

# 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](http://studentaffairs.brooklyn.cuny.edu) or e-mail us at [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu).

If You Need Information About: (A-I)	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
Academic Advisement/Academic Concerns	Office of the Associate Provost for Academic Programs (3208B, x 5771)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Admissions	Office of Graduate Admissions (1602 James Hall, x5001)	M, T, TH & Fri, 10 – 7 ; W, 9 – 7
After Hours Access to Campus/Film Student Projects	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Bulletin Boards	Campus Beautification Project (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 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	Civic Engagement & Orientation (2110B, x 5352)/ Web Portal/BCNN (1 <sup>st</sup> Fl. BCSC, x5842)	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	<a href="http://commencement.brooklyn.cuny.edu">http://commencement.brooklyn.cuny.edu</a> , Student Affairs (2113B x 5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Comprehensive Exams	Apply online BC Portal –select eServices, 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	Help Desk (4 <sup>th</sup> Floor ITS L, x4188)	M - F: 9 – 5
Counseling & Social Services	Personal Counseling (0203J, x5363)	M - TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 - 4
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 (3309J, x5766)	M to F, 10 – 6
Doctoral Programs (CUNY)	CUNY Graduate Center (212-817-7000)	<a href="http://www.gc.cuny.edu">www.gc.cuny.edu</a>
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, 9AM – 10PM
E-Permits	<a href="http://www.cuny.edu">www.cuny.edu</a> ; Enrollment Services Center (1 <sup>st</sup> Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Filing for Graduation	Enrollment Services Center (1 <sup>st</sup> Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Filming on Campus	Student Affairs (2113B, x5352)/Office of Communications (2118B, x5882)	<u>Student Affairs</u> (M, T, W, F, 9 – 5; & TH, 9 – 7) <u>Comm.</u> (M to F, 9 – 5)
Financial Aid	Enrollment Services Center (1 <sup>st</sup> 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 (1 <sup>st</sup> fl. BCSC)	<u>Cafeteria</u> M to F, 7 – 7 <u>Café</u> M to F, 12 – 8
Grade Appeals	Contact Instructor/Academic Department	Hours Vary
Grades/Degree Audit/Graduation	Enrollment Services Center (1 <sup>st</sup> 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)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
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)	M to F, 9 – 5:30
I.D. Card	Enrollment Services Center (1 <sup>st</sup> Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Immunization Compliance	Health Programs Office (0710J, x4505)	M, T, & TH, 9 – 5; W, 9 – 7; & F, 10 – 3
<b>B=Boylan Hall J=James Hall N=Ingersoll Hall NE=Ingersoll Hall Ext BCSC=Student Center S.A.R.: Office of Student Assistance &amp; Referral</b> <b>R=Roosevelt WEB=West End Building WQ=WQ C.E.O.: Civic Engagement &amp; Orientation Office</b>		

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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 <sup>st</sup> Floor WEB, x5787), Library (Lobby, x5340), & Library Café (1 <sup>st</sup> Floor A, x4672)	<u>WEB</u> 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 <sup>st</sup> Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Paying your Tuition Bill/Fees	Enrollment Services Center (1 <sup>st</sup> Floor , WQ, 718-758-8150 )	M – TH, 9 – 8; F, 9 – 5
Refunds	Enrollment Services Center (1 <sup>st</sup> Floor , WQ, 718-758-8150 )	M – TH, 9 – 8; F, 9 – 5
Registration	Enrollment Services Center (1 <sup>st</sup> 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	<a href="https://portal.brooklyn.edu">https://portal.brooklyn.edu</a>
Reserving/Renting Rooms for Events	Students (Student Activities Central, 302BCSC, x5712)/Others (1 <sup>st</sup> fl. BCSC, x5528)	<u>SAC</u> M-T,TH-F, 9 – 5; W, 9-7:30 <u>Office</u> 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 (1 <sup>st</sup> Floor, WQ, 718-758-8150)	M – TH, 9 – 8; F, 9 – 5
Tuition Monthly Payment Plan	TuitionPay (866-267-CUNY)	<a href="http://www.tuitionpay.com/cuny">www.tuitionpay.com/cuny</a>
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 <sup>rd</sup> 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 <sup>rd</sup> Floor, BCSC, x5550)	M to F, 9 – 5
Student Center	Brooklyn College Student Center (1 <sup>st</sup> 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)	<u>SERVA</u> , M to F, hours vary <u>Info Booth</u> , 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)	<u>C.E.O.</u> M - W, & F, 9 – 5; TH, 9-7 <u>Broeklundian</u> : Hours Vary