Calendar of Special Dates  Fall 2013

Last day for students with good academic standings to submit a **readmission** application for fall 2013. Applications are submitted online at http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php

Thursday, August 1

Last day for **visiting students** to admit for fall 2013

Friday, August 16

*First-year entering students orientation*

Wednesday, August 21

**New transfer and graduate students orientation**

Thursday, August 22

**First day of weekday classes**

(A $25 late enrollment fee and $18 change-of-program fee begin.)

Wednesday, August 28

*Graduate students: First day to file for Language, and Comprehensive Examinations*

Wednesday, August 28

*Undergraduate students: First day to file an Elective Pass/Fail application*

Wednesday, August 28

– Tuesday September 17

Saturday, August 31

– Sunday, September 1

Monday, September 2

Wednesday, September 4 – Friday, September 6

Saturday, September 7

Monday, September 9

**First day of weekend classes**

**Last day to add a course online, or with department consent.** Does not apply to first- and second-semester freshmen undergraduate degree-seeking students

Tuesday, September 10

– Tuesday, September 17

**Late add period:** To add a course, the instructor and department must approve the Late-Add form. Does not apply to first- and second-semester freshmen undergraduate degree-seeking students

Tuesday, September 10

**Undergraduate students: Last day to file Elective Pass/Fail applications**

Tuesday, September 10

Wednesday, September 11

Friday, September 13 – Saturday, September 14

Tuesday, September 17

Tuesday, September 17

Wednesday, September 18

Wednesday, September 18

Friday, September 20

Thursday, September 26

**Last day to drop a course without a grade**

Friday, September 27

*Last day to late-add a course, with instructor and department approval*

**Graduate students: Last day to enroll online for Maintenance of Matriculation**

Thursday, October 10

**Last day to file a thesis title for February 2013 master’s degree**

Thursday, October 10

**First day to apply for W grade**

Sunday, October 13

**Graduate students: Last day to apply to take Language, and Comprehensive Examinations**

Monday, October 14

**Deadline for submitting immunization requirements:**

Immunization-delinquent students are barred from attending classes and will receive a WA grade for immunization noncompliance.

Friday, September 27

**Undergraduate students: Last day to declare/change major**

Thursday, October 10

**Graduate students: Last day to file for Maintenance of Matriculation for Fall 2013**

Thursday, October 10

**Evening Common Hour**

Sunday, October 13

**Columbus Day—College Closed**

Monday, October 14

*When you drop a course, it will not appear on your transcript. When you withdraw from a course, a grade of W will appear on your transcript. A W grade does not count in your academic index.*

**Common Hours:** Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit the Brooklyn College Student Center, room 302. DAY Common Hours are Tuesdays and Thursdays, 12:15–2:15 p.m. On Common Hour evenings, EVE classes scheduled in the regular twice-a-week pattern will be shortened to fifty minutes.
Calendar of Special Dates  Fall 2013

Conversion Day: Classes follow a Monday schedule

**Last day to file for Fall 2013 graduation; Fall graduation date: February 1, 2014**

Black Solidarity Day—No special events

**Evening Common Hour**

Financial aid recipients who totally withdraw before this date may incur repayment liability

**Undergraduate students:** Last day to clear INC grades by submitting missing work for Spring and Summer 2013

**Graduate students:** Comprehensive exams; LAST Exams (Sabbath observers)

**Last day to apply for withdrawal** (i.e., W grade) from courses*

**Last day to petition Committee on Course and Standing for additional credits**

**Graduate students:** Comprehensive exams; LAST Exams

Comprehensive Examinations for Department of Psychology

Conversion Day: Classes follow a Friday schedule

Thanksgiving recess—College Closed

Last day for students with good academic standings to submit a readmission application for Winter 2014. Applications are submitted online at http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php

**Evening Common Hour**

**Graduate students:** Language Examinations

**Graduate students:** Last day to clear Spring and Summer 2013 INC grades

**Last day of undergraduate classes**

**Last day to file for Residency**
(Note: Residency documentation must be dated one year prior to August 28, 2013.)

Reading Day

**Undergraduate students:** Final Examinations

**Graduate students:** Final Classes/Examinations

Last day for students with good academic standings to submit a readmission application for Spring 2014. Applications are submitted online at http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php

**Graduate students:** Last day to file copies of approved thesis for February 2014 master’s degree

*When you drop a course, it will not appear on your transcript. When you withdraw from a course, a grade of W will appear on your transcript. A W grade does not count in your academic index.

**Common Hours:** Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit the Brooklyn College Student Center room 302. DAY Common Hours are Tuesdays and Thursdays, 12:15–2:15 p.m. On Common Hour evenings, EVE classes scheduled in the regular twice-a-week pattern will be shortened to fifty minutes.
Incoming Student Enrollment Schedule
All degree-seeking second-semester freshmen, incoming first-semester freshmen, and incoming transfer students are required to enroll in person, by appointment, with an advisor. Incoming students will be informed by the Office of Admissions when they are eligible to make an appointment. Students schedule their own enrollment appointment through the Self-Managed Appointment Registration Tool (SMART). The entire enrollment process can take up to three hours, so students should plan accordingly.
Any questions about SMART appointments should be sent via e-mail to smart@brooklyn.cuny.edu. SEEK students should contact the SEEK Department.

Online Enrollment for Continuing Undergraduate and All Graduate Students
Via CUNYfirst
Important Note: If the course(s) you wish to enroll for is closed, requires department consent, causes a time conflict, or the requirements are erroneously rejecting your enrollment, you should contact the academic department that is offering the course(s) for a waiver. Entering of the waiver does not enroll you in the course(s). Students must enroll for the course(s) online or at the appropriate enrollment area.
Enrollment for Fall 2013 begins Monday May 6 for graduate and undergraduate students. Appointments are arranged by class standing and credits earned. Please DO NOT attempt to enroll prior to your appointment date and time; the system will deny you access. You may, however, enroll after your appointment time.

CUNYfirst system is available seven days a week, 24 hours a day

Program Adjustment/Late-Enrollment/Withdrawal Information for Continuing Undergraduate and All Graduate Students

Late Enrollment Period—August 28–September 9
Students may add and/or drop courses during this period. Senior citizens enroll in person, Wednesday, August 28–Monday, September 9, in the Office of the Registrar, 306 West Quad Center, 9 a.m.–5 p.m. with proof of age.

Drop Period—August 28–September 17
Continuing students may drop courses online or in person at the Enrollment Services Center (ESC) during hours of operation.

Late-Add Period—September 10–17
To add a class during the late-add period, students must obtain a late-add form via the portal or in the Enrollment Services Center (ESC). This form must be approved (signed) by the course instructor and returned to the ESC, during hours of operation.

Withdrawal Period—W Grade—September 18–November 8
A W grade will stay on a student's transcript but will not count toward the GPA. However, 100 percent financial liability will be charged.
Summary of Dates

First day of weekday classes: Wednesday, August 28
First day of weekend classes: Saturday, September 7
Late enrollment period: Wednesday, August 28–Monday, September 9
Late-add period: Tuesday, September 10–Tuesday, September 17
Drop period: Wednesday, August 28–Tuesday, September 17
Withdrawal period: Wednesday, September 18–Firday November 8
Final examinations: Monday, December 16–Monday, December 23
Last day of the term: Monday, December 23

Enrollment and Payment Schedule

Students can obtain their account statement via CUNYfirst Self Service after enrolling or at the Enrollment Services Center during hours of operation.

<table>
<thead>
<tr>
<th>Initial Registration</th>
<th>Payment Due*</th>
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<tbody>
<tr>
<td>Prior to June 24</td>
<td>July 8</td>
</tr>
<tr>
<td>June 25–August 6</td>
<td>August 12</td>
</tr>
<tr>
<td>August 7–27</td>
<td>August 27</td>
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<tr>
<td>After August 27</td>
<td>Immediately Upon Registration</td>
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</tbody>
</table>

Failure to pay tuition and fees by the due date could result in the cancellation of enrollment requests.

*Note: Payment due dates are calculated from the date of your first enrollment transaction. A change of program (adding, dropping or exchanging a class) does not change the original payment due date.

If your enrollment is cancelled due to nonpayment, payment is due immediately upon re-enrolling.

Student Liability

Students are not liable for fees if they withdraw from all courses before the first day of classes, Wednesday, August 28. Students who withdraw from classes during the semester are liable for all or part of the original tuition charge, accelerated student charge, plus the Student Activity, CUNY Consolidated Services, and Technology fees.

A *WN grade is given to students who have not attended classes and have not formally dropped courses. The student is liable for 100% of tuition cost and fees.

The following is a schedule of the liabilities (for all students) generated upon dropping a course or courses:

- 0% liability Drop prior to August 28
- 25% liability Drop August 28–September 3
- 50% liability Drop September 4–10
- 75% liability Drop September 11–17
- 100% liability Withdraw September 18 and thereafter

Tuition, Fees, and Liability Schedule

Current tuition, fees and liability schedule can be obtained online at http://www.brooklyn.cuny.edu/web/about/offices/bursar.php.
Final examinations for the Fall 2013 semester will be held from Tuesday, December 17, through Monday, December 23. Final examinations have been scheduled based on uniform examinations (in the bold print below) and the section of the course. A copy of the complete undergraduate final examination schedule appears in the table below. Conflict examinations will not be scheduled; therefore, programs with courses whose final examinations are held at the same time should not be requested.

**Weekend Classes:** Final examinations will be held on Saturday and Sunday, December 21 and 22. Examinations will be held at the regular class meeting times and in the regular classrooms. Generally, exams will last for two hours.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday December 17</th>
<th>Wednesday December 18</th>
<th>Thursday December 19</th>
<th>Friday December 20</th>
<th>Monday December 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. to 10:00 a.m.</td>
<td>Day PHIL 2101 1T9, T8, T9, TQ8, TR8, TY7</td>
<td>Day CHEM 1100, 2100 MK8, MW8, MY7, W8, W9, WQ8, WZ9</td>
<td>1R8, R8, RQ8, RQ9, RZ9, TK8, TK9, TR9, TY9</td>
<td>Day CHEM 1007 TF9</td>
<td>M8, M9, MK9, MW9, MY9, MZ9</td>
</tr>
<tr>
<td>10:30 a.m. to 12:30 p.m.</td>
<td>Day ENGL 1010 1T11, T0, T11, TQ9, TZ9</td>
<td>Day MATH 1311 W0, WQ9 WZ11, WZ12, WZE</td>
<td>TK11, TKE, TR0, TR11, TRE, TY11, TYE, RE, RZ11, RZE</td>
<td>Day BIOL 1010 F11, F9, FQ9, FZ11, TF11, TFE</td>
<td>ME, MK11, MKE, MQ8, MQ9, MW0, MW11, MWE, MY11, MZ11, MZ12, MZE</td>
</tr>
<tr>
<td>1 p.m. to 3 p.m.</td>
<td>Day CISC 1110, 3110, 3130 CORC 1312 1T2, T2, TZ2</td>
<td>Day MT, MW12, MWT, MY12, MYT, W12</td>
<td>1R2, R12, TK2, TR2, TY2</td>
<td>Day F12, F2, FQ1, FQ12</td>
<td>M12, M2, MW2, MK2, MY2, MZ2, MZT</td>
</tr>
<tr>
<td>3:30 p.m. to 5:30 p.m.</td>
<td>Day MATH 1011, 1021, 1026, 1201, 1206, 1401, 1406 SEEK 1002 1T3, 1T5, T3, T4, TQ2, TR5, TZ3, TZ4</td>
<td>Day MK5, MW5, W2, W3, W4, WQ2, WQ3, WZ3, WZ4</td>
<td>R2, R3, R4, RQ2, RQ3, RZ3, RZ4, TR3, TY3, TY4</td>
<td>Day F3, FQ2, FZ3</td>
<td>IM5, M3, M4, MK3, MQ2, MQ3, MW3, MY3, MY4, MZ3</td>
</tr>
<tr>
<td>6 p.m. to 8 p.m.</td>
<td>Eve CISC 1110 BIOL 1010 ET6, ETQ6, T5, T6, TQ5, QT6, TRQ6, TZ6</td>
<td>Eve BIOL 1010 EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6</td>
<td>ER6, ER7, ERQ6, ERZ6, ETR6, EY6, ETZ6, R5, R6, RQ5, RQ6, TR6</td>
<td>Eve F6, FQ6</td>
<td>EM6, EM7, EMQ6, EMW6, EMY6, EMZ6, M5, M6, MQ5, MQ6, MW6</td>
</tr>
<tr>
<td>8:30 p.m. to 10:30 p.m.</td>
<td>NET1 classes with instructors from the School of Humanities and Social Sciences</td>
<td>NET1 classes with instructors from the School of Natural and Behavioral Sciences</td>
<td>NET1 classes with instructors from the School of Business</td>
<td>NET1 classes with instructors from the School of Visual, Media and Performing Arts</td>
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