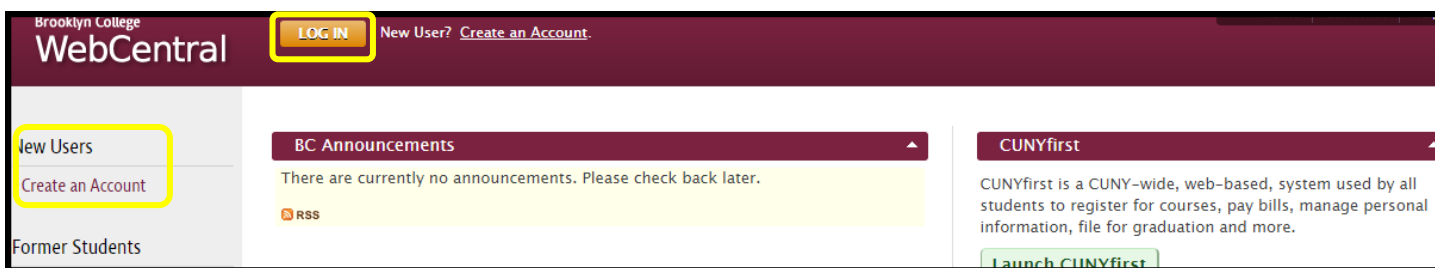


How to Schedule an Appointment With Your Financial Aid Advisor

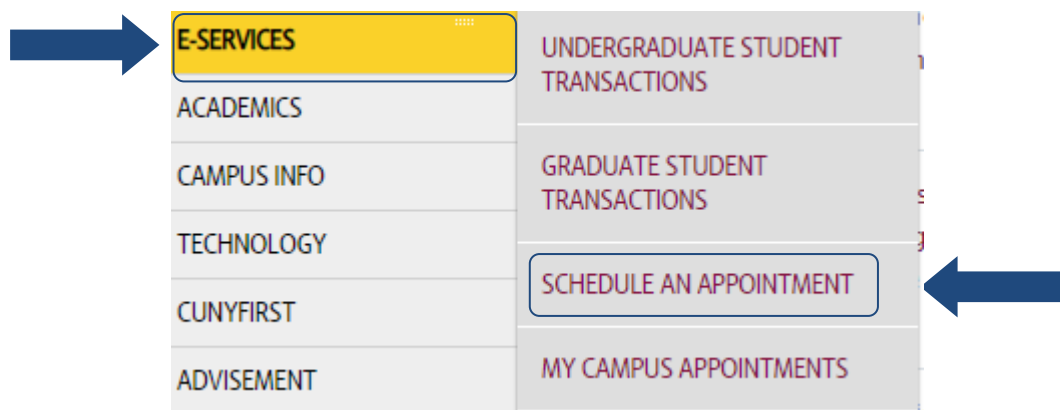
At Brooklyn College every admitted and matriculated student who files for Financial Aid by completing the FAFSA is assigned a Financial Aid Advisor. You can conveniently schedule an appointment to speak to your advisor by utilizing the BC WebCentral Portal. The Financial Aid Scheduling Tool (FAST) offers 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”.



STEP 3: Select the option for “Financial Aid Specialists (FAST)”.

 [← Return to dashboard](#)

Save time by scheduling your appointment online for the following services:

- > Center for Academic Advisement and Student Success Appointment Tool (CAAT)
select an appointment with a CAASS advisor
- > Department Advisement Tool E-signup (DATE)
select an appointment with a department advisor
- > Academic Advisement (UWIN)
online workshop enrollment system for the Student Success Unit
- > Registrar Specialists (STAR)
permit courses, student record maintenance requests and senior graduation audits
- > Comprehensive Exam
Comprehensive Examinations are designed to assess how well graduate students have mastered the curriculum in their degree program and are taken near to the end of a student’s work in the program.
- > **Financial Aid Specialists (FAST)**
TAP, Direct Student Loans, FWS eligibility, Perkins loan, general questions
- > Bursar Counseling Appointment Tool (BCAT)
Pre-collections/Collections, Liability, Bursar Stops
- > Student Affairs Help Tool (SAHT)
Make an appointment to receive information or support from Student Affairs



STEP 4: Select the service type that best reflects what you need advisement on.

Financial Aid Scheduling Tool (FAST)

Dear STUDENT NAME,

Please select type of service:

- [1098-T Form](#)
- [Alternative/Private Loans](#)
- [Amended Tax Return Filed - Student/Parent](#)
- [APTS \(Aid for Part-time Study\)](#)
- [Dynamic Forms Assistance](#)
- [FAFSA Income Data Conflict](#)
- [FAFSA Multi-Year Income Conflict](#)
- [Federal Direct Student Loans](#)
- [Federal Graduate PLUS Loans](#)
- [Federal Parent PLUS Loans](#)
- [Federal Pell Grant](#)
- [Federal Pell Grant - Lifetime Eligibility Usage \(LEU\) Inquiry](#)
- [Federal Satisfactory Academic Progress \(SAP\)](#)
- [Federal Work Study \(FWS\) inquiry](#)
- [Financial Aid Application Missing on CUNYfirst](#)
- [Financial Aid Award Error \(not posted\)](#)
- [Financial Aid Book Advance](#)
- [Financial Aid Disbursements](#)
- [Foreign Income Inquiry/Documentation](#)
- [Invalid IRS Data Retrieval on FAFSA](#)
- [NYC Council Merit Scholarship](#)
- [NYS Excelsior Scholarship](#)
- [Professional Judgement - Dependency Override](#)
- [Professional Judgement - Income Adjustment](#)
- [Professional Judgment - Unusual Expense Adjustment](#)
- [Refunds](#)
- [Retroactive Withdrawal/Liability Form](#)
- [Study Abroad](#)
- [TAP \(Tuition Assistance Program\)](#)
- [TEACH Grant](#)
- [Unusual Enrollment History \(UEH\)](#)
- [Verification](#)
- [Virtual Financial Aid Application Workshop](#)
- [Withdrawing From Classes - Impact on Financial Aid Eligibility](#)
- [Services for Feirstein School of Cinema students](#)
- [General](#)

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

Provide your preferred phone number

Tell your advisor some more information about the help you need

Look for you advisor (or any available advisor) and select a time that works best for you.

Financial Aid Scheduling Tool (FAST)

Dear STUDENT NAME.

You have selected service: [Federal Work Study \(FWS\) inquiry](#)

Please follow the steps below to select an appointment or change an existing one:

Step 1: Please supply the email address that you check most often. The status of your request at each step of the process will be sent to this email address.

Step 2: Enter a phone number where you can be reached should we need to speak with you regarding your appointment. If the phone number requires a non-NYC area or country code, please specify it.

This service/transaction can now keep you informed of its progress by SMS text messages to your phone or handheld device.
 To enroll for text messaging, please click [HERE](#).
 This will open a new enrollment window, which you should close after you are done. You will then be able to continue with this transaction.

Step 3: Please describe why you need to speak with advisor. This information will help us serve you better.

Step 4: Select time slot from the list below that is most convenient for you by clicking the radio button to the right, and then clicking the "Submit" button at the bottom of the page.

Filter by all fields:

Date/Time	Advisor	Reserve
May 3 2021 3:15PM	FA Staff Name	<input checked="" type="radio"/> Advisor calls Student
May 3 2021 4:00PM	FA Staff Name	<input type="radio"/> Advisor calls Student
May 3 2021 4:30PM	FA Staff Name	<input type="radio"/> Advisor calls Student

Submit

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.

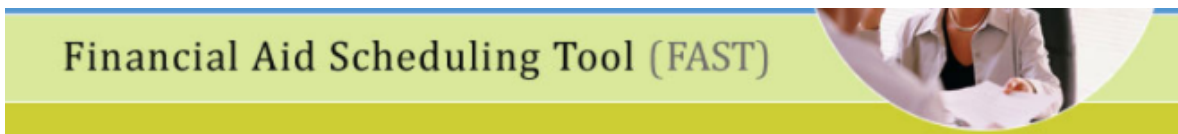


If you are unable to attend your appointment, please cancel your appointment online so another student can use that time slot. You can always reschedule a new appointment at another time or date.

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.



Welcome to Brooklyn College Financial Aid Scheduling Tool

Brooklyn College provides information about financial aid and tuition financing in many ways, which are designed for your convenience and to reduce the need for you to wait to obtain the answers you need.

General questions: - by phone -call the Enrollment Services Call Center at 718-758-8150
- by email - email finaid@brooklyn.cuny.edu

If you are advised by one of the above services, or by the Financial Aid Office that you need to meet with a financial aid specialist, then this tool will help you make an appointment at your convenience to meet with the appropriate specialist. We strongly recommend that you first contact one of the college's general information services because most questions can be resolved without having to make an appointment.

To begin the process of registering for a Financial Aid Appointment, please create an account below or login using an account you created previously.

If you have not previously registered for a Financial Aid Appointment click [here](#) to create a new account.

If you have already created an account, please sign in below:

Email Address:

Password:

Submit

[Forgot your password?](#)

Enter your email address above and click [HERE](#) to have your password emailed to that address.

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.

Financial Aid Scheduling Tool (FAST)

Please complete the registration form below.

First Name:

Last Name:

Email Address:

You must supply a valid email address to use as your Login Id since we will use it to keep you informed about your registration and any subsequent changes

Re-enter Email Address:

Enter access password:

Please supply a password that you will use to access this service in the future

Re-enter access password:

Please supply a password that you will use to access this service in the future

STEP 2: Select the service type that best reflects what you need advisement on.

Financial Aid Scheduling Tool (FAST)

Dear Bob Jones,

Please select type of service:

- [APTS \(Aid for Part-time Study\)](#)
- [FAFSA Multi-Year Income Conflict](#)
- [Federal Pell Grant](#)
- [Federal Work Study \(FWS\) inquiry](#)
- [TAP \(Tuition Assistance Program\)](#)
- [Virtual Financial Aid Application Workshop](#)
- [Services for Feirstein School of Cinema students](#)
- [General](#)

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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.

Provide your preferred

Provide your preferred phone number

Tell your advisor some more information about the help you need

Look for you advisor (or any available advisor) and select a time that works best for you.

Financial Aid Scheduling Tool (FAST)

Dear STUDENT NAME.

You have selected service: [Federal Work Study \(FWS\) inquiry](#)

Please follow the steps below to select an appointment or change an existing one:

Step 1: Please supply the email address that you check most often. The status of your request at each step of the process will be sent to this email address.

Step 2: Enter a phone number where you can be reached should we need to speak with you regarding your appointment. If the phone number requires a non-NYC area or country code, please specify it.

This service/transaction can now keep you informed of its progress by SMS text messages to your phone or handheld device.
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Step 3: Please describe why you need to speak with advisor. This information will help us serve you better.

Step 4: Select time slot from the list below that is most convenient for you by clicking the radio button to the right, and then clicking the “Submit” button at the bottom of the page.

Filter by all fields:

Date/Time	Advisor	Reserve
May 3 2021 3:15PM	FA Staff Name	<input checked="" type="radio"/> Advisor calls Student
May 3 2021 4:00PM	FA Staff Name	<input type="radio"/> Advisor calls Student
May 3 2021 4:30PM	FA Staff Name	<input type="radio"/> Advisor calls Student

Submit

Click Submit to schedule your appointment.

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.