York State residents for attendance at accredited New York State institutions. It provides tuition

**Monk's Tip:**
Visit your major department every semester to see if anything has developed—new scholarships and awards are created every year!
assistance for matriculated undergraduate and graduate students enrolled full time and in good academic standing according to state education requirements.

**State Aid for Part-Time Study (APTS).** APTS is a New York State grant available to matriculated undergraduate students who are New York State residents enrolled for at least 6 credits.

**Peter F. Vallone Scholarship.** The Peter F. Vallone Scholarship is for students who graduated from a New York City public or private high school with at least a B average and enroll directly into a CUNY college within a year of graduation. They must maintain a B average or better and can receive up to $500 a year for five years. Students who have already earned an associate’s degree are eligible for six semesters. You may qualify for additional financial aid, based on need, but you must file the FAFSA every academic year.

**Loans**

**Federal Perkins Student Loan.** Perkins Loans are low-interest loans for both undergraduate and graduate students with exceptional financial need. The college serves as the lender. The interest rate is 5 percent and is paid by the government until nine months after you graduate, leave school, or drop below half-time.

**Federal Direct Stafford Loans (Subsidized and Unsubsidized Loans).** Federal Direct Stafford Loan programs consist of low-interest loans and are available to both undergraduate and graduate students. The loan interest rate is variable (capped at 8.25 percent) and adjusted annually.

Show me the money.

—Cuba Gooding Jr., in Jerry Maguire
An origination fee of 3 percent is deducted automatically from amounts borrowed. In addition, borrowers will be given an up-front rebate that is equal to approximately 1.5 percent of the loan amount approved. To keep the interest rebate, you must make your first twelve required monthly payments on time. If you do not make all twelve payments on time, the federal government will add the rebate amount back to your loan account.

**Federal Direct Stafford Subsidized Loans**—Eligibility for a subsidized loan is based on financial need as determined by the analysis of a completed Student Aid Report (SAR). Interest is paid by the government until six months after you graduate, leave school, or drop below half-time.

**Federal Direct Stafford Unsubsidized Loans**—Interest accrues while the student is enrolled in school at least half-time, or interest payments can be made on a monthly basis.

**Federal Direct Parent Loan for Undergraduate Students (Undergraduate PLUS Loan).** Parents of dependent undergraduate students may borrow up to the cost of attendance minus any other financial aid resources under the PLUS program.

**Federal Direct PLUS Loan for Graduate Students (Graduate PLUS Loan).** This low-interest student loan is guaranteed by the U.S. government. The Graduate PLUS Loan is a non-need credit-based loan similar to a private student loan, but with the benefit of having a fixed interest rate and federal guarantee. It allows graduate students to borrow the total cost for their graduate school needs, including tuition, room and board, supplies, lab expenses, and travel, less any other aid.
**Alternative student loans.** As a general rule, students should consider obtaining a private education loan only if they have maxed out the Federal Direct Stafford Loan. They should also file the Free Application for Federal Student Aid (FAFSA), which may qualify them for grants, work-study, and other forms of student aid. Students should compare costs with the Federal PLUS Loan, as it is usually much less expensive and has better repayment terms.

You may be eligible for alternative loans if you:
- are a nonmatriculated student,
- are an international student,
- are attending less than half-time, or
- have reached the federal student aggregated limits (maxed out).

Contact the bank of your choice to inquire about their private educational loan opportunities. When you have selected a lender, be armed with some good questions for your loan representative, including:

*What are your current interest rates? Do I need a co-borrower? After school, what are my repayment options?*

**Work opportunities**

**Federal Work-Study (FWS) Program.** The FWS Program provides funds that are earned through part-time employment to assist students in financing the costs of postsecondary education.

**Applying for Financial Aid**

You can submit your FAFSA as early as January 1 for the upcoming school year. Applying online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is fast and easy. If you don’t have Internet access, you can pick up a paper FASFA from a high school guidance office.
or by calling the Federal Student Aid Information Center at 800.4.FEDAID (800.433.3243).

If you applied for aid the previous year, you can fill out a Renewal FAFSA online at www.fafsa.ed.gov. This application contains information from the previous year’s FAFSA. You will need your Federal Student Aid PIN. If you have previously received a PIN but have lost or forgotten it, you can request a duplicate at www.pin.ed.gov. Your eligibility for financial aid may change from year to year, especially if you have a different number of family members in college. Your financial aid package also depends on your making satisfactory academic progress toward a degree, such as earning a minimum number of credits and achieving a minimum GPA.

**For New York State Residents**

Once you complete the FAFSA online, click on the link for New York State residents on the confirmation page and you will be directed to the New York State Higher Education Services Corporation (HESC) website in order to fill out your TAP application. If you miss the link for TAP, within two weeks you should receive either an e-mail or a postcard with instructions on how to file TAP on the Web application. If you fill out a paper FAFSA, you will be notified via e-mail or a postcard on how to complete your TAP application several weeks after your FAFSA has been processed.

**Academic Progress Standards**

Federal and state regulations require students to demonstrate reasonable academic progress to remain eligible for financial aid. Students are required to have a cumulative C average or the equivalent at the end of the
second academic year of attendance. Additionally, aid recipients must adhere to the college’s minimum academic standards and complete their degree programs within specified time frames. The college will take into consideration any previous academic probation and mitigating circumstances, such as illness, full-time employment, and family obligations.

**Return of Title IV Funds**

The Bursar's Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Bursar's Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following federal return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

**Know Your Code**

Brooklyn College Title IV or school code: 002687
Tap school code for undergraduate students: 1410
Tap school code for graduate students: 5205

**Emergency Aid**

Brooklyn College’s Carroll and Milton Petrie Foundation Student Emergency Grant Program’s mission is to provide funding to enable students with short-term financial difficulty to stay in school. Applicants must be able to demonstrate need resulting from an unanticipated emergency that can be significantly alleviated by the grant award. For information on specific eligibility requirements and the emergency situations eligible for grant funding, e-mail studentsar@brooklyn.cuny.edu.
If you’re looking for some real-world internship experience in the field you’ve chosen to major in, or if you need some help preparing for a first real job (as opposed to that summer as a counselor at Camp Onomatopoeia), the Magner Center has you covered. The center offers a wide range of career programs to Brooklyn College undergraduates, graduate students, and alumni. It assists you in choosing a major, planning a career, finding internships, learning about the world of work, developing job-search strategies and techniques, honing professional skills, gaining access to electronic job search systems, and connecting with alumni mentors. Further, professional career counselors assist in creating and punching up your résumé, an important entrée to that perfect job. They will also help develop your interview skills and effective job search strategies. You can register with the center and all of its workshops on the portal, https://portal.brooklyn.edu, under the “Career” tab.

**Monk’s Tip:** Ask at least two people to review your résumé and cover letter before sending them out to prospective employers. These critical documents are the first impression you’ll make—don’t let typos, factual errors, or other glaring mistakes ruin your shot at scoring an interview.
Whether you’re a student with a stellar academic record, a student with a particular interest, or a nontraditional student, Brooklyn College offers a multitude of options that will make your time here unique. Contact the offices below for advice and information on how you may participate in these challenging and rewarding programs.

**First College Year**

Office of the Dean of Undergraduate Studies  
3208 Boylan Hall  
718.951.5771  
ugrad@brooklyn.cuny.edu  
www.brooklyn.cuny.edu/pub/first_college_year.htm

Entering freshmen get off to a great start by becoming part of the coordinated First College Year program, which will ease your transition from high school and help you achieve your goals at Brooklyn College. First College Year offers academic advisement, in-person registration, extended orientation, and courses specially designated for you. Most of you will be enrolled in learning communities that connect you with other students, help you learn to use the academic resources of the college, and prompt you to think about the meaning of a liberal arts education for your career aspirations. Faculty members plan course work together, strengthening connections among disciplines and coordinating assignments. You also receive support from trained peer advisers and peer tutors.
Given the busy lives of students, including employment and family responsibilities, graduating in the traditional four years has become increasingly difficult. As a result, Brooklyn College created The On-Course Advantage (TOCA) program to assist you in doing just that. Two key benefits of participating in TOCA will make your life at Brooklyn College much easier: expedited registration and individual academic advisement.

TOCA invites students who have successfully completed at least 12 credits in their first semester with a grade point average (GPA) of 3.00 or higher and who plan to register for at least 12 credits in their second semester to participate in the program. Don’t feel pressured by the four-year deadline, however: You may develop plans for graduation in five or six years, depending on your goals and circumstances.

Entering transfer students may participate in TOCA, as well, with the goal of graduating in two or three years, but, like entering freshmen, they also have the option to extend their goal. Transfer students who have successfully completed a minimum of 45 credits (including 12 credits at Brooklyn College) with a GPA of at least 3.00, or whose preliminary transfer credit evaluation indicates that the requirements for a baccalaureate degree can be completed in two or three years, are eligible to participate.
Adult and returning students age twenty-five years and older may also enroll in TOCA. To be eligible, you must have successfully completed at least 9 credits in your first semester at Brooklyn College with a GPA of 3.00 or higher and plan to register for at least 9 credits in your second semester. You’ll develop individual plans for graduation depending on your goals and circumstances.

For all the above groups, students must apply no later than the end of their third semester at Brooklyn College.

**Honors Academy**

2231 Boylan Hall  
718.951.4114  
www.brooklyn.cuny.edu/pub/honors_academy.htm

The king of honors at Brooklyn College is the highly esteemed Honors Academy, an institution for those who are serious about increasing their brain power. Six honors programs reside within the Honors Academy, and to be a member you must have an overall GPA of at least 3.50 and a commitment to honors-level work. The ante is high, but so are the rewards: You’ll have access to the academy’s commons area, honors seminars and colloquia, honors sections of core curriculum courses, and a host of other benefits that will make you the envy of your peers.

Two Honors Academy programs are available only to entering freshmen—the Macaulay Honors College and the Coordinated B.A.-M.D. Program. The Scholars Program and the Coordinated Engineering Honors Program accept students in either their freshman or sophomore year (provided they have earned up to, but have not exceeded, 48 credits). Sophomores and juniors who have earned
between 45 and 75 credits may apply to the Mellon Mays Undergraduate Fellowship and the Minority Access to Research Careers Program.

All programs are fully described in the Bulletin. Applications and further information are available in the Honors Academy.

**Macaulay Honors College**

Free tuition and a laptop? If you are accepted into this dynamic CUNY-wide program, they're yours. The Macaulay Honors College allows highly qualified students to utilize the combined resources of the University and New York City. As a member, you'll take four honors seminars focused on the Big Apple and complete additional honors work in both the core curriculum and your major. You will receive a four-year full-tuition scholarship to Brooklyn College, a cultural passport that provides entrée to the city's art and scientific institutions, and a state-of-the-art laptop computer. An academic expense account supports internships, study abroad, and research opportunities. Members maintain a 3.50 grade point average, participate regularly in community service, and graduate in four years.

**Coordinated B.A.-M.D. Program**

Incoming freshmen heading toward a career in medicine should check out this special program stat! Members who maintain a minimum GPA of 3.50 and fulfill all program requirements are guaranteed admission into the Downstate College of Medicine of the State University of
New York at Brooklyn after completing their bachelor’s degree at Brooklyn College.

Scholars Program
This interdisciplinary honors program is for well-prepared, academically ambitious freshmen and sophomores with a minimum GPA of 3.50 who are eager to learn new ways of thinking and to extend themselves beyond the routines of normal course requirements. Scholars carry the same credit load as other students, but they do honors-level work each semester in one of the program’s seminars or honors sections or by completing an honors project for a regular course. The program also accepts qualified transfer students.

Coordinated Engineering Honors Program
Freshman and sophomore members of this program take courses at Brooklyn College that match the first two years of course requirements at engineering schools. As juniors, they are guaranteed entrance to Polytechnic Institute of New York University, City College School of Engineering, or the College of Staten Island Department of Applied Sciences to complete a degree in aeronautical, chemical and biological, civil, computer, electrical, environmental, or mechanical engineering. Brooklyn College students have also transferred and completed engineering degrees at such schools as Cooper Union, the Massachusetts Institute of Technology, Rensselaer Polytechnic Institute, SUNY Stony Brook, and the University of Michigan.

Advising is available in 1407a Ingersoll Hall, 718.951.5000, extension 2866.
Mellon Mays Undergraduate Fellowship
Minority and other students interested in careers in college teaching and research in anthropology, the humanities, mathematics, and selected physical sciences will find this program extremely attractive. Mellon Mays Fellows learn scholarly methods and professional procedures from faculty mentors. They also receive stipends, tutor other students, assist faculty members engaged in college projects, and spend summers conducting research or participating in off-campus professional experiences.

Minority Access to Research Careers (MARC) Program
The MARC Program supports underrepresented minority students interested in obtaining a graduate degree in any field related to biomedical study. Financial stipends and tuition remission, career counseling, GRE preparation, and summer externships are a few of the program’s benefits. (See page 64 for further details.)
Honor Societies

Honor societies were formed to recognize the scholarly achievements of students, especially of undergraduates. Brooklyn College has nearly a dozen honor societies, many of which are for individual disciplines.

Alpha Epsilon Rho

This national honor society in television and radio selects its members from both undergraduate and graduate students on the basis of achievement.

Alpha Kappa Delta*

Undergraduates must be an officially declared sociology major or demonstrate a serious interest in sociology (a minor in sociology). Further, they must:

• be at least a junior by standards of the host institution,

• have accumulated the equivalent of an overall GPA of 3.00 and rank in the top 35 percent of their class in general scholarship, and

• have maintained the equivalent of a GPA of 3.00 in at least four regular sociology courses taken (for credit) at the host institution prior to initiation.

Graduates—those students officially admitted to graduate study in sociology at the host institution—must have met the following requirements prior to the time of initiation: completion of one-half year of graduate study in sociology (i.e., one semester or two quarters or the equivalent academic unit) with a graduate GPA of 3.00 or better; and continued matriculation in a program of study leading toward a graduate degree in sociology at the host institution.
For more information, contact the charter representative, Professor Tamara Brown, 3103 James Hall, 718.951.1772.

* Both undergraduate and graduate students will be required to pay a $40 initial membership fee and $20 every year thereafter to retain membership.

**Alpha Sigma Lambda**
Brooklyn College is a member of this national honor society for undergraduate evening students. Students are elected to membership on the basis of scholarship, leadership, and integrity.

**Golden Key International Honour Society**
Students who have completed 60 credits and have a GPA of at least 3.50 are invited to join the Golden Key International Honour Society. The society aims to recognize and encourage scholastic achievement and excellence in all undergraduate fields of study, unite with collegiate faculties and administrators in developing and maintaining high standards of education, and promote altruistic conduct through voluntary service.

**Kappa Delta Pi**
Undergraduate students are invited to join Eta Theta, the Brooklyn College chapter of Kappa Delta Pi—the international honor society in education—after they have completed 60 credits with an overall GPA of 3.30 or higher. They must have completed at least 12 credits in education with a GPA of at least 3.60.

Graduate students are also eligible to join once they have completed at least 12 credits, with a minimum of 9
credits in education. They must also have an overall GPA of 3.50 and at least a 3.60 GPA in education.

**Phi Beta Kappa**
The Brooklyn College chapter of Phi Beta Kappa, Rho of New York, is a constituent member of the nation’s oldest and most widely known academic honor society, which celebrates and advocates excellence in the liberal arts and sciences. Invitation to membership in Phi Beta Kappa is a reflection of outstanding achievement. Members are elected primarily on the basis of broad cultural interest, scholarly achievement, and good character. Only students whose work has been in the liberal arts and sciences are considered for election as members; grades earned in applied or professional courses are not considered in determining eligibility for election to membership.

Weight is given to the breadth of the course program as well as to grades earned. Weight is also given to college-level foreign language study beyond the core curriculum requirement. Candidates are expected to show evidence of elective study beyond the core requirements and outside their major in at least two of the three broad areas of the humanities, the social sciences, and the sciences.

All eligible students are considered by the Committee on Admissions; candidates do not apply to Phi Beta Kappa.

**Pi Delta Phi**
This national honor society is for students of French language and literature. Students are elected to membership in their junior or senior year, based on their academic record.
Psi Chi
Psi Chi is the National Honor Society in Psychology and an affiliate of the American Psychological Association. Membership in Psi Chi is an earned honor and is for life. A permanent record of the student’s membership is preserved at the Psi Chi National Office and may be used for such reference purposes as applications for graduate school and jobs. The Psychology Department recommends undergraduates who have distinguished themselves as excellent students for membership. To qualify, students must have declared their major in psychology; completed 12 credits in psychology, including statistics, at Brooklyn College; earned a minimum GPA of 3.40 both overall and in psychology; and completed a successful interview with the chapter adviser.

Sigma Delta Pi
This national honor society is for students of Spanish language and literature. Students are elected to membership in their junior or senior year, based on their academic record.

Upsilon Pi Epsilon
Upsilon Pi Epsilon is a chapter of the national honor society for the computing sciences. Students are elected to membership in this society in their junior or senior year, based on their academic record.
In a letter to the *New York Times* in 1945, chemist and then Harvard president James Bryant Conant wrote, “There is only one proved method of assisting the advancement of pure science—that of picking men of genius, backing them heavily, and leaving them to direct themselves.”

Brooklyn College couldn’t agree more, except, of course, that we’re picking women of genius, too. The sciences is one of the most in-demand fields today, and the Science Education Consortium increases opportunities for students to participate in scientific research projects by coordinating the activities of the Research Initiative for Scientific Enhancement program, the New York City Louis Stokes Alliance for Minority Participation, the Minority Access to Research Careers program, the
Collegiate Science and Technology Entry Program, the Brooklyn Opportunities for Careers in Science program, and other programs that support work in the physical life and behavioral sciences. Students who work individually with professors on special research projects may also turn to the consortium for information and support.

**Research Initiative for Scientific Enhancement (RISE)**

The RISE program, funded by the National Institutes of Health, is designed to attract more underrepresented minority students to research doctoral programs in such areas as biology, chemistry, and the behavioral sciences. Members get a jump on their college career by attending a seven-week pre-freshman Summer Science Institute, which includes a review of the study and time-management skills needed to succeed in college, a credit-bearing precalculus class, a review of the relevant topics in biology and chemistry, and an introduction to support services at Brooklyn College.

As freshmen, RISE students take part in the supportive RISE Learning Community, consisting of linked courses in English composition, mathematics, science, and reasoning and logic with peer-led workshops to master learning skills. The program extends for four years, including summer research, with students gradually becoming more independent and taking part in faculty-mentored research projects beginning in the sophomore year. Students receive a
stipend for taking part in RISE program activities at a rate depending on their class status (e.g., sophomore, junior; senior). Your efforts will definitely pay off: Students in the RISE program score up to a full grade better than non-RISE students taking the same courses.

To join the RISE program, you must:
• be entering Brooklyn College with a high school average in the 80s or higher;
• have a strong mathematics/science background;
• intend to major in a science, such as biology, chemistry, health and nutrition sciences, or psychology;
• have career interests in scientific research;
• be a U.S. citizen or green card holder; and
• be a member of a group underrepresented in biomedical research, including—but not restricted to—African Americans, Native Americans, and Hispanics.

The New York City Louis Stokes Alliance for Minority Participation (NYC-LSAMP)
http://projectstem.net

The NYC-LSAMP in science, technology, engineering, and mathematics is an alliance of sixteen CUNY colleges and the CUNY Graduate Center. The goal of the LSAMP program is to ensure a long-term capacity to produce significantly greater numbers of individuals from groups underrepresented in science, technology, engineering, and mathematics (STEM) careers through lasting changes achieved at participating institutions.

The program offers financial support for undergraduate and graduate education and opportunities to be part of faculty-supervised research teams at Brooklyn College.
Eligible students must:
• be U.S. citizens or permanent residents admitted to full-time study at Brooklyn College;
• be a member of a group underrepresented in science research, including—but not limited to—African Americans, Native Americans, and Hispanics;
• major in a STEM discipline; and
• have a GPA of 3.00 or higher.

For more information, visit the LSAMP website or contact the program activity coordinator, 141 Ingersoll Hall Extension, 718.951.4346.

The deadline for summer and fall application is May 1; the deadline for spring application is December 1.

**Minority Access to Research Careers (MARC)**
4311 James Hall
718.951.5171
http://depthome.brooklyn.cuny.edu/bcsec/marc

The Minority Access to Research Careers honors program, funded by the National Institutes of Health and part of the Brooklyn College Honors Academy, supports underrepresented minority students who are interested in obtaining a graduate degree in any field related to biomedical study. MARC offers a substantial annual stipend and annual tuition remission up to $3,000. Each MARC scholar is placed in a research laboratory with a faculty mentor. MARC will provide career counseling, GRE preparation, summer externships, and attendance at and participation in national and local professional meetings.
To be accepted by the MARC program, you must:

- have a GPA of at least 3.20;
- have between 60 and 90 credits, 20 of which must be in science and mathematics;
- be a member of a group underrepresented in biomedical science research, including—but not restricted to—African Americans, Native Americans, and Hispanics;
- be a U.S. citizen or permanent resident; and
- major in science and demonstrate an interest in entering a doctoral research focused program.

**Study Abroad Programs**

3208 Boylan Hall
718.951.5771
www.brooklyn.cuny.edu/pub/study_abroad.htm

Want to spend a month exploring the culture and history of China? Be part of an archaeological dig in Israel? Make documentaries in rural and urban India? Study abroad programs are a great way to add to your undergraduate experience. As a Brooklyn College student, you have instant access to hundreds of different programs in almost every country and region. Programs are available in most majors and areas of interest, so you may be eligible to take courses that will count for your major, a college requirement, or a field that fascinates or intrigues you.

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*The world is a book, and those who do not travel read only a page.*

—Saint Augustine of Hippo
Programs for Nontraditional Students

Age, employment, and home responsibilities should never deter students from continuing their education. With that philosophy in mind, Brooklyn College provides higher educational opportunities for nontraditional students. Full- and part-time programs allow students to satisfy requirements for bachelor’s degrees or educational certificates. Academic standards of these programs are consistent with other college programs.

Professional Advancement and Continuing Education Program—Courses for Adults and Young People
1439 Ingersoll Hall
718.951.4141
www.brooklyn.cuny.edu/pub/departments/pace

You don’t have to be nineteen to learn something at Brooklyn College. Adults and children are encouraged to become active members of the college community, too, by registering for noncredit academic, vocational, and recreational courses as well as our innovative summer program for children.
Academic Support Services

Whether you’re wondering how to change your major, debating about applying for graduate school, or struggling through your course on abstract algebra and need some help desperately, Brooklyn College offers academic support of every kind. In addition to the college resources listed in this chapter, be sure to ask for help in individual departments—some offer workshops in introductory courses and may also maintain listings of recommended tutors who are available either free or for a fee. Department advisers can refer you to additional campus resources.

For information regarding specialized facilities and equipment, or for counseling and information services for students who have physical or learning disabilities, see the chapter “Personal Development and Wellness” or contact the Center for Student Disability Services, 138 Roosevelt Hall, 718.951.5538.

Offices of the Deans

Office of the Dean of Undergraduate Studies
3208 Boylan Hall
718.951.5771

This office assists undergraduate students with concerns related to the undergraduate curriculum and academic regulations.

The office coordinates the First College Year program, helping students to navigate majors, credits, and course
work. It also oversees entering student registration, the Center for Academic Advisement and Student Success, the Learning Center; the Magner Center for Career Development and Internships, the Honors Academy, the Office of Student Disability Services, the Center for Multiculturalism and Diversity, the Office of International Student Services, and the Women’s Center; and it coordinates learning communities. The office is also responsible for implementing the CUNY Policy on Academic Integrity for undergraduates (see Appendix D).

**Office of the Dean of Research and Graduate Studies**

3238 Boylan Hall
718.951.5252

Monday and Thursday, 9 a.m.–6 p.m.; Tuesday and Wednesday, 9 a.m. to 7 p.m.; Friday, 9 a.m. to 5 p.m.

grad@brooklyn.cuny.edu

www.brooklyn.cuny.edu/pub/academics.htm

The Office of the Dean of Research and Graduate Studies is committed to assisting graduate students achieve academic success. To this end, advisement services are offered throughout the academic year, including the summer. Some of these services include:
**Academic workshops and booklets.** The Dean’s Office offers academic workshops designed to support you as you progress toward your degree and career goals. Each workshop deals with an important milestone in your academic career. Many of these workshops are summarized in a series of booklets available in paper format (and online through the Brooklyn College portal). Among the workshops offered are:

- The Road to Academic Success in Your Graduate Program
- A Step-by-Step Guide to Researching and Writing a Master’s Thesis
- Taking the Graduate Comprehensive Exam
- Considering a Doctoral Degree
- Career Strategies for Graduate Students (cosponsored with the Magner Center)
- Develop Your Professional Edge, a series designed to help you enhance your career and improve your chances for promotion. These workshops are hosted by the famous Dale Carnegie Training Corp. and are available by special arrangement.

**The Graduate Investment Program (GIP).** The Dean’s Office offers both travel and research funding to master’s-level students. With GIP Travel Funds, graduate students can travel to conferences in their academic field of study, broaden their disciplinary portfolios, and enhance their opportunities for professional networking. The GIP Research Fund provides financial assistance for thesis research and other project-related expenses.
**Academic advisement.** If you need assistance with academic or administrative matters, the staff is ready to help you. You can obtain answers to questions about matriculated status, maintenance of matriculation, and probation; general thesis and comprehensive exam requirements; academic regulations regarding grades, degree completion time limits, and filing petitions; and referrals to other campus resources. Graduate deputies, who serve as academic advisers in your department, can help with specific questions about degree requirements and career options.

**Center for Academic Advisement and Student Success (CAASS)**

3207 Boylan Hall  
718.951.5471  
caass@brooklyn.cuny.edu  
www.brooklyn.cuny.edu/bc/offices/aac

Every now and then, you’re bound to have an academic-related question or concern. The Center for Academic Advisement and Student Success offers both appointment and walk-in service to assist you. CAASS advises students regarding their core and basic skills requirements, and academic policies and regulations. It also provides assistance for students concerned about academic probation, and exceptions to academic policies and regulations. Students who have questions about readmission to the college when their cumulative GPA falls below 2.00 are directed to the Office of Academic Standing, 3215 Boylan Hall, 718.951.4866.
To make an appointment to see an adviser online:

- Log on to the BC Portal.
- Go to the “Advisement” tab.
- Click on the “Schedule an Advisement Appointment” button and follow the prompts to schedule your appointment.

**Office of Student Testing**

245 West End Building  
718.951.5916  
testing@brooklyn.cuny.edu  
www.brooklyn.cuny.edu/pub/departments/testing

The Testing Office is responsible for administering and recording the results of the CUNY Assessment Tests, Ability-to-Benefit Test (ATB), the Calculus Placement Test, and the CUNY Proficiency Exam (CPE). Samples of these exams are available in the office or online at www.brooklyn.cuny.edu/pub/departments/testing. Test scores can be obtained from the Brooklyn College WebCentral portal, https://portal.brooklyn.edu, or in the office with proper identification; they are not released over the phone or by e-mail. Additionally, the Testing Office is a designated administration center for the College Level Examination Program and the Distance Learning Examination Program.
Could you think of a good reason why you should spend significant amounts of time running from building to building to visit various offices in order to keep your college records straight? We couldn’t either. So we created the Enrollment Services Center (ESC), a “one-stop shopping” location where you can accomplish most tasks quickly and efficiently. The ESC is the home of the registrar’s information counter, tuition and fees payment processing, general financial aid information, ID services, registration and payment processing for Professional Advancement and Continuing Education students, and check distribution functions. The center is a liaison to other college-wide offices, including the Office of the Dean of Student Affairs, the Dean of Undergraduate Studies, and the Dean of Research and Graduate Studies.

Office of the Registrar

Third floor, West Quad Building
718.951.5441

The Office of the Registrar is one of the offices you’ll be working with throughout your college career, from your first registration to receiving your diploma. The office prepares the Schedule of Classes three times a year, facilitates registration for continuing students through the
Web, evaluates transfer credits, maintains records, processes applications for readmission, determines eligibility for graduation, and issues transcripts and diplomas.

The registrar’s central information counter is in the Enrollment Services Center (ESC), first floor, West Quad Building.

**Learning Center**

1300 Boylan Hall  
718.951.5821  
[http://lc.brooklyn.cuny.edu](http://lc.brooklyn.cuny.edu)

Everyone needs a little help every now and then, so don’t hesitate to seek it out if you’re having difficulty conjugating all those French verbs. The Learning Center offers tutoring to students in all divisions of the college. Trained peer tutors help with writing and with core, language, mathematics, science, and other courses. Tutors attend core classes, keep in touch with professors, and present group tutoring sessions during posted drop-in hours. They can help you understand lectures and texts, assist you with research, and suggest methods for studying. Equally important, tutors conduct reviews for midterm and final exams.
Writing tutors work with you at every stage of the writing process, from developing ideas to organizing, composing, and proofreading. Help is available for essays, term papers, laboratory reports, letters, or reviews. Writing tutors are available on a drop-in basis or by appointment. The Learning Center also has networked computers available for students.

Transfer Student Services

Transferring from one college to another can lead to a lot of stress in your life and will raise numerous questions unique to your situation. Brooklyn College has a number of offices that will help make your transition as smooth as possible.

Office of Transfer Student Services (Center for Academic Advisement and Student Success)

3207 Boylan Hall
718.951.5908

If you’re a transfer student, make an appointment to see a transfer adviser as soon as possible if you have such questions as:

• How will credits at my other college transfer to Brooklyn College?
• How will a particular major fit into my existing record?
• How does the transfer evaluation process work?
• How many core courses do I have to take?
• What courses should I take this semester?
• Do I really need a certain class to graduate?
• May I take a class at Brooklyn College that mirrors one that I took at my previous school? Will I receive credit for it?
Requirements. Baccalaureate degree candidates are required to complete a minimum of 30 credits at Brooklyn College, including the last 18 credits taken toward the degree and at least 15 credits in advanced courses in your major. You should go to your major department to declare your major and to clarify the requirements for a Brooklyn College degree.

Speech requirement. All students must complete a speech screening at the Speech Communication Arts and Sciences Department, 3439 Boylan Hall. If you have taken a speech course at your former institution, wait until you have obtained your official transfer evaluation before completing a screening. You must bring a copy of your transfer evaluation to the screening.

Foreign-language requirement. You must study a foreign language through level three. If you have met this requirement by passing the third-year New York State Regents Exam or completing three years of a foreign language in a high school outside of New York, you must present an official high school transcript to the Office of Transfer Evaluations, 1112 Boylan Hall. Students who speak a language other than English may go to the Department of Modern Languages and Literatures, 4239 Boylan Hall, for possible exemption from this requirement.

Withdrawing from a course. Be aware that there is a withdrawal deadline—the last day that you may withdraw from a course without penalty. It is usually in the tenth week of each regular semester (sometime in mid-November and mid-April) and is published in the Schedule.
of Classes. First- and second-semester freshmen and first-semester transfer students must visit the Center for Academic Advisement and Student Success if they wish to withdraw from a course.

Office of Transfer Evaluations
1112 Boylan Hall
718.951.5911

The Office of Transfer Evaluations serves students who have earned credits at other accredited institutions of higher education and wish to transfer them to Brooklyn College. All transfer students, particularly those educated outside the United States, must provide official transcripts, course descriptions, and syllabi to facilitate transfer credit evaluation. Students will receive an evaluation of transfer credits, generally during their first semester as matriculated undergraduate students at Brooklyn College, provided the office receives all documentation necessary for the evaluation in a timely fashion. Once all of their transfer credits have been evaluated, students will receive a copy of their Transfer Courses Report.

Students with transcripts and diplomas that are in a language other than English should submit English translations of these documents. Where applicable, students should submit original worksheets, syllabi, and course descriptions. Students with an evaluation from World Education Services should submit it to this office. Consult the Bulletin for more information on transfer credit evaluation.
Office of International Student Services

1600 James Hall
718.951.4477
www.brooklyn.cuny.edu/pub/int_students.htm

The Office of International Student Services provides counseling and other services to students with class visas F-1 and F-2. For a general explanation of immigration, government, and Brooklyn College policies, as well as information on living in New York City, consult the International Students Guide located on our website.

Pre-Health Professional Advisement Office

3207 Boylan Hall
718.951.5471

The Pre-Health Professional Advisement Office seeks to produce the most qualified, confident, and well-informed pre-health candidates for admission to professional schools by providing guidance with regard to career choices, undergraduate course requirements, course sequences, research and internship possibilities, personal statement feedback, standardized test information, and professional school application procedures. The office seeks to maximize the success of each student in the pre-health programs by helping him or her deal with academic challenges by organizing review classes for standardized tests and by fostering interactions between students and successful health professionals.
Prelaw Professional Advisement

For assistance with academic advisement about a future in law, contact the Political Science Department, 3413 James Hall, 718.951.5306. For assistance with career counseling, contact the Magner Center for Career Development and Internships, 1303 James Hall, 718.951.5696.

ESL Reading and Writing Lab

1408 Ingersoll Hall
718.951.5624, .5142
http://academic.brooklyn.cuny.edu/esl

Immigrants and international students enrolled in the English-as-a-Second-Language program can vastly improve their ESL skills by taking advantage of the services offered by the ESL Reading and Writing Lab. Trained tutors work with students on reading, writing, and spoken English in order to help them gain mastery of the English language. The center helps students through one-on-one and small-group tutoring, with emphasis on English grammar lessons and preparing for the CUNY ACT Reading and Writing tests. Tutors assist students in ESL courses and provide more advanced tutoring to students in ESL sections of English 1 and 2. The warm and inviting facility also offers a computer lab and tutoring for students who need to pass the ESL Compass Test in order to maintain their TAP awards.
The SEEK Department offers comprehensive programs and services for students in the Search for Education, Elevation, and Knowledge (SEEK) program. For more than forty years, this legislatively mandated program has provided instruction, counseling, tutoring, supplemental instruction, and financial aid for its students from freshman year through graduation. Leadership opportunities include the SEEK student organization, SEEK Scholars Program, and Chi Alpha Epsilon National Honor Society. Each student is assigned an individual counselor in order for him or her to successfully navigate the college experience. All SEEK students register each semester in consultation with their counselors. Eligible SEEK students receive ten semesters of financial aid.

The SEEK Tutoring Center provides academic assistance to all SEEK students. We offer supplemental instruction as well as workshops geared toward the reinforcement of critical inquiry, study techniques, time-management skills, and test-taking strategies that are led by highly qualified faculty and students. We offer both individual and group sessions for core courses as well as major disciplines. The center also has a computer lab staffed by IT specialists.
Computer Language Instruction Center (CLIC)
4305, 4311, 4316 Boylan Hall
718.951.5231
clic@brooklyn.cuny.edu

You can master a foreign language _presto_ by visiting the Department of Modern Languages and Literatures’ Computer Language Instruction Center (CLIC), a technologically up-to-date facility comprising a computer laboratory and two smart-classrooms.

The computer laboratory is equipped with twenty-eight PCs with Internet access and specialized software for the study of foreign languages, including spell- and grammar-checkers in various languages. One of the smart-classrooms is equipped with multi-standard video capabilities for film screening, an Internet-connected computer, a projector, and an automatic projection screen. The other smart-classroom, which is also used for instruction in courses with a technology component, has a networked computer, large screen, and projector as well as twelve PCs connected to the Internet for student use during class time. CLIC also has a large holding of DVDs, CDs, and videotapes that may be borrowed for use outside the lab.
Brooklyn College Library

Main Entrance: La Guardia Hall, on the Central Quad
718.951.5340
http://library.brooklyn.cuny.edu

With more than 280,000 square feet of space and 6,700 shelf units, the library is the central information source for the college. Reference librarians will help guide you through more than 1,300,000 books and 17,000 print and electronic journals, and the library provides 2,300 comfortable seats at which you can review all of them. In addition to the resources and services listed here, many are available online (see “Online resources and services,” below).

Reference. Get professional research help from our subject-specialist reference librarians (first floor; 718.951.5628).

Circulation. Check out and renew books (first floor; 718.951.5335).

Reserves. Consult the required readings that your professors have put on reserve any time the library is open (first floor; 718.951.5424).

Special collections. Find archival records of the college and our Brooklyniana collection (first floor; 718.951.5346).

Research services. Request materials that we do not have at the library (third floor; 718.951.4414).
Monk’s Trivia: The bell of the USS Brooklyn, the light cruiser that served during World War II, was donated to the college by the U.S. Navy in 1951. Look for it in the library.

Walter W. Gerboth Music Collection. Check out specialized music materials, including scores and audio recordings (second floor, 718.951.5845).

New Media Center. View and listen to our video and audio collection and use PCs equipped with many software packages (second floor, 718.951.5327).

Government information. Find government publications on a wide range of topics (lower level, 718.951.5332).

Computers. Go online on computers throughout the building.

Library Café. Use a wide variety of computer applications. Technical support and coffee are available (ground floor, Whitehead Hall, 718.951.4629). (See page 86).

Online resources and services
The library provides a wide variety of online services:

• **Library website.** Find links to information, resources, and research help at http://library.brooklyn.cuny.edu.

• **Online databases.** For online access to journal databases (some of which provide full text), go to the library website. Check the remote access instructions to use these resources from home.

• **Reference.** Get professional research help from our subject-specialist reference librarians at http://library.brooklyn.cuny.edu/help/ask/
• **Online catalog.** Find out which books and journals the library owns with the CUNY+ online catalog. It may be accessed from home at no charge at http://web.cuny.edu/academics/library.html. Log in to access additional online services, including book renewal, holds, check of your library record, interlibrary loan, and more.

• **Research services.** Request materials that we do not have at the library by sending an e-mail to ill@brooklyn.cuny.edu.

**Monk’s Tip:** If the due dates for the library books you’ve borrowed are not something that stick in your mind, we’ve got a simple solution to help you renew the books on time, without penalty, and from the comfort of your bedroom. Simply use the renewal function on the library’s Web page. That way, when you suddenly discover that the book on human osteology you borrowed is due tomorrow and you know you won’t be on campus for a few days, you can simply renew it online and avoid any late fees.
Libraries are reservoirs of strength, grace, and wit...lakes of mental energy.

—Germaine Greer, Australian feminist

Specialized Research Libraries

Some departments house their own specialized libraries. Contact the appropriate department for more information.

- **Costas Memorial Classics Library**, 2405 Boylan Hall (Classics Department)
- **Meier Bernstein Art Library**, 5300 Boylan Hall (Art Department)
- **S. Eugene Scalia Memorial Library**, 1212 Boylan Hall (Center for Italian American Studies)
- **Television Advertising and Culture Archive**, third floor; Whitehead Hall (Television and Radio Department)

Computer Labs

One thing during your college career is certain—you’re going to be spending a lot of time in front of a computer, and we don’t mean updating your Facebook page. From completing online assignments and conducting Internet research to registering for classes and renewing library books, the computer is an integral tool in academia. But what if you don’t own and can’t afford a computer at home? Don’t worry—Brooklyn College has hundreds of computers on campus for your use in various locations, many with extended hours for your convenience.
ITS Public Computing Labs
First floor, West End Building
718.951.5787
http://infotech.brooklyn.cuny.edu/labs

Brooklyn College’s premier computing facility, the ITS Public Computing Labs are your one-stop computing spot. You may use workstations to complete assignments for courses that have computer-based curricula, write term papers or articles for student publications, or build databases for an academic club. A validated college ID card is required for admission. Computers are available on a first-come, first-served basis. When demand is great, a time limit of one hour is set.

The labs feature 205 open-area Wintel PCs, eleven of which feature a Linux operating system; twenty-two SUN computer workstations; twenty-two high-end Apple Macs; high-end black-and-white and color laser printers; scanners; a photocopier; four classrooms; and a videoconferencing room. The labs are also equipped with many adaptive technology devices to assist students with disabilities.

The labs are connected to networks that allow access to computers and networks in other academic and research institutions throughout the world by means of the Internet. Brooklyn College offers wireless Internet access to all registered students, faculty, and staff. The ITS computing facility is the only authorized location on campus to have your laptop configured for BC Wi-Fi access. Security lockers, free college e-mail, personal tutorial assistance, and Technology for Today workshops are available to all registered college students.
While at the labs, make yourself comfortable at the seating/study nooks with sofas and coffee tables. Indoor and outdoor bistro-style eating areas with nearby food and beverage vending machines are available, too.

**Morton and Angela Topfer Library Café**  
First floor, Whitehead Hall  
718.951.4672  
http://ait.brooklyn.cuny.edu/librarycafe

The always lively Library Café is CUNY’s only 24/7 information commons. Designed with a bold deconstructive flair, it is an ideal place to study, meet with friends, use one of the many Internet-connected computers, grab a snack, or just relax.

The Library Café features more than eighty state-of-the-art computers (both Macs and PCs), each containing a full suite of academic, productivity, and multimedia software as well as a fast university T1 connection to the Internet. Printing from any computer is available around the clock. The lab’s friendly and knowledgeable staff is always ready to lend a helping hand or answer a question. In-house produced literature on popular technical subjects is available for free.

And when you need a little bit more help, the Library Café offers a full range of computer workshops every semester. Held seven days a week, the workshops offer
something for everyone, from the absolute beginner to the knowledgeable user. There is always something new to learn, and all workshops are free!

If you have your own laptop computer or Microsoft-enabled PDA, the Library Café serves as one of the many campus hot spots for wireless. Hard-wire connections are also available.

Whether meeting friends, stopping in between classes, or relaxing at the end of the day, the Library Café offers you plush seating, study areas, and many wonderful little nooks for you to get comfortable in as well as an outdoor courtyard for sunny days. All of these delights come with a small caveat: Food and drinks are permitted in designated areas only. Nobody really wants coffee dripping into a CD-ROM drive or cookie crumbs littering the keyboards, so please restrict your snacking to the bistro area next to the Starbucks kiosk coffee counter or to the tables on the Library Café courtyard.

**Student Center Computer Corner**

*First floor, Student Center*

*718.951.5842*

Upon presentation of your valid college ID, you’ll be able to use the Computer Corner, featuring computers and software with an array of programs to check your e-mail, write a term paper, or simply surf the Internet. You’re required to supply your own storage media, and there is a nominal fee for printouts.
Monk’s Tip:
The semester’s over, and you absolutely know you’ll never need to read that ridiculously expensive chemistry textbook again. Instead of trashing it, sell it back to the bookstore, along with other textbooks you don’t care to hold on to. You won’t get the price you paid for them, but the cash you receive may help put a dent in next semester’s book bill.

College Bookstore
0400 Boylan Hall
718.951.5150
Brooklyn@bkstore.com
http://brooklyn.bncollege.com

Need a book on Beethoven’s symphonies? Or just a Symphony chocolate bar? Visit the college bookstore on the lower level of Boylan Hall. In addition to textbooks and course materials required for classes, the bookstore sells reference texts, general fiction and nonfiction books, basic art supplies, stationery items, school spirit clothing, software at academic discount prices, health and beauty aids, magazines, and an assortment of useful, convenient items that you may need.

A large percentage of the revenue generated by student purchases at the bookstore goes back to the college to support academic programs and scholarships.

College Publications
During your time at Brooklyn College, you’ll be receiving lots of reading material other than that novel by Thomas Hardy or that very thick physics tome. One of the most important—and one that you’ll want to hold on to as closely as your ID card—is the Undergraduate Bulletin or Graduate Bulletin. These official college publications outline the policies and procedures of our academic community. The Bulletin also lists and provides descriptions of course offerings, department and program requirements, and all the resources the college offers. You’ll be referring to it regularly, so we highly recommend that you familiarize yourself with its contents.
Another key publication is the Schedule of Classes, which is issued for each registration period (fall [including winter intersession], spring, and summer). The Schedule of Classes contains not only a full list of all courses being offered that semester, where and when they’re being taught, and often who’s teaching them, but also a step-by-step description of how to register and to make program adjustments, tuition payments policies, a calendar of special dates, and other general information.

Around the Quads, the Brooklyn College student newsletter, includes articles on campus events and developments, student achievements, faculty accomplishments, and a calendar of important dates throughout the year. You’ll receive this newsletter in the mail twice a year, but be sure to check out the online version at http://atq.brooklyn.cuny.edu every few days for constant updates.

At least one publication will follow you even after you graduate. Brooklyn College Magazine, published twice a year and sent to both current students and alumni, features articles and columns focusing on the achievements and research of Brooklyn College alumni, faculty, staff, and students.
Campus Services

ATM

You’ve maxed your credit card, and the two dimes and a nickel in your pocket aren’t enough to buy the knish you’ve been craving. Have no fear—there are ATMs on campus. An HSBC-affiliated ATM is located near 1139 Boylan Hall. The use of this ATM is free for HSBC customers, but non-HSBC customers pay a small fee.

Bicycle Rack

Campus Road gate at East 27 Street
Roosevelt Hall entrance
Bedford Avenue Central Quad gate
James Hall entrance
Avenue H and Ocean Avenue entrance

Cheaper than mass transit, environmentally friendly, and a great way to burn off the calories that you’ve consumed from those three slices of pizza, riding a bicycle is an excellent mode of transportation to and from the college. Bicycles may be parked and chained on racks specifically for this purpose. Make sure your bicycle is locked securely in place. A valid Brooklyn College ID is required to use some of the racks.
Diana Rogovin Davidow Speech and Hearing Center

4400 Boylan Hall
718.951.5186
http://depthome.brooklyn.cuny.edu/speech/center

This facility is one of the largest training centers in the metropolitan area for speech-language pathologists, audiologists, and speech and hearing scientists. It offers clinical speech, hearing, and language programs on a fee basis to children and adults. The center provides free hearing screenings for all college students and offers reduced fees for speech-language evaluations, therapy, and complete evaluations with a valid student ID card.

Early Childhood Center Programs for Infants, Toddlers, and Young and School-Age Children, and Laboratory School of the School of Education

1604 James Hall
718.951.5431
http://depthome.brooklyn.cuny.edu/schooled/ECC/ECC-index.htm

Fee: Determined by family size and household income
Eligibility: Children of enrolled Brooklyn College students
Applications: Available in 1604 James Hall or online

You have to take care of your two-year-old daughter, but you also have to attend your class in Latin American history. You can’t do both, but you don’t necessarily have to choose between one or the other. The Early Childhood Center Programs for Infants, Toddlers, and Young and
School-Age Children offers an enriched early childhood daytime program for children of Brooklyn College students, ages four months to four years. The Afterschool and Evening Programs for Mobile Infants and Toddlers, Preschool, and School-Age Children (infant–twelve years) provide opportunities for children to expand their interests and abilities in a child-friendly, relaxed setting. Homework assistance is available. An Occasional Care Program for School-Age Children (six to twelve years) is also offered for those times when regular child care arrangements fall through.

The Laboratory School of the School of Education offers opportunities for students to engage in research and obtain supervised experience in working with children four months to twelve years of age.

### Food Service

Whether you need a bagel and cream cheese to get you through that early morning class on modern sculpture or a filling lunch to help you cope with your hectic afternoon schedule, you can always find something on campus to nosh on. The lower level of Boylan Hall houses most of the food services—the main cafeteria and a Kosher bar. In addition, just outside the cafeteria doors by the bookstore, and through two more sets of doors, you’ll find the Georgian Room, which offers buffet-style service (and real silverware and glasses!) during the fall and spring semesters. Food and beverage vending machines are located on the lower level of Boylan Hall as well as throughout several buildings on campus. Gourmet coffee and snack foods are available at the Starbucks in the

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**Monk’s Trivia:**

In 1958, egg salad sandwiches were the most popular item in the Brooklyn College cafeteria.
Library Café. Snacks, beverages, and even full meals like chicken parmigiana are available at The Spot in the Student Center. If you have any dietary concerns, contact George Bonn, director of food service. A catering department, on the lower level of Boylan Hall, is also available for your needs. For more information, contact the catering manager, 718.951.4348.

Lost and Found

Office of Campus and Community Safety Services
0202 Ingersoll Hall
718.951.5511

Lost your earring? Found a set of keys? Misplaced items should be brought to, and may be claimed in, this office.

Parking

What with alternate-side-of-the-street regulations and greedy meters with very definite time limits, parking around campus may be difficult (and expensive if you should be unfortunate enough to get a ticket). You may want to leave your car at home and hop on your bicycle or on the abundant public transportation around the college to get here. (The 2, 5, and Q subway lines, and the B6, B11, B41, and B44 buses are all nearby.)

If you choose to drive, you have a few parking options. Parking spaces with multiple-hour meters are available on the streets around the campus, and spaces without meters are just a little farther away. Be sure to read the signs! Tickets for expired meters and for parking on the wrong side of the street on the wrong day are given frequently.
Students who attend evening classes may purchase permits to park in the Brooklyn College lot from 3 to 11 p.m. on a space-available basis. Entrance to the lot is on Avenue H and Ocean Avenue and runs underneath Ingersoll Hall. To apply for a permit, present a valid driver’s license, pay a stipulated fee, and provide photocopies of the car’s registration and your validated college ID card or tuition-receipted bill to the Office of Fiscal and Business Service, 1150 Boylan Hall, 718.951.3190, Monday–Friday, 9:30 a.m.–4:30 pm. You can also apply for a permit online on the Brooklyn College portal using a MasterCard or Visa credit card.

**Photocopy Facilities**

Copy services are available at the BC Copy Center in 0714 James Hall. The center provides copy, print, and color-copy services as well as graphic design, reduction/enlargement, shrink-wrap, laminating, and fax services. Services are available on a cash-and-carry basis. Self-service coin-operated copiers are located in the center as well as in the library, the Library Café, and the computer labs in the West End Building.

**Premier HealthCare Center for Assistive Technology**

4125 Boylan Hall
718.951.3193

This center provides evaluation and training in the area of augmentative communication. It promotes independence for individuals with severe disabilities through the
development of communication, literary, and writing skills. Services are available for students with disabilities. A member of the YAI/National Institute for People with Disabilities network of agencies, the center also provides training and research opportunities for students in the college’s degree program in speech-language pathology and audiology.

**The Spot at the Student Center**

First floor, Student Center  
718.951.5842  
On Campus Extension: 18110

In summer 2007, the first floor of the Student Center underwent a major renovation, transforming the game room into The Spot, a state-of-the-art area that includes new pool tables, table tennis, and next-generation video game systems (Xbox 360, Playstation 3, and Nintendo Wii). You can play on fifty-inch screens while enjoying food from The Spot, which offers everything from coffee to chicken tenders and fries. All prices are kept as close to actual cost as possible, and all proceeds from sales are used to support The Spot and student programming. The goal is to have The Spot sustain itself without passing any significant cost onto the student.
Veterans Affairs and Counseling Center

0303 James Hall
718.951.5105
www.brooklyn.cuny.edu/pub/departments/sa/1523.htm

Veterans who have served this country in the armed forces can find themselves on the receiving end of service as well. The Veterans Affairs and Counseling Center assists veterans and their dependents with filing the application for GI Bill education benefits. It provides the application and information on education benefits for combat and disabled veterans. Assistance with admission procedures, program scheduling, career planning, discharge upgrade, and the Tuition Deferment Program is also provided.

The center coordinates referrals with outside agencies upon request or when necessary for food stamp, medical assistance, and social programs. Peer tutors and counselors are available. Veteran students participate in internship opportunities, the Veterans Administration work-study program, and the Federal Work-Study Program. Networking opportunities are also available through the community volunteer programs and celebrated annual events. The center serves as the liaison for veterans concerning college programs and services and the Veterans Administration.
Women’s Center
227 Ingersoll Hall Extension
718.951.5777
http://depthome.brooklyn.cuny.edu/womens/center

The Women’s Center is the oldest college women’s center in the nation. By expanding the conventional direct services approach of a traditional women’s center, which focuses on solving immediate crises through referrals and counseling, the Women’s Center has adopted a wide range of multidimensional needs-driven program activities that address the emotional, intellectual, physical, and financial well-being of the whole person. The center creates, promotes, and organizes programs that raise awareness of women’s issues and, in return, empowers participants to reduce victimization, encourage self-sufficiency and independency, and organize and sustain an environment of self-awareness where they are better able to maintain a healthy lifestyle and make choices that will positively affect their future.
Emergency Closings / Inclement Weather

Occasionally an extraordinary occurrence may force alteration or cancellation of college schedules. For example, heavy snowfall in 1960 and the 2003 blackout both closed down the college. For information during such situations, call 718.951.5000 or listen to the following radio stations:

- WBLS 107.5 FM
- WCBS 880 AM, 101.1 FM
- WFAS 1230 AM, 104 FM
- WINS 1010 AM
- WLIB 1190 AM
- WADO 1280 AM (Spanish)

Emergency Services Hot Line

718.951.5444

Dialing 5444 on any college telephone puts you in immediate contact with the Office of Campus and Community Safety Services. The full number, 718.951.5444, must be dialed from pay telephones or cell phones. Use the hot line only when every second is important. Campus emergencies involving health and safety are handled by the volunteer Emergency Medical Squad and the Office of Campus and Community Safety Services.
Family Emergencies

If a family emergency occurs while you are at school, the way for someone to reach you is through the ombudsperson in the Office of the Dean of Student Affairs, 2113 Boylan Hall, 718.951.5352 (or, after hours, the Office of Campus and Community Safety Services, 718.951.5511). Make sure your family has these numbers, even if you carry a cell phone.

Fire Drills

Just like when you were in grammar school (but without the two straight lines and the hand-holding), Brooklyn College runs the occasional fire drill. Drills are signaled by the sound of repeated gongs. When the alarm sounds, you must leave the building immediately in a quiet, orderly manner. Once outside, move a safe distance away. Be sure to leave a clear access route to the building.

Office of Campus and Community Safety Services

0202 Ingersoll Hall
718.951.5511
www.brooklyn.cuny.edu/bc/offices/security

Brooklyn College has a remarkable safety record, but in the rare instance that you encounter any difficulty on campus, the Office of Campus and Community Safety Services is here to assist you. In addition, security personnel provide information, validate ID cards, administer first aid, assist people locked out of their cars, help to locate lost children and property, and furnish escorts to your car or to public transportation near the college.
In compliance with the Campus Security Act of 1990 (the Jeanne Clery Act), the office will supply, upon request, statistics of crimes on campus.

**Shuttle Van Service**

Office of Campus and Community Safety Services  
0202 Ingersoll Hall  
718.951.5511

Upon request, a shuttle van service that operates during campus hours can transport you to the local subway stations and other locations near the campus. In addition, a member of the college security staff will escort you to your car or to public transportation near the college. Call or come to the office when you need an escort.

**Volunteer Emergency Medical Squad (EMS)**

021 Ingersoll Hall Extension  
Emergency telephone: 718.951.5858  
Business telephone: 718.951.5859  
[www.brooklyn.cuny.edu/pub/departments/sa/1530.htm](http://www.brooklyn.cuny.edu/pub/departments/sa/1530.htm)

One of the most important student organizations on campus is the Emergency Medical Squad. Highly dedicated student volunteers who are trained and certified as emergency medical technicians provide emergency medical service—including ambulance service—for the campus and the surrounding community. Prompt, professional response to emergencies is ensured by advanced radio links among student members and the medical base. EMS operates
whenever classes are in session and is available upon request for standby service for campus events.

Free training to become a dispatcher or driver is available to all students. The squad holds free CPR and first aid training for all students and also sponsors courses that lead to certification as a New York State emergency medical technician for students who volunteer their time to the squad.

I’ve fallen, and I can’t get up.

—LifeCall emergency alert devices advertisement
Brooklyn College wants to develop your entire person, not just your mind. We offer the following services to transform you into a force to be reckoned with.

**Personal Counseling Office**

0203 James Hall  
718.951.5363  
www.brooklyn.cuny.edu/pub/departments/sa/1525.htm

You should never feel alone and isolated if you have a personal problem that you don’t think you can solve. The Personal Counseling Program is ready to help you deal with your issues and concerns. Among the services you will find here are crisis intervention for urgent situations; stress-management training, including techniques to combat test anxiety; referrals for drug and alcohol abuse; assistance in arranging outside professional counseling or social services; and housing referrals.

**Health Programs/Immunization Requirements Office**

0710 James Hall  
718.951.4505, 4266  
hpo@brooklyn.cuny.edu  
www.brooklyn.cuny.edu/pub/departments/sa/1528.htm

A sound mind and a sound body fit together as perfectly as yin and yang. This office takes care of the latter, with its primary functions to ensure compliance with the
immunization regulation affecting all Brooklyn College students while promoting health education on campus.

The office is responsible for immunization processing, health fairs, seminars, and blood drives. It provides information on health and wellness issues and health insurance. The office promotes health education and awareness on campus in coordination with the Office of Student Services at CUNY, the New York City Department of Health, and a wide range of offices on campus.

Health Clinic
114 Roosevelt Hall
718.951.5580
www.brooklyn.cuny.edu/pub/departments/sa/1529.htm

At Brooklyn College, we not only keep your brain healthy and active, we do the same for your body. The Health Clinic provides a long list of services, including the diagnosis and treatment of many acute and chronic conditions: anemia, asthma, headaches, hypertension, sexually acquired infections, skin rashes, and sore throats, to name a few. Also available are well check-ups and evaluations; gynecological care, including family planning options and colposcopy; and counseling on blood pressure, nutrition, smoking cessation, and other health issues. Visits to the clinic are free of charge. In addition, a wide variety of medications and laboratory testing is provided at no cost or for a nominal fee. All services are strictly confidential.

Monk’s Tip:
Brooklyn College students are entitled to special health insurance policies, rates, and services. For applications, visit the Health Programs/Immunization Requirements Office.
Magner Center for Career Development and Internships

1303 James Hall
718.951.5696
http://career.brooklyn.cuny.edu/

See page 50 for a full description of how the Magner Center can launch you on your way toward a brilliant career.

Fieldwork: Public Service Internships

3417 James Hall
718.951.5306
and

Brooklyn College Graduate Center for Worker Education

25 Broadway, Manhattan
212.966.4014
www.workereducation.org

If you’re looking for an introduction to the world of politics on your way to a professional career in law, government, or public service, the Public Service Internships is an excellent opportunity. The fieldwork courses in political science place both undergraduate and graduate students with officials in government, labor, community, and nonprofit organizations in the city, state, and federal government. The program also assists students seeking internships with international organizations and nongovernmental organizations. Internships are available in New York, Albany, and Washington, D.C.
To register, students must contact the Public Service Internship Program. Students are required to intern for ten to fifteen hours a week, are assigned relevant readings, write reports and research papers, and attend forums and seminars. The internship is offered to students on campus and at the Manhattan-based campus at 25 Broadway.

**Brooklyn College Community Partnership (BCCP) for Research and Learning**

5405 James Hall  
718.951.5015  
[www.theb ccp.org/](http://www.theb ccp.org/)

The Community Partnership for Research and Learning forges links with communities in Brooklyn by creating and promoting community-service learning courses, projects, and community-based research. Students serve in numerous educational sites as role models and tutors. They teach students in Brooklyn high schools mediation/conflict resolution as well as writing skills through Project Peace, and they participate in afterschool programs at fifteen high and middle schools throughout the borough, where they collaborate with the BCCP staff and other schools partners. They also may work on campus at the Brooklyn College Art Lab (BCAL), 301 Roosevelt Hall, where BCCP runs an arts- and technology-based afterschool and Saturday program for middle and high school students.
Students with a documented disability are entitled to the services and resources provided by this center. Make an appointment to see the director and bring your current documentation to the meeting. If you believe you have a disability or do not have current documentation, you’re also welcome to visit the center. All inquiries are confidential. Through the center, you may secure other reasonable and appropriate accommodations.

The Student Organization for Every Disability, United for Progress (S.O.F.E.D.U.P.), a cocurricular group for students interested in disability-related concerns, is located in 137 Roosevelt Hall.
Cocurricular Programs

There’s more to college life than just Core 3.12 and hours in a lab. Cocurricular activities play a large part in your development and in enriching your educational experience beyond the classroom; plus, they’re just plain fun! Chances are extremely good that no matter what your interest, from soccer to journalism to volunteering, Brooklyn College will have something for you.

Office of the Dean of Student Affairs

2113 Boylan Hall
718.951.5352
studentaffairs@brooklyn.cuny.edu
http://studentaffairs.brooklyn.cuny.edu

The mission of the Division of Student Affairs is “to guide each student to enhanced personal and academic success.” Student Affairs oversees much of the cocurricular life of the college and includes such student services as veterans counseling, health programs, and athletics. The division sponsors a wide variety of programs that empower students and enhance their ability to succeed personally and academically and to advocate not only for themselves, but for others as well. Among the activities for new students are the Presidential Welcome on their way in and, on the other end, Commencement Exercises; between these two, students may be engaged in voter registration, community-building programs, multicultural activities, and Town Halls, just to name a few.
Throughout the year, the office supports a multitude of experiential initiatives and events, as listed in the calendar on pages 110–111. It also administers the activities and services below:

**Campus Beautification Project** maintains and updates campus bulletin boards while keeping the college walls and doors free of flyers. Volunteers are needed year-round to cover all areas of the campus.

**City University of New York Counseling Assistantship Program (CUNYCAP)** offers internships for graduates of CUNY schools and cultivates a network of graduate students to increase awareness of CUNY-wide programs and activities. Students qualify for a 6-credit tuition waiver while obtaining valuable working experience and a salary.

**Dean’s Certification Forms** are used to check your disciplinary record and are often required by colleges and prospective employers as part of their application process. These forms (often titled Dean’s Certification, Credentials, or Disciplinary Clearance) are obtained from the college or employer to which you are applying. In order to ensure timely completion of your form, it is strongly advised that you drop off the form and an envelope with the correct destination address and postage to the Office of the Dean of Student Affairs ten business days before you will need to have the certification ready. You may pick up the sealed certification and mail it yourself, or we can mail it for you. You must supply an envelope and postage for each certification; certifications submitted without postage will result in your certification being delayed. Dean
Certification Forms are not letters of good academic standing or letters of recommendation; they deal only with disciplinary issues.

Judicial Affairs receives and investigates reports of alleged misbehavior on the part of students. Students are expected to know the rules (Appendix E) and act responsibly at all times while enrolled at BC. Students are encouraged to take responsibility for their choices and are invited to discuss any concerns or questions with us anytime.

Student Assistance and Referral (ombudsperson service) assists students who are having difficulty gaining access to or help from college services and programs for which they are eligible. Information is also provided on available emergency financial resources. This service includes the Information Booth project. Should you find yourself unable to address a problem after seeking help from the appropriate offices, this is the place to go.

Students Engaged in Responsible Volunteer Action (SERVA) acknowledges and rewards students’ volunteer service (e.g., transcript honors). The program provides information on volunteer opportunities on campus and in local communities.

The Orientation Project (TOP), which is part of SERVA, reaches out to freshmen and entering transfer students to provide them with targeted resource information that can help to increase their retention and success. This is done through mid-semester orientation seminars (e.g., Conversation with BC President) and through student peer phone and e-mail outreach (“cool call”).
Calendar of Annual Events
For exact dates, times, and locations, e-mail studentaffairs@brooklyn.cuny.edu.

August
Orientation for day, evening, and graduate students
Presidential Welcome/Convocation
“Ask Me” Info Booth Days begins
Athletics program begins

September
Club Officers Leadership Training (Executive Training)
Club Fair
Constitution Day
Family Day
Inter-Greek Council Rush
Hispanic Heritage Month
Welcome Back Bash
Voter Registration Drives begin

October
BC Student Volunteer Day
Breast Cancer Awareness
Italian Heritage Month
Voter Awareness Month

November
Black Solidarity Day
CUNY Month—International Day
Great American Smokeout®
Latino Heritage Month
Thanksgiving dinner for the homeless
Toy Drives begin
Veterans’ Day events

December
Human Rights Awareness Week
Make a Difference Week
Multicultural Holiday Celebration
World AIDS Day

January
Orientation for undergraduate and graduate students
Presidential Welcome
Student Leadership Retreat

February
Black History Month
Chinese New Year Celebration
Inter-Greek Council Rush
Spring Officers Leadership Training
Welcome-back events
March
Commencement student marshall nominations
President’s Fireside Chat
Student leaders nominated for awards/recognition
Women’s “Herstory” Month

April
Asian Heritage Month
Civic Breakfast
CUNY Citizenship Call-In
Disabilities Awareness Month
Greek Week
Israeli Independence Day
Multicultural Day
“Somos El Futuro” Model Senate
Student Affairs Conference
Student Center Student and Campus Services Fair
Student government elections

May
Alumni Day
Athletics awards ceremony
BC Volunteer Week
Caribbean Week
CUNY Wellness Festival
Global Village Festival
Haitian Flag Day
Visit to Vietnam Memorial, Washington, D.C.

June
Athletics Dinner and Awards Ceremony
BC Day

July
Summer Film Festival Campus
Brooklyn College Student Center
Campus Road and East 27 Street
Information Desk, first floor
www.brooklyn.cuny.edu/pub/departments/scenter

The seven-story Student Center is the hub of student life at Brooklyn College and is located across the street from Whitehead Hall on Campus Road. You will likely spend much time here engaged in cocurricular programming, special events, and socializing with friends and colleagues.

The Student Center is committed to service, international and community programming, and student development that empowers students through the co-creation of opportunities to demonstrate model citizenship, community partnering, and professionalism. At your Student Center you’ll find The Spot (a game room café), volunteer opportunities, a TV lounge, study and lounge areas, community lounge with stage, and computer lab.

The Student Center provides a place for dialogue and student program development geared toward developing informed and responsible citizens of the world. If you’d like to get involved in leadership opportunities, clubs, student government, or Greek life with our fraternities and sororities, visit the Center for Student Development and Leadership Programs on the third floor. You can also visit the third floor if you are interested in joining or starting a
student club, or if you need to reserve a Student Center room for conferences, events, meetings, and workshops. Also on the third floor is Central Depository, the processing center for student activity monies allocated to student organizations. Community members, groups, and organizations including nonprofits and businesses should meet with the associate director of the Student Center or the coordinator of meetings and events on the first floor to discuss availability of space.

**Center for Student Development and Leadership Programs**

302 Student Center  
718.951.5712  
[www.brooklyn.cuny.edu/pub/departments/sa/1531.htm](http://www.brooklyn.cuny.edu/pub/departments/sa/1531.htm)

The Center for Student Development and Leadership Programs provides cocurricular learning opportunities for students that foster collaborative partnerships and helps build campus community by developing their leadership skills. If you would like to get involved in campus life, this is the place to get information and assistance. Check the list of cocurricular activities in which you can participate on pages 115–123.

**Joining a Student Organization**

Cocurricular activities have been among the most important and rewarding parts of the college experience for generations of students. Brooklyn College is proud of its rich and varied array of chartered groups that are bound to attract every student.
Student organizations provide opportunities for meeting new friends of diverse cultural backgrounds and having fun while fostering a sense of belonging to a cohesive community on campus. By participating, you also develop leadership and teamwork skills and gain knowledge that enhances your formal classroom experience. You’ll also impress the admissions offices of graduate and professional schools and the human resources offices at companies where you’d like to work—all of them often regard participation in cocurricular activities favorably and as evidence of broad interests.

Keep in mind that cocurricular activities are not a substitute for a good grade point average. Do not let student activities overshadow your schoolwork. Only students with a 2.00 GPA or higher are encouraged to participate.

To help you partake of the myriad cocurricular activities, Brooklyn College has embedded common hours into the week—hours during which very few classes meet and during which you can explore your athletic, cultural, social, and other interests. Common hours for CLAS students (undergraduate day students) are on Tuesdays and Thursdays, 12:15–2:15 p.m. Common hours for SGS students (undergraduate evening and weekend students) vary and are specified in each edition of the Schedule of Classes.

Club meetings are listed in campus newspapers and the What’s Happening newsletter, at the Student Center, and on bulletin boards, the BCNN screens, and the Brooklyn College calendar on the Web.
Academic clubs

More than three dozen academic clubs offer opportunities to meet other students, share common interests, and develop understanding outside of the classroom. Some clubs are affiliated with college departments; others are formed for specific purposes.

Club activities include social gatherings, trips, lectures, films, career forums, and service projects. Membership in every club is available to all students without regard to their major:

- Academic Club Association
- Accounting Society
- Anthropology & Archaeology Club
- Art Group
- B.A.-M.D. Academic Club
- BC Chess Club
- Biology Society
- Business Leadership Society
- Chemistry Society
- Classical Studies Society
- Geology Society
- Health & Nutrition Science Club
- Hellenic Society
- Historical Society
- Mathematics Club
- National Association of Black Accountants
- National Black Science Students Organization
- Philosophy Society
- Political Science Club
- Programming Club
- Psychology Club

Monk’s Trivia:
In 1995, the chess team won the Pan American Collegiate Chess Tournament.
Speech & Hearing Society
Student Forensics Society
Student Union for Bilingual Education
Television & Radio Club (Brooklyn College Chapter of National Broadcasting Society/AERho)
Undergraduate Theater Organization

**Cultural and ethnic groups**

Cultural and ethnic groups promote and support the spiritual, intellectual, and social interests of their members while working for the good of the community.

Asian Student Union
Black Family
Black Students’ Union
Caribbean Students’ Union
Chinese Language & Culture Club
Desi Culture Club
Dominican Student Movement
Francophone Club
Haitian American Student Association
Hispanic Society
Italian American Student Union
Italian Culture Club
Latin Women’s Group
National Association for the Advancement of Colored People (NAACP)
Pan-African Student Association
Puerto Rican Alliance
Russian Jewish Club
Shobuj Bangla
West African Student Association
Community service groups

Many civic-minded groups on campus encourage their members to work as volunteers on community projects on and off campus. Acknowledgment for volunteering may be obtained through Students Engaged in Responsible Volunteer Action (SERVA). Visit the Office of Student Affairs for more information. Other service opportunities are available through the Community Partnership for Research and Learning Office, 5405 James Hall; NYPIRG, 0302 James Hall; and other student organizations.

BC Mentoring Alliance
Blue & White Society
Circle K
Emergency Medical Squad (EMS)
Habitat for Humanity
Lay Advocate Program
Muslim Women’s Education Initiative
Seeds of Hope

Student media

Student media keep you informed about college news and activities. All campus organizations—college bodies as well as student groups—use campus newspapers and the radio station, BCR, to publicize events. Chartered student organizations may submit articles to, and buy advertisements in, the student newspapers, Excelsior and Kingsman, which are published each week and contain notices of upcoming events. Other campus papers are Night Call and Hatikvah.

When you cease to make a contribution you begin to die.
—Eleanor Roosevelt
Student publications include newspapers, the yearbook (*Broeklundian*), a newsletter (*On Campus*), and fine arts magazines. Magazines—such as *riverrun* and *Brooklyn Review*, a graduate student project—are printed once or twice a year. These publications and BCR are always looking for new members. Few student activities are as demanding or as rewarding as campus media. If you would like to join any of these organizations—or start your own—contact the Center for Student Development and Leadership Programs, 302 Student Center; 718.951.5712.

If you want to have a say in what the student-published yearbook will look like, sign up in the Center for Student Development and Leadership Programs or call the yearbook office, 718.951.5910. As a *Broeklundian* staff member, you’ll have opportunities in photography, graphic design, and writing.

**Religion-related associations**

Religion-related groups sponsor events of interest to students of all backgrounds while providing a forum for dialogue among students of different religions.

- **Adventist Students for Christ**
- **Campus Advance**
- **Chinese Christian Fellowship**
- **Flatbush Brooklyn Group**
- **Hillel (718.859.1151)**
- **Intervarsity Christian Fellowship**
- **Islamic Society**
- **Newman Catholic Center (718.434.1990)**
- **The Orthodox Club**
**Political parties**

You never know where the next governor, senator, or president of the United States will come from. History has shown that anyone—from a poor boy born in a log cabin to a professional wrestler; from a polio victim to an Austrian bodybuilder—can hold office. If you have political aspirations, a good place to start your career is in Progressive Hatikvah Downtown (PHD) or United Students League (USL), two of the political parties on campus. Students may also run as independents or generate their own slates.

**Social action groups**

Social action groups provide fair and impartial leadership for all students, lobby for student rights and services, and work to see that no student or group is victimized. The New York Public Interest Research Group (NYPIRG) is one such group.

**Fraternities and sororities**

You may not exactly see *Animal House*–type activities on campus (after all, the college doesn’t have a frat house), but Greek-letter organizations (fraternities and sororities), open to all students, play a significant part in cocurricular life. National groups have chapters at many other colleges throughout the country and may have existed for more than one hundred years; younger, local groups may be unique to Brooklyn College. Although primarily social organizations, every fraternity and sorority on campus participates in charitable or college-service activities each semester.
Information on fraternities and sororities is available in the Center for Student Development and Leadership Programs, 302 Student Center. Schedules of rushes (informal meetings to recruit new members) are printed in college newspapers and are posted on campus each term. Most students are initiated into the group of their choice following a new-member education period where hazing is illegal.

Fraternities and sororities are required to register with the Center for Student Development and Leadership Programs at the beginning of each academic year. Reservations in the Student Center are not honored without registration.

Alpha Epsilon Phi Sorority
Alpha Epsilon Pi Fraternity
Alpha Phi Alpha Fraternity
Alpha Phi Delta Fraternity
Alpha Sigma Sorority
Alpha Xi Delta Sorority
Chi Iota Omega Sorority
Gamma Beta Delta Sorority
Kappa Chi Phi Fraternity
Kappa Phi Chi Sorority
Kappa Sigma Fraternity
Omega Phi Beta Sorority
Phi Beta Sigma Fraternity
Phi Sigma Chi Fraternity
Sigma Alpha Mu Fraternity
Sigma Gamma Rho Sorority
Sigma Lambda Beta Fraternity
Zeta Beta Tau Fraternity
Zeta Phi Beta Sorority
Special interest groups

Special interest advocacy groups seek to enhance the quality of life for all students on campus by creating an atmosphere conducive to the acceptance of their specific goals and needs. These groups provide information, positive role models, training, guidance, programming, and continual support to their members. Altruism through voluntary service is encouraged.

Action Adventure Club
American Medical Students Association
American Red Cross Club
Anti-War Coalition
BC Anime & Manga Corps
BC Young Republicans
Belly Dancing Club
Black History Month Committee
Black Solidarity Day Committee
Broeklundian
Cheerleading Squad
College Democrats
Desi Fashion Show Committee
Entertainment Committee
Ethics Society
Gospel Choir
Hu-Med Pre-Health Professions Club
Investment Club
Inspired Dance Crew
JNF on Campus
Law Society
Lesbian, Gay, Bisexual, Transgendered Alliance
NYS Israel Public Affairs Committee
Sports do not build character. They reveal it.

—Heywood Hale Broun, sports broadcaster

Poetry Club
Precision Dance Club
Ramadan Committee
Revolutionary Alliance of Womyn
Sakafat-E-Pakistan Committee
Sci-fi & Fantasy Society
Sociology & Social Work Club
Student Film Society
Student Organization For Every Disability
United for Progress (S.O.F.E.D.U.P.)
Students for Academic Freedom
Students in Free Enterprise
V-Day Committee
Veteran Students’ Organization
Veterans’ Day Committee
Women’s Herstory Month Committee
World AIDS Day Committee
Zionist Freedom Alliance

Sports groups

Students are encouraged to participate in athletics programs sponsored by the Office of Recreation, Intramurals, and Intercollegiate Athletics as well as the on-campus sports clubs listed below.

BC Cricket Club
BC Volleyball Club
Martial Arts Club
Physical Education and Exercise Science Club
Soccer Club
Softball Club
Tennis League
Evening and weekend activities and clubs
You don’t have to feel left out if you’re on campus only in the evenings and on weekends. SGS students may participate in the groups listed below.

BC Panamanian Students Organization
Business and Finance Club
Computer Society
Investment Club
Law Society
National Black Science Students Organization
Premedical Society

Graduate clubs and organizations
Graduate students who wish to participate in campus activities may join the organizations listed below.

BC Mentoring Alliance
Black Graduate & Professional Students Organization
Electro-acoustic Music Club
English Graduate Students Organization
Graduate Art Student Union
Graduate Association of School Psychologists
Graduate Industrial Organization of Psychiatry
Graduate Organization Directors of Theater
Graduate Public Health and Nutrition Club
Graduate Speech & Hearing Society
Graduate Student Association TV & Radio
Graduate Theater Organization
Guidance & Counseling
Habitat for Humanity
International Students Association
Investment Club
National Black Science Students Organization
Teacher Opportunity Corps
Veteran Students’ Organization

**Student Activities and Finances**

If you’ve got a mind for numbers and an interest in finance, you may want to check out the business side of the club or organization you’ve joined.

The main source of funding for student activities is derived from the student activity fee that you pay during registration. Additional funds come from ticket sales and other fundraising activities of the chartered organizations. Chartered student groups must submit a detailed budget request to the appropriate allocating body in order to receive money collected through the student activity fee. The completed request is considered by the body’s finance committee, which holds open budget hearings. The student assembly then allocates the suggested budget to the clubs and organizations on a yearly basis. Non-student activity fee money, such as donations or money from sales, must be deposited in the club’s account in Central Depository, 314 Student Center, to comply with disclosure rules. Receipts and invoices are required for all expenditures.

Deficit spending is unauthorized and illegal—and could be extremely expensive for you personally. Those authorized to draw on each club’s account (usually the president and treasurer) are required to file written statements acknowledging that their group may not incur debts and their spending must be within the approved budget allocations. Expenditures made contrary to these
rules are not reimbursable; the president and treasurer assume personal liability for the violations.

Student-fee revenues must be spent for campus-related activities, which must be open to all students. Club meetings must be held on campus. Purchases for items made through Central Depository and the Purchasing Office are the property of the college. All invoices for such purposes must include the name of the group and be addressed to Central Depository.

Student groups must publicize their events only through such campus media as the student newspapers, BCR radio station, BCNN, and the college website. These ads are some of the best ways to inform the college community of upcoming events. Notices of such significant organizational activities as nominations and elections for leadership positions, budget hearings, or impeachment proceedings must be publicized in the student newspapers and/or on the website.

Central Depository
314 Student Center
718.951.5550
www.brooklyn.cuny.edu/pub/departments/sa/1550.htm

Consider Central Depository (CD) your club’s bank, responsible for the receipt, distribution, and accounting of all student activity fees. Student organizations must recognize and adhere to the bylaws and fiscal rules and regulations of the City University of New York and the CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees. Executive officers are required to
attend training in order to register their organizations and access their club allocation. Prior to visiting the CD office, all student representatives should meet with their club or organization liaison.

**Advertising Your Club Events**

Brooklyn College wants you to promote your club’s activities and events, but that doesn’t mean you can wallpaper every building with your flyers. As such, the college policy on the allocation of bulletin boards promotes the free expression of ideas while maintaining the beauty of the campus. For a complete list of bulletin board locations, guidelines, and information, go to the Office of the Dean of Student Affairs, 2113 Boylan Hall.

Student groups should submit copies of posters or flyers, prior to copying and posting, to the Office of the Assistant Dean for Student Development to be date stamped. Materials that are date stamped may be placed on the appropriate bulletin boards for the allocated period, usually three weeks after being stamped. Posters should not exceed 11” x 17” or cover other materials. Campus Beautification volunteers may remove the posters the day after the event is held.

Materials promoting programs and activities on campus may be posted on bulletin boards in classrooms in Boylan, Ingersoll, New Ingersoll, James, and Whitehead halls. All other materials may be posted on the general information campus bulletin boards located in the basement of Boylan Hall; the first-floor bulletin board opposite 1231 Ingersoll Hall; the first-floor bulletin board between 117 and 125 Roosevelt Hall; and the designated posting area close to 320 Whitehead Hall.
Posting notices on doors, windows, walls, lampposts, or other inappropriate areas violates college rules and may be cause for disciplinary action.

Outdoor Table Spaces

If you should notice an outdoor table disseminating information about a club or raising funds through a bake sale, check it out! And if you want to do the same for your club, we encourage you to take the initiative, as long as your chartered organization has filed a current signature card in the Center for Student Development and Leadership Programs, 302 Student Center. As a student club or organization, you must register your group’s request to set up a table with the center. Tables may be obtained during the academic year and are allocated for up to five school days. At the time reservations are made, officers of the organization must indicate the purpose for which the table will be used and must sign a reservation form acknowledging that they have read and understand the rules governing use of table space on campus.

The sale of items is restricted to the following areas: to the right and in front of Whitehead Hall (in the breezeway) and the Whitehead Hall outer lobby. Tables in Ingersoll Hall Extension may be obtained during the academic year. Any revenue from sales must be deposited in your organization’s account in Central Depository within forty-eight hours of the sale event. Requests from groups other than student organizations are made directly to the Student Center administrator on the first floor of the Student Center.
Student Government Associations

At Brooklyn College each of the three student bodies—the College of Liberal Arts and Sciences (CLAS), the School of General Studies (SGS), and the Division of Graduate Studies (GSO)—has its own student government that represents you on campus. Student government voices your concerns and recommends student members to such college committees as the collegewide Election Review Committee. It also sponsors activities and offers such services as teacher-evaluation information and book-loan programs.

Every spring the **CLAS Student Government** (representing undergraduate day students) elects its president, vice-president, and assembly members, who serve from July through June. The executive branch includes a cabinet appointed by the president. Anyone who wishes to become involved is encouraged to contact CLAS Student Government, 311 Student Center; 718.951.5524.

The **SGS (School of General Studies) Student Government** (representing undergraduate evening and weekend students) has a structure similar to the CLAS government. Officers are elected once a year, generally in early spring. SGS Student Government offices are in 312 Student Center; 718.951.5650.

The **Graduate Student Organization** (GSO) has an elected president, vice-president, secretary, and treasurer. Its legislative branch consists of an Executive Council, formed from graduate organizations on campus. The GSO office is in 308–309 Student Center; 718.951.5503.
Voter Registration

www.brooklyn.cuny.edu/pub/departments/sa/1289.htm

Don’t like the current federal, state, or city administration? Have a favorite candidate? Then make your voice heard! Students who are eligible to vote are urged to register and to vote in all general elections. Voter registration forms are available throughout each semester. Forms may be obtained in the Office of the Dean of Student Affairs (2113 Boylan Hall), the library, the NYPIRG office, the Information Booth, the Schedule of Classes, and various academic and administrative offices.

Lay Advocate Program

139 Ingersoll Hall Extension
718.951.5360
www.brooklyn.cuny.edu/pub/departments/sa/1527.htm

Hopefully you’ll never need serious legal assistance while at Brooklyn College. But in case you do, the Lay Advocate Program provides students trained by a New York State licensed attorney who can offer information and advise on such matters as landlord-tenant disputes; eligibility for Medicaid, public assistance, food stamps, and other programs; procedures in cases of traffic accidents and violations; divorce actions; immigration regulations; and college-related issues. An attorney is present at specified hours. Referrals are made when necessary.

Monk’s Trivia:
In 1963, Marty Markowitz was selected to SGS Student Government Council. In 2001, this Brooklyn College alumnus was elected Brooklyn borough president.
Athletic and recreational activities are among the most popular cocurricular pursuits on campus. Brooklyn College sponsors an extensive recreational program and has excellent facilities in and around the West Quad Building for your use. Athletic facilities include gymnasiums set up for basketball and volleyball; outdoor tennis courts; a state-of-the-art fitness center that includes the latest LifeCycle, Nautilus, StairMaster, and Universal equipment and treadmills; lockers; showers; the Sports Rehabilitation Center; and a brand new swimming pool.

Office of Recreation, Intramurals, and Intercollegiate Athletics

426 West Quad Building
718.951.5366
www.brooklyncollegeathletics.com

The Recreation Office coordinates the leisure-time use of campus facilities for individuals and intramural teams. It distributes recreation schedules each semester; posts information regarding special and continuing events on bulletin boards outside the office, and publishes rules and regulations for activities. The recreation staff will be happy to help you find enjoyable ways of bulking up, slimming down, or just playing a fun game.

Anyone requiring special accommodations regarding recreation, intramural, or athletics events or programs should contact the office in advance.
Fitness and Fun

Recreational opportunities range from noncompetitive workouts to pick-up basketball games. To participate in recreation, you must have a Brooklyn College ID card that has been validated for use of facilities. Students in the College of Liberal Arts and Sciences pay a mandated athletics activity fee, so their ID cards are automatically validated when they register for the semester. Students in the School of General Studies (SGS) and the Division of Graduate Studies may purchase recreation permits each term at the Recreation Office. Permits cost $13.60 for SGS students and $18.60 for graduate students each semester. Information on summer recreation fees is available in the Recreation Office.

Intercollegiate Athletics

Our intercollegiate athletics program focuses on students first and offers an exciting schedule of competitions in Division III of the National Collegiate Athletic Association (NCAA). All students are encouraged to take part in our program, which includes basketball, cross country, tennis, volleyball, men’s soccer, and women’s softball. If you would like to join a team, visit the Recreation Office.

If you absolutely love basketball but can barely dribble—much less manage a slam dunk—you can still enjoy a good game by supporting all of our teams, no matter what sport, as a spectator and fan. Come to our games, have a good time, and show your school spirit by rooting for our teams.
Intramural Program

This program is for students who wish to take part in formal athletic tournaments without competing against other colleges. The Office of Recreation, Intramurals, and Intercollegiate Athletics organizes competitions in a variety of individual and coeducational team activities, including basketball, chess, football, free-throw shooting, softball, table tennis, tennis, volleyball, soccer skills, an Olympics-like pentathlon, and an obstacle course for the physically challenged.

For each sport, complete statistics are kept and posted weekly on the intramural bulletin boards outside the Recreation Office.

All students with ID cards validated for the current semester are eligible to participate. To compete in a tournament, file an entry form in the Recreation Office by the deadline for that event. Detailed information on all intramural competitions, including a calendar with entry deadlines, is available at the Recreation Office.

If you want to participate in an intramural team sport but are not a member of a team, the Recreation Office will assist you in joining. We’ll also help you form a new one. Extreme ping-pong, anyone?

Tournament procedures

Most sports are limited to a certain number of teams. All teams must submit official rosters to compete. Roster forms are available in the Recreation Office and must be completed and filed in the office by specified deadlines, although changes are permitted until the second game.
The roster should list at least as many people as are required for a full team in that activity but no more than the maximum allowed for that sport. The team captain must also be designated. The Recreation Office considers rosters on a first-come, first-served basis. Incomplete or incorrect rosters may be rejected by the intramural supervisor.

The team captain is its manager and spokesperson. He or she is responsible for attending intramural program meetings and for keeping the other members of the team informed about the team’s schedule, rule changes, and the procedures of the intramural program. All members of the team—not just the captain—should:

• learn the procedures governing their tournament,

• note their team's schedule at the start of the tournament and reserve time accordingly,

• check the bulletin board outside the Recreation Office regularly for special information or changes in schedule or rules,

• show up for matches on time and be ready to play, and

• always observe the rules of good sportsmanship and cooperate with tournament officials.

A general information meeting is held the week before a tournament begins. Competition schedules are given to team captains and to each participant in individual sports. Schedules are also posted on the bulletin board outside the Recreation Office.

Monk’s Trivia:
In 2009, the men’s basketball team won the CUNYAC championship for the first time in more than thirty-five years. The rewards? Pride, prestige, a slot in the NCAA tournament… and a Dutch Shoe Trophy.
Officiating positions

For those of you who like to control the game without playing in it—or for those who just like the zebra shirts—officiating positions are available for several intramural sports, including basketball, football, softball, and volleyball. If you are reasonably knowledgeable and skilled in a particular sport, you may apply for a position as a sports official in the Recreation Office. You will be required to pass a written examination on each sport in which you wish to officiate, to attend a series of officiating clinics, and to abide by and enforce specific sports regulations. Intramural assistants are always needed, too, so drop by the Recreation Office to apply.

Recreation Program

This program offers a variety of activities to occupy your leisure time without committing to a team, including basketball, resistance training, tennis, and yoga. Athletic equipment may be borrowed on a first-come, first-served basis. Eyeguards are strongly recommended for many activities.
Recreation leaders

Recreation leaders supervise facilities, assist in setting up equipment, help in cases of injury, and enforce ID card regulations. If you are interested in becoming a recreation leader, you may apply in the Recreation Office.

Playing by the Rules

Whenever you use recreational facilities of the college, you are expected to help keep the facilities clean and to observe the following rules:

• Food and beverages are prohibited in the facilities.
• Smoking is prohibited.
• Changing clothes is not allowed in athletic facilities. Use the locker rooms. Locks are available for purchase at the bookstore. Locks cannot be left on lockers overnight.
• Proper recreational attire must be worn—generally a t-shirt, a sweatsuit or shorts, and sneakers.
• Follow the rules governing each particular facility and the general procedures and regulations established by the Recreation Office.
• Report any injury to the recreation supervisor immediately.
• Observe rules of good sportsmanship and cooperate with recreation supervisors.
• Consider your peers and be courteous and mindful of the desire of others to enjoy the facilities in a family atmosphere.
Aquatic Research and Environmental Assessment Center (AREAC)

123 Ingersoll Hall Extension
718.951.5631
www.brooklyn.cuny.edu/pub/departments/areac

Future marine biologists—or at least students who want to see what tilapia look like before they end up on a plate in a lemon sauce with capers—will be excited by AREAC, a $2 million aquatic research facility dedicated to basic and applied studies of aquatic organisms and the environments that they inhabit. With state-of-the-art facilities and exceptional faculty, AREAC is an innovative leader, widely acclaimed for its achievements in biological and medical research, environmental assessment and restoration, economic development and job training, and educational program development.

AREAC provides the only marine science training and environmental fieldwork in CUNY. It has achieved international recognition for its quality contributions to such topics as alternative fuels, feeding the burgeoning world population through aquaculture biotechnology, conservation of imperiled aquatic populations, and the understanding and protection of New York’s estuarine ecosystem.
Brooklyn Center for the Performing Arts at Brooklyn College

Box office: Gershwin Theater (entrance on Campus Road)
Tuesday–Saturday, 1–6 p.m.
718.951.4500
www.brooklyncenteronline.org

From Grammy winner Yolanda Adams to the internationally acclaimed Israel Ballet to big Broadway musicals, Brooklyn Center for the Performing Arts presents world-renowned music, dance, theater, and family performances.

Full-time Brooklyn College students with a current, validated ID will be admitted free for each Brooklyn Center–sponsored performance. Complimentary tickets are subject to availability and available only to those performances listed at www.brooklyncenteronline.org. Tickets become available one hour before the performance on the day of the event only. Guests of Brooklyn College students will be subject to standard ticket prices.

Chartered clubs and other campus organizations may arrange to purchase blocks of tickets for Brooklyn Center events by calling 718.951.4600, extension 22.

Brooklyn Center is also the location of performances by students and faculty members of the Conservatory of Music and the Department of Theater. Events are free or modestly priced.
Brooklyn College Radio (BCR)

306 Whitehead Hall
718.951.4515
http://brooklyncollegeradio.org

If you’d like to send your voice out over the airwaves, consider this: Student deejays run Brooklyn College Radio weekdays (with occasional weekend scheduling) during the fall and spring semesters. You can tune into—and broadcast—news, public affairs, sports, and a variety of music, including hip-hop, metal, R&B, reggae, and techno, on 1090 AM and on the Web at http://brooklyncollegeradio.org.

The college boasts one of the most professional stations in the city. The facility includes three fully equipped soundproofed radio studios, each of which operates with industry-standard equipment, and one even has the capacity to host live performances.
We become not a melting pot, but a beautiful mosaic. Different people, different beliefs, different yearnings, different hopes, different dreams.

—Jimmy Carter

**Center for Diversity and Multicultural Studies**

3309 James Hall  
718.951.5766  
http://depthome.brooklyn.cuny.edu/diversity

The center promotes and supports a dynamic multicultural academic and social environment at Brooklyn College and promotes cultural interaction among more than one hundred nationalities represented in our student body. Students participate in internships, student clubs, and public campus-wide events.

The center sponsors the ERIS Black Male Initiative Program, a model of mentoring and community-service. The center initiated the college’s Diversity Council and works on University-wide diversity policies with CUNY’s University Affirmative Action Committee.

**Center for Italian American Studies**

1212 Boylan Hall  
718.951.5000 ext. 6264  
iacenter@brooklyn.cuny.edu  
www.brooklyn.cuny.edu/pub/departments/itam

Founded in the 1970s, the Center for Italian American Studies serves as a vast resource for the Brooklyn College community and the greater New York community. The center is under the auspices of the Presidential Advisory Committee on Italian American Affairs, and works in collaboration with the Italian American Studies Program.

The center conducts and sponsors research on the Italian American population; sponsors symposia and
cultural events that focus on the Italian American experience; maintains a collection of scholarly books, journals, and other materials; houses two student clubs—the Italian American Student Union and the Italian Culture Club; provides counseling and advisement to students; conducts group workshops and seminars; promotes the Italian American Studies Program; and fosters a positive image of Italian Americans.

**María E. Sánchez Center for Latino Studies**

1204 Boylan Hall  
**718.951.5561**  
[http://depthome.brooklyn.cuny.edu/prstudies](http://depthome.brooklyn.cuny.edu/prstudies)

An adjunct of the Department of Puerto Rican and Latino Studies, this center stimulates interest in Latino affairs by sponsoring conferences, internships, lectures, seminars, workshops, and noncredit courses. It encourages curricular development and research on topics related to the Latino experience and fosters educational exhibits as well as artistic and cultural expression. The center maintains a facility for special collections, publications, and research.
In 1991 Brooklyn College became the founding institution of the interdisciplinary field of children’s studies, and in 1997 it established the Children’s Studies Center. The center concentrates on pedagogy, research, and public service to the community. Major activities of the center are participation in local, national, and international research efforts on behalf of children and youth, and assistance to governmental and advocacy agencies, as well as community-based organizations, in their work on behalf of children and young people.

**Ethyle R. Wolfe Institute for the Humanities**

2231 Boylan Hall
718.951.5847
www.brooklyn.cuny.edu/pub/departments/wolfe_index.htm

The Wolfe Institute sponsors seminars, discussion groups, lectures, research colloquia, and conferences on cultural issues related to a broad range of concerns in the arts, sciences, and social sciences as well as the humanities. The
institute also collaborates with the Honors Academy and participates in the administration of a variety of endowed lectureships.

Television Center

303 Whitehead Hall
718.951.5585
www.bctvr.org

The Television Center provides production facilities and technical support for the Department of Television and Radio. Its resources include a broadcast-quality color studio and a post-production facility with digital effects and computer graphics, nonlinear editing, and broadcast-quality digital field-production equipment.

Students in the department’s master of fine arts program are employed as part-time professional assistants. They participate in all aspects of operation and provide crucial support for center activities.

Monk’s Trivia: Don’t be surprised if you see television and film crews—as well as a popular actor or two—roaming around campus. Brooklyn College has costarred in episodes of Law & Order, Fringe, and Gilmore Girls; the 2005 movie The Squid and the Whale, with Jeff Daniels; the short-lived 2001–02 Richard Dreyfuss television series, The Education of Max Bickford; and an episode of VH1’s Top 20 Countdown.
The City University of New York (CUNY)

www.cuny.edu

Brooklyn College is a constituent part of the City University of New York (CUNY), the nation’s leading public urban university. The University comprises eleven senior colleges, six community colleges, the William E. Macaulay Honors College at CUNY, the Graduate School and University Center, a graduate school of journalism, a law school, a school of professional studies, and a school of biomedical education. More than 243,000 students are enrolled in the academic programs offered at campuses located throughout the five boroughs of the city of New York. As established under New York State Education Law, CUNY is maintained as an independent system of higher education governed by a board of trustees responsible for the governance, maintenance, and development of the City University’s senior and community colleges.

University Student Senate (USS)

www.uss.cuny.edu

The University Student Senate (USS) of the City University of New York, established in 1972, aims to protect and represent the interests of all CUNY students.
It is composed of one representative and an alternative delegate from each of the colleges that make up CUNY. Students vote for their college’s University Student Senate representative during annual student government elections. The chairperson of the USS sits on the Board of Trustees of The City University of New York. This allows students the opportunity to participate in the University’s policy decisions.

The Brooklyn College Foundation, Inc.

1122 Ingersoll Hall
718.951.5074
www.brooklyn.cuny.edu/bc/offices/bcf

Incorporated in 1958, the Brooklyn College Foundation was created by a group of loyal alumni and friends of the college to assist in its future development. The foundation’s mission is “to encourage and promote the educational purposes of Brooklyn College of the City University of New York and the educational welfare of its students in their relations with each other, the members of the faculty, the alumni, and the community.”

The foundation raises funds for scholarships and awards, fellowships, professorships, visiting scholar programs, lectureships, the library, campus improvements, art and music studios, and laboratories, among other projects. Funds are solicited from alumni, friends of the college, faculty and staff members at the college, foundations, and corporations.
Commencement is the capstone and most exciting moment of your college career—the culmination of all your hard work over the years and the beginning of your new life.

We know you’ll never forget your time at Brooklyn College, and we won’t forget about you, either. Upon graduation, you are welcomed into the extended alumni family to begin a lifelong relationship. The Brooklyn College Alumni Association (BCAA) and the Office of Alumni Affairs foster, maintain, and enhance the alumni connection to the college by providing activities, services, and programs for regional chapters, graduating classes, and professional and cultural affiliate groups. Many alumni participate as mentors, internship sponsors, and career advisers in programs designed to assist students while they are in school.

Under the auspices of the BCAA and the Office of Alumni Affairs, and with the guidance of a national board of directors, alumni chapter activities flourish all over the world. Each spring, alumni return to the campus for Alumni College Night, when the BCAA presents Distinguished Achievement Awards and Student Awards. Alumni also take part in a gala reunion, when the BCAA honors an alumna and alumnus of the year and young alumni for their accomplishments. The Office of Alumni
Affairs maintains a database of more than one hundred thousand alumni and keeps biographical files on graduates that include news clippings, information on awards, and other relevant materials. Alumni ID cards enable members to use selected resources of the college and obtain such services as a long-term health care option; discounts on automobile, home, and term life insurance; and a Bank of America affinity credit card. Graduates are encouraged to advise the office of their current contact information so that they may maintain a connection to and be engaged in the life of their alma mater.

The Road goes ever on and on
Down from the door where it began.
Now far ahead the Road has gone,
And I must follow, if I can,
Pursuing it with eager feet,
Until it joins some larger way
Where many paths and errands meet.
And whither then? I cannot say.

—J.R.R. Tolkien, The Fellowship of the Ring
### Appendix A: Quick Reference to Selected Offices and Programs

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<tr>
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<th>Extension*</th>
<th>Room</th>
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<tbody>
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</table>

* If you call from a college phone, dial only the extension. If you call from outside the college, dial 718.951 plus the extension.
**Appendix B: Guide to Academic Services**

For general information, visit the Information Booth, 1139 Boylan Hall.

<table>
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<td>Center for Academic Advisement and</td>
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<td>Admissions</td>
<td>Admissions Office</td>
<td>2nd floor; WQ</td>
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<td>Center for Diversity</td>
<td>Diversity and Multicultural Studies</td>
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<td>Dean of Student Affairs</td>
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<td>CUNY Baccalaureate Degree Information</td>
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<td>4114</td>
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<td>ID Card</td>
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<td>5696, 5774</td>
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<td>Student Computer Labs (West End Building, Library Café, Library)</td>
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<td>Lay Advocate Office</td>
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<td>Major/Concentration</td>
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<td>Paying Your Tuition Bill/Fees</td>
<td>Enrollment Services 1st floor, WQ 718.758.8150 Center</td>
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<td>Required Textbooks</td>
<td>Bookstore</td>
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* If you call from a college phone, dial only the extension. If you call from outside the college, dial 718.951 plus the extension.
Appendix C: Guide to Campus Life and College Services

For general information, visit the Information Booth, 1139 Boylan Hall. You may also visit our website, www.brooklyn.cuny.edu/pub/departments/sa, or e-mail us at info@brooklyn.cuny.edu.

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<td>Campus Beautification Project</td>
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<td>Early Childhood Center</td>
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<td>Civic and Cultural Events Calendar</td>
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* If you call from a college phone, dial only the extension. If you call from outside the college, dial 718.951 plus the extension.

** If you have a complaint about a class or a professor, visit the Office of the Undergraduate Dean, 3208 Boylan Hall, or the Office of the Graduate Dean, 3238 Boylan Hall, for guidance.
Appendix D: CUNY Policy on Academic Integrity

Academic dishonesty is prohibited in the City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

• Copying from another student during an examination or allowing another to copy your work.

• Unauthorized collaboration on a take-home assignment or examination.

• Using notes during a closed-book examination.

• Taking an examination for another student, or asking or allowing another student to take an examination for you.

• Changing a graded exam and returning it for more credit.

• Submitting substantial portions of the same paper to more than one course without consulting with each instructor.

• Preparing answers or writing notes in a blue book (exam booklet) before an examination.

• Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
• Giving assistance to acts of academic misconduct/dishonesty.

• Fabricating data (all or in part).

• Submitting someone else’s work as your own.

• Unauthorized use during an examination of any electronic devices such as cell phones, Palm Pilots, computers, or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person’s ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

• Copying another person’s actual works without the use of quotation marks and footnotes attributing the words to their source.

• Presenting another person’s ideas or theories in your own words without acknowledging the source.

• Using information that is not common knowledge without acknowledging the source.

• Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, and “cutting and pasting” from various sources without proper attribution.
Obtaining unfair advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

- Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using, or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student’s work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.

The complete text of the CUNY Academic Integrity Policy and the Brooklyn College procedure for implementing that policy may be found at www.brooklyn.cuny.edu/bc/policies.
Appendix E: Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

Adopted by the Board of Higher Education June 23, 1969, and November 23, 1970, these rules and regulations were amended October 27, 1980, May 22, 1989, and June 25, 1990, by the Board of Trustees of The City University of New York.

“"The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

“"Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We
accordingly announce the following rules and regulations to be in effect at each of our colleges, which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

‘With respect to enforcement of these rules and regulations, we note that the Bylaws of the Board of Higher Education provide that: ‘The President, with respect to his [or her] educational unit, shall:

‘a. Have the affirmative responsibility of conserving and enhancing the standards of the college and schools under his [or her] jurisdiction;

‘b. Be the advisor and executive agent of the Board and of his [or her] respective college Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees, and the policies, programs and lawful resolutions of the several faculties.

‘c. Exercise general superintendence over the concerns, officers, employers, and students of his [or her] educational unit…’

“I. Rules

“I. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he [or she] interfere with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.
“2. Individuals are liable for failure to comply with lawful 
directions issued by representatives of the University/ 
college when they are acting in their official capacities. 
Members of the academic community are required to 
show their identification cards when requested to do 
so by an official of the college.

“3. Unauthorized occupancy of University/college facilities 
or blocking access to or from such areas is prohibited. 
Permission from appropriate college authorities 
must be obtained for removal, relocation, and use of 
University/college equipment and/or supplies.

“4. Theft from or damage to University/college premises 
or property, or theft of or damage to property of any 
person on University/college premises is prohibited.

“5. Each member of the academic community or an 
invited guest has the right to advocate his [or her] 
position without having to fear abuse, physical, verbal, 
or otherwise, from others supporting conflicting points 
of view. Members of the academic community and 
other persons on the college grounds shall not use 
language or take actions reasonably likely to provoke 
or encourage physical violence by demonstrators, 
those demonstrated against, or spectators.

“6. Action may be taken against any and all persons who 
have no legitimate reason for their presence on any 
campus within the University/college, or whose presence 
on any such campus obstructs and/or forcibly prevents 
others from the exercise of their rights or interferes with 
the institution’s educational processes or facilities, or the 
rights of those who wish to avail themselves of any of 
the institution’s instructional, personal, administrative, 
recreational, and community services.
“7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

“8. No individual shall have in his [or her] possession a rifle, shotgun, or firearm or knowingly have in his [or her] possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his [or her] possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

“9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

“10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University premises or as part of any University/college activities is prohibited. Employees of the University must also notify the college Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
II. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

“II. Penalties

“I. Any student engaging in any manner in conduct prohibited under substantive Rules 1–11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

“2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1–11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program.
A tenured or nontenured faculty member or other member of the instructional staff or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1–11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of the City University of New York.

“3. Any visitor, licensee, or invitee engaging in any manner in conduct prohibited under substantive Rules 1–11 shall be subject to ejection and/or arrest by the civil authorities.

“4. Any organization which authorizes the conduct prohibited under substantive Rules 1–11 shall have its permission to operate on campus rescinded.

“Penalties 1–4 shall be in addition to any other penalty provided by law or The City University.

“Appendix

“Sanctions defined:

“A. Admonition. An oral statement to the offender that he [or she] has violated University rules.

“B. Warning. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

“C. Censure. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the
violation of any University regulation within a period
stated in the letter of reprimand.

“D. Disciplinary Probation. Exclusion from participation
in privileges or extracurricular University activities as
set forth in the notice of disciplinary probation for
a specified period of time.

“E. Restitution. Reimbursement for damage to or
misappropriation of property. Reimbursement may
take the form of appropriate service to repair or
otherwise compensate for damages.

“F. Suspension. Exclusion from classes and other privileges
or activities as set forth in the notice of suspension for
a definite period of time.

“G. Expulsion. Termination of student status for an
indefinite period. The conditions of readmission, if any
is permitted, shall be stated in the order of expulsion.

“H. Complaint to civil authorities.

“I. Ejection.

“Resolved, That a copy of these rules and regulations be
filed with the Regents of the State of New York and with
the Commissioner of Education.

“Resolved, That these rules and regulations be
incorporated in each college bulletin."
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Brooklyn College Motto

The Brooklyn College motto is *Nil sine magno labore*. This Latin phrase means “Nothing without great effort,” a reminder that nothing can be achieved without hard work. This motto symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students.

Ephebic Oath

At Commencement, Brooklyn College students recite the Ephebic Oath, a pledge of citizenship that dates from ancient Greece. It is a pledge to bring honor to our city.

*We will never bring disgrace to our city by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks; we will fight for the ideals and sacred things of the city, both alone and with many; we will revere and obey the city’s laws and do our best to incite a like respect and reverence in those about us who are prone to annul them and set them at naught; we will strive unceasingly to quicken the public’s sense of civic duty; and thus, in all these ways, we will strive to transmit this city not only not less, but greater, better, and more beautiful than it was transmitted to us.*