B.C. Graduate Guidepost Your Guide to Student Life and Academic Services

For general information-visit Student Affairs on the web: studentaffairs.brooklyn.cuny.edu or e-mail us at studentaffairs@brooklyn.cuny.edu.

CUNYCAP Internships Student Affairs (2113B, x5352) M. T. W. & F. 9 − 5, & TH. 9 − 7 Disability Services Student Disability Services (138R, x5538) M. T. F. 9 − 4.45; W-TH. 9 − 6.45 Disaster Relief Student Affairs' Dave Bryan (2113B, x5352) M. T. W. & F. 9 − 5; & TH. 9 − 7 Diversity, Center for Diversity/Multicultural Studies (33094, x5766) M to F. 10 − 6 Doctoral Programs (CUNY) CUNY Graduate Center (212-817-7000) www.gc.cunv.edu Emergency Contact Campus Security and Public Safety (0202N, x 5511) 24 hours, 7 days a week Emergency Medical Services (EMS) Emergency Medical Squad (021NE, x5859) M to F., 94M − 10PM E-Permits www.curv.edu; M − TH, 9 − 8; F, 9 − 5 Filing for Graduation Enrollment Services Center (1² Floor, WQ, 718-758-8150) M − TH, 9 − 8; F, 9 − 5 Filming on Campus Student Affairs (2113B, x5352)/Office of Communications (2118B, S352) (2118B, S5382) Student Affairs (M T, W, F, 9 − 5; & TH, 9 − 5, & TH, 9 − 5	If You Need Information About: (A-I)	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
Alter Hours Access to Campus/Film Student Student Affairs (21138, x5352)	Academic Advisement/Academic Concerns	x 5771)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Projects	Admissions	Office of Graduate Admissions (1602 James Hall, x5001)	M, T, TH & Fri, 10 – 7; W, 9 – 7
Child Care Early Childhood Center (1604J, x5431) M to TH, 8:30 − 6:30, & F, 8:30 − 3:30 Civic Engagement & Cultural Events Calendar (Note Engagement & Crientation (21108, x5352)) M to TH, 9 − 10:30, & F, 8:30 − 3:30 Clubs Graining a Club Starting a Club Student Activities Central (3028 CSC, x5712) M-T,TH-F, 9 − 5; W, 9.7:30 Commencement Ceremony Student Activities Central (3028 CSC, x5712) M-T,TH-F, 9 − 5; W, 9.7:30 Comprehensive Exams Apply online BC Pottal - select eServices, look for "Student Transactions" (Select Apply for a comprehensive exam in the Graduate Studies section. M & TH, 9 − 5; T & W, 9 − 7; & F, 9 − 5 Computer Help Help Desk (4th Floor ITS L, x4188) M - FH 9 − 5 Counseling & Social Services Personal Counseling (92031, x5363) M - TH, 9 − 7; & F, 9 − 5; & TH, 9 − 7 Counseling & Social Services Student Affairs (21138, x5552) M, T, W, & F, 9 − 5; & TH, 9 − 7 Disasser Relief Student Affairs (21138, x5552) M, T, W, & F, 9 − 5; & TH, 9 − 7 Diversity, Center for Diversity/Multicultural Studies (33094, x5766) M to F, 10 − 6 Dictoral Programs (CUNY) CUNY Graduate Center (212-817-7000) xwww.oc.curv.edu Emergency Medical Services (EMS) Emergency Medical Services (EMS) M T- TH, 9 − 8; F, 9 − 5		Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Civic Engagement & Cultural Events Calendar Web Portulation (2016) Civic Engagement & Orientation (21108, x 5352)/ Web Portulation (2016) M to TH, 9 = 10:30, & F, 9 - 4 Clubs/Joining a Club/Starting a Club Student Activities Central (302BCSC, x5712) M-T,TH-F, 9 - 5, W, 9-7:30 Commencement Ceremony 1000/commencement brooking, numy ediu. Student Affairs (21138) x 5352) M.T, W, & F, 9 - 5; & TH, 9 - 7 Comprehensive Exams Apply online BC Portal -select eServices, look for "Student Transactions." M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Computer Help Help Desk (4" Floor ITS L, x4188) M - F, 9 - 5 Counselling & Social Services Personal Counselling (2023), x5363) M - TH, 9 - 7; & F, 9 - 4:30; Sat & Sun, 10 - 2000, N. 7; & F, 9 - 5; & TH, 9 - 7 Counselling & Social Services Student Affairs (21138), x5352) M, T, W, & F, 9 - 5; & TH, 9 - 7 Disability Services Student Affairs (21138), x5532) M, T, W, & F, 9 - 5; & TH, 9 - 7 Disability Services Student Marker Davis Bryan (21138, x5522) M, T, W, & F, 9 - 5; & TH, 9 - 7 Diversity, Center for Diversity, Center for M to F, 10 - 6 Diversity, Center for Diversity, Multicultural Studies (2024), x 5511) 24 hours, 7 days a week Emergency Medical Services (EMS) Emergency Medical Services (Bulletin Boards	Campus Beautification Project (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Web Portal/ECNN (1*Ft E.D.S.C.X, 45642)	Child Care	Early Childhood Center (1604J, x5431)	M to TH, 8:30 - 6:30; & F, 8:30 - 3:30
Commencement Ceremony http://commencement broad/un.curv.edu. M. T. W. & F. 9 - 5; & TH, 9 - 7 Comprehensive Exams Apply online BC Portal -select Services, look for "Student Transactions" select Apply for a comprehensive exam in the Graduate Studies section. M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Computer Help Halp Deak (4" Floor ITS L, x4188) M - F; 9 - 5 Computer Help Halp Deak (4" Floor ITS L, x4188) M - F; 9 - 5 Counselling & Social Services Personal Counselling (02031, x5363) M - TH, 9 - 7, 8 F, 9 - 4:30; Sat & Sun, 10 - CUNYCAP Internships Student Affairs (2113B, x5352) M, T. W, & F, 9 - 5; & TH, 9 - 7 Disability Services Student Affairs (2113B, x5352) M, T. W, & F, 9 - 5; & TH, 9 - 7 Disability Services Student Affairs (2113B, x5352) M, T. W, & F, 9 - 5; & TH, 9 - 7 Diversity, Center for Diversity/Muticultural Studies (3309J, x5766) M to F, 10 - 6 Doctoral Programs (CUNY) CUNY Graduate Center (21-817-7000) www.oc.cumv.edu Emergency Medical Services (EMS) Emergency Medical Services (2020) M to F, 9.4 - 9.5; & TH, 9 - 7 Eirmergency Medical Services (EMS) Emergency Medical Services (2020) M to F, 9.4 - 9.5; & F, 9 - 5 Filming for Graduation Enrollment Services	Civic Engagement & Cultural Events Calendar	Civic Engagement & Orientation (2110B, x 5352)/ Web Portal/BCNN (1st Fl. BCSC, x5842)	M to TH, 9 – 10:30; & F, 9 - 4
Student Affairs (21198 x 5352) M8.TH, 9 - 6; T. & W, 9 - 7; & F, 9 - 5	Clubs/Joining a Club/Starting a Club	Student Activities Central (302BCSC, x5712)	M-T,TH-F, 9 – 5; W, 9-7:30
Transactions*** Select 'Apply' for a comprehensive exam in the Graduate Studies section.	Commencement Ceremony	http://commencement.brooklyn.cuny.edu, Student Affairs (2113B x 5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
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Emergency Contact Campus Security and Public Safety (0202N, x 5511) 24 hours, 7 days a week Emergency Medical Services (EMS) Emergency Medical Services (1st Floor, WQ, 718-758-8150) Filming for Graduation Errollment Services Center (1st Floor, WQ, 718-758-8150) Filming on Campus Student Affairs (2113B, x5352)/Office of Communications (2113B, x5882) Financial Aid Errollment Services Center (1st Floor, WQ, 718-758-8150) Filming on Campus Student Affairs (2113B, x5352)/Office of Communications (2113B, x5882) Financial Aid Errollment Services Center (1st Floor, WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5 Fitness Center/Physical Recreation Athletics, Recreation and Intramurals (426 WQ, x5366) M to F, 9 - 9 Flyers/Student Clubs (Posting Information) Student Activities Central (302BCSC, x5712) M-T,TH-F, 9 - 5; W, 9-7:30 Cafeteria M to F, 7 - 7 Café M to F, 12 - 8 Grade Appeals Contact Instructor/Academic Department Hours Vary Grades/Degree Audit/Graduation Errollment Services Center (1st Floor WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5 Graduate Investment Program Office of the Associate Provost for Academic Programs (3208B, x5771) Graduate Dean's Honors List Dean of your area (Example: Dean for the School of Business) M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Health Insurance Info Health Programs Office (0710J, x4505) M - TH, 9 - 8; F, 9 - 5 M T, TH, 8 F, 9 - 6; & W, 9 - 7 Housing Referral Student Life and Housing Office (219BCSC, x 6534) M - TH, 9 - 8; F, 9 - 5	Disaster Relief	Student Affairs/ Dave Bryan (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
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E-Permits www.cuny.edu; Enrollment Services Center (1st Floor, WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5	Emergency Contact	Campus Security and Public Safety (0202N, x 5511)	24 hours, 7 days a week
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Financial Aid Enrollment Services Center (1st Floor, WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5 Fitness Center/Physical Recreation Athletics, Recreation and Intramurals (426 WQ, x5366) M to F, 9 - 9 Flyers/Student Clubs (Posting Information) Student Activities Central (302BCSC, x5712) M-T,TH-F, 9 - 5; W, 9-7:30 Food Services Cafeteria (Lower Level B, x4348) Student Center Café (1st fl. BCSC) Cafeteria M to F, 7 - 7 Café M to F, 12 - 8 Grade Appeals Contact Instructor/Academic Department Hours Vary Grades/Degree Audit/Graduation Enrollment Services Center (1st Floor WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5 Graduate Investment Program Office of the Associate Provost for Academic Programs (3208B, x5771) Dean of your area (Example: Dean for the School of Business) M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Health Insurance Info Health Programs Office (0710J, x4505) M, T, & TH, 9 - 5; W, 9 - 7; & F, 10 - 3 Health Services and Family Planning Health Clinic (114R, x5580) M, T, TH, & F, 9 - 6; & W, 9 - 7 Housing Referral Student Life and Housing Office (219BCSC, x 6534) M to F, 9 - 8; F, 9 - 5	Filing for Graduation	Enrollment Services Center (1st Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
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Flyers/Student Clubs (Posting Information) Student Activities Central (302BCSC, x5712) Food Services Cafeteria (Lower Level B, x4348) Student Center Café (1st fl. BCSC) Grade Appeals Contact Instructor/Academic Department Hours Vary Grades/Degree Audit/Graduation Enrollment Services Center (1st Floor WQ, 718-758-8150) Graduate Investment Program Office of the Associate Provost for Academic Programs (3208B, x5771) Graduate Dean's Honors List Dean of your area (Example: Dean for the School of Business) M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5 Health Insurance Info Health Programs Office (0710J, x4505) M, T, & TH, 9 – 5; W, 9 – 7; & F, 10 – 3 Housing Referral Student Life and Housing Office (219BCSC, x 6534) I.D. Card M – TH, 9 – 8; F, 9 – 5	Financial Aid		M – TH, 9 – 8; F, 9 – 5
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Grade Appeals Contact Instructor/Academic Department Hours Vary Grades/Degree Audit/Graduation Enrollment Services Center (1st Floor WQ, 718-758-8150) M -TH, 9 - 8; F, 9 - 5 Graduate Investment Program Office of the Associate Provost for Academic Programs (3208B, x5771) Graduate Dean's Honors List Dean of your area (Example: Dean for the School of Business) M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Health Insurance Info Health Programs Office (0710J, x4505) M, T, & TH, 9 - 5; W, 9 - 7; & F, 10 - 3 Health Services and Family Planning Health Clinic (114R, x5580) M, T, TH, & F, 9 - 6; & W, 9 - 7 Student Life and Housing Office (219BCSC, x 6534) I.D. Card Enrollment Services Center (1st Floor, WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5	Flyers/Student Clubs (Posting Information)	Student Activities Central (302BCSC, x5712)	M-T,TH-F, 9 – 5; W, 9-7:30
Grade Appeals Contact Instructor/Academic Department Hours Vary Grades/Degree Audit/Graduation Enrollment Services Center (1st Floor WQ, 718-758-8150) M -TH, 9 - 8; F, 9 - 5 Graduate Investment Program Office of the Associate Provost for Academic Programs (3208B, x5771) Graduate Dean's Honors List Dean of your area (Example: Dean for the School of Business) M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Health Insurance Info Health Programs Office (0710J, x4505) M, T, & TH, 9 - 5; W, 9 - 7; & F, 10 - 3 Health Services and Family Planning Health Clinic (114R, x5580) M, T, TH, & F, 9 - 6; & W, 9 - 7 Housing Referral Student Life and Housing Office (219BCSC, x 6534) I.D. Card Enrollment Services Center (1st Floor, WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5	Food Services	Cafeteria (Lower Level B, x4348) Student Center Café (1st fl. BCSC)	
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x5771) Graduate Dean's Honors List Dean of your area (Example: Dean for the School of Business) M & TH, 9 - 6; T & W, 9 - 7; & F, 9 - 5 Health Insurance Info Health Programs Office (0710J, x4505) M, T, & TH, 9 - 5; W, 9 - 7; & F, 10 - 3 Health Services and Family Planning Health Clinic (114R, x5580) M, T, TH, & F, 9 - 6; & W, 9 - 7 Housing Referral Student Life and Housing Office (219BCSC, x 6534) I.D. Card Enrollment Services Center (1st Floor, WQ, 718-758-8150) M - TH, 9 - 8; F, 9 - 5	Grades/Degree Audit/Graduation	Enrollment Services Center (1 st Floor WQ, 718-758-8150)	M –TH, 9 – 8; F, 9 – 5
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I.D. Card Enrollment Services Center (1 st Floor, WQ, 718-758-8150) M – TH, 9 – 8; F, 9 – 5	Health Services and Family Planning	Health Clinic (114R, x5580)	M, T, TH, & F, 9 – 6; & W, 9 – 7
	Housing Referral	Student Life and Housing Office (219BCSC, x 6534)	M to F,9 – 5:30
Immunization Compliance Health Programs Office (0710J, x4505) M. T. & TH. 9 – 5: W. 9 – 7: & F. 10 – 3	I.D. Card	Enrollment Services Center (1st Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
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WEB=West End Building WQ= WQ C.E.O.: Civic Engagement & Orientation Office R=Roosevelt

B.C. Graduate Guidepost Your Guide to Student Life and Academic Services

For general information-visit Student Affairs on the web: studentaffairs.brooklyn.cuny.edu or e-mail us at studentaffairs@brooklyn.cuny.edu.

If You Need Information About: (I-Y)	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
International Students	International Students Office (235WQ, x4477)	M - F, 9:30 - 4:30
Internships/Jobs/Career Training	Magner Center (1303J, x5696, 5774)	M, T, & F, 9 – 5; W & TH, 9 – 7:45
Internet/Computers	WEB (1 st Floor WEB, x5787), Library (Lobby, x5340), & Library Café (1 st Floor A, x4672)	WEB M to TH, 8 to 11PM; F, 8 to 5PM <u>Library</u> M to TH, 9 – 9; F, 9 – 5; <u>Library Café</u> 24/7
Judicial Affairs	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Leave of Absence/Petitions	Office of the Associate Provost for Academic Programs, (3208B, x5771) All forms available online at BC WebCentral.	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Legal Services	Lay Advocate (139NE, x5360)	Hours May Vary (call for information)
Library	Circulation, x5335 /Hours, x5336 / Reference, x5628	M to TH, 9 – 9; F, 9 – 5; Sat & Sun, 10 - 6
Lost and Found	Public Safety (0202N, x5511)	24 hours, 7 days a week
Media (Newspapers, Radio Station, etc.)	Student Activities Central (302BCSC, x5712)	M-T,TH-F, 9 – 5; W, 9-7:30
Name/Address Changes	Enrollment Services Center (1 st Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Paying your Tuition Bill/Fees	Enrollment Services Center (1st Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Refunds	Enrollment Services Center (1st Floor , WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Registration	Enrollment Services Center (1 st Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Required Textbooks	Bookstore (0400B, x5150) (Ask instructor for book listings)	M to TH, 9 – 6:30; & F, 9 – 2, SAT, 10 – 1
Religious Holidays/No Classes	Online Schedule of Classes	https://portal.brooklyn.edu
Reserving/Renting Rooms for Events	Students (Student Activities Central, 302BCSC, x5712)/Others (1st fl. BCSC, x5528)	SAC M-T,TH-F, 9 – 5; W, 9-7:30 Office M to F, 9 – 5
Rules and Expectations of the College	Judicial Affairs (2113B, x 5352)/Brooklyn College Student Handbook	M, T, W, F, 9:30 – 5; & TH, 9:30 – 7
Transfer Information/Evaluations	Office of the Registrar (306WQ, x 5911)	M to F, 9 – 5
Transcripts	Enrollment Services Center (1st Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Tuition Monthly Payment Plan	TuitionPay (866-267-CUNY)	www.tuitionpay.com/cuny
Tutoring	Learning Center (1300B, x5821)	M to TH, 10 – 7; F, 10 – 3
Safety/Security/Workplace Violence	Campus Security (0202N, x5511) Anonymous Hotline (x4628)	24 hours, 7 days a week
Scholarships	Scholarships Office (208WQ, x4796)	M to TH, 9 – 5; & F, 9 – Noon
Sexual Harassment/Assault	Sexual Harassment Panel (412L, x5221) Anonymous Hotline (x4628) Security (0202N, x5511)	24 hours, 7 days a week
Shuttle Service to bus/subway	Campus Security and Public Safety (0202N, x5511)	M to F, 7AM – 11:30PM
Sports/Recreation	Athletics, Recreation and Intramurals (426WQ, x5366)	M to F, 9–9
Student Activities	Student Activities Central (3 rd Floor, BCSC, x5550)	M-T,TH-F, 9 – 5; W, 9-7:30
Student Activities Fees	Brooklyn College Association (B.C.A.)/Central Depository (3 rd Floor, BCSC, x5550)	M to F, 9 – 5
Student Center	Brooklyn College Student Center (1st Floor BCSC, x5842)	M to TH, 8:30am – 10:30pm; F, 8:30 - 5
Student Government	Civic Engagement & Orientation (2110B, x 5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Student Assistance & Grievances (non-academic)	Student Assistance & Referral (2106B, x. 5352)	M, T W, & F, 9 – 5; & TH, 9 – 7
Study Skills/Test Anxiety/Time Management	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Substance Abuse Information	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Veterans Benefits/Advisement	Veterans Office (1407J x5105)	M, T, W, & F, 9 – 5 & TH, 9 – 7
Volunteer Service	Peer Education Service Office/SERVA (524BCSC, x 5004, x 5352) Information Booth/Grapevine Project (1139B, x3208)	SERVA, M to F, hours vary Info Booth, M to F, hours vary
Voter Registration / U.S. Citizenship/Poll Workers	Civic Engagement & Orientation (2110B, x 5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Women's Advisement/Support	Women's Center (227NE, x5777)	M to TH, 10 – 6; F, 10 – 5
Yearbook	Civic Engagement & Orientation (2110B, x 5352)/Broeklundian (152NE, x 5910)	C.E.O. M - W, & F, 9 – 5; TH, 9-7 Broeklundian: Hours Vary