How to Schedule an Appointment With Your Financial Aid Advisor

At Brooklyn College every admitted and matriculated student who files for Financial Aid by completing the FAFSA is assigned a Financial Aid Advisor. You can conveniently schedule an appointment to speak to your advisor by utilizing the BC WebCentral Portal. The Financial Aid Scheduling Tool (FAST) offers 15-minute appointments for advisement. On most occasions same day appointments are available!

IMPORTANT: If you are a new student and you are not yet matriculated at Brooklyn College skip to page 5 of this guide.

STEP 1: Log into your BC WebCentral Portal at: https://portal.brooklyn.cuny.edu. If you are an admitted and matriculated student and have not created a BC WebCentral account then click on the “Create an Account” link and follow the prompts to create a BC WebCentral Portal account.

STEP 2: Navigate to “E-SERVICES” on the left panel and select “SCHEDULE AN APPOINTMENT”.

![Image of BC WebCentral Portal](image-url)
**STEP 3:** Select the option for “Financial Aid Specialists (FAST)”.

**STEP 4:** Select the service type that best reflects what you need advisement on.
STEP 5: Supply your preferred email address and phone number in the appropriate boxes. Please also provide a brief description of your reason for scheduling the appointment. This helps your advisor better understand the specifics of your inquiry before you speak. Look for the name of your advisor and select the time slot that is most convenient for you. If your advisor does not have availability you can schedule an appointment with any available advisor. After you have made your selection click the “Submit” button at the bottom of the page to reserve your appointment.

Note: If your advisor is not listed under available time slots, it may be because your advisor does not have any available appointments. You may choose to meet with another advisor.

- Provide your preferred email address
- Provide your preferred phone number
- Tell your advisor some more information about the help you need
- Look for your advisor (or any available advisor) and select a time that works best for you.
- Click Submit to schedule your appointment.
**STEP 6:** Review your confirmation page for the date, time and location of your appointment. You will also receive an email with this information.

For telephone or virtual appointments, you will be contacted by the advisor. For phone appointments the advisor will call approximately at the time of your appointment at the number you have provided. For Virtual appointments you will receive an email with the credentials to login at the appointment time.

If you are unable to attend your appointment, please cancel your appointment online so another student can use that time slot. You can always reschedule a new appointment at another time or date.
How to Schedule an Appointment With Your Financial Aid Advisor for Prospective Students

IMPORTANT: The information below should be used by students who were recently admitted to Brooklyn College but who are not yet matriculated. Once you are matriculated use the instruction starting on page 1.

STEP 1: If you have been admitted to Brooklyn College but are not yet matriculated or you are a prospective student visit https://websql.brooklyn.cuny.edu/fast/login.jsp and register for an account. If you have already registered then enter your email address and password that you used to create the account.

Create an Account if you do not have one
**STEP 1A:** To create your account enter your name, email, and create a password in the corresponding boxes and click submit. Skip this step if you have already created an account.

**STEP 2:** Select the service type that best reflects what you need advisement on.
STEP 3: Supply your preferred email address and phone number in the appropriate boxes. Please also provide a brief description of your reason for scheduling the appointment. This helps the advisor better understand the specifics of your inquiry before you speak. Select the time slot that is most convenient for you. If the advisor does not have availability you can schedule an appointment with any available advisor. After you have made your selection click the “Submit” button at the bottom of the page to reserve your appointment.

Note: You may choose to meet with any advisor. Your FAFSA will only be assigned to an advisor once the FAFSA has been received and all admissions process have been completed.
STEP 4: Review your confirmation page for the date, time and location of your appointment. You will also receive an email with this information.

For telephone or virtual appointments, you will be contacted by the advisor. For phone appointments the advisor will call approximately at the time of your appointment at the number you have provided. For Virtual appointments you will receive an email with the credentials to login at the appointment time.

If you are unable to attend your appointment, please cancel your appointment online so another student can use that time slot. You can always reschedule a new appointment at another time or date.