

Calendar of Special Dates **Spring 2014**

Thursday, January 23	<i>New freshman students Orientation</i>
Thursday, January 23	<i>New transfer and graduate students Orientation</i>
Monday, January 27	First day of classes (\$25 late registration fee and \$18 change of program fee begin)
Monday, January 27	<i>Graduate students:</i> First day to file for Language, and Comprehensive Examinations ; applications available online; earlier applications accepted
Monday, January 27	<i>Undergraduate students:</i> First day to file an Elective Pass/Fail application
Monday, January 27 –Tuesday, February 18	Drop period: The online system is available for dropping. Does not apply to first- and second-semester freshmen degree-seeking students
Tuesday, February 4	<i>Graduate students:</i> Last day to register online for Maintenance of Matriculation . After this date, call the ESC for registration instructions.
Tuesday, February 4	Last day to add a course online, with an overtally, or with department permission Does not apply to first- and second-semester freshmen undergraduate degree-seeking students
Tuesday, February 4	Evening Common Hour**
Friday, February 7	<i>Undergraduate students:</i> Last day to file Pass/Fail application
Wednesday, February 12	Lincoln's Birthday Observed— <i>College Closed</i>
Wednesday, February 12	Last day for students with GPA below 2.00 to submit a petition to the Committee on Course and Standing for readmission for fall 2014
Thursday, February 13	<i>Undergraduate students:</i> Deadline to file scholarship application
Friday, February 14	Last day to file a thesis title for June 2014 master's degree
Monday, February 17	Presidents' Day— <i>College Closed</i>
Tuesday, February 18	Last day to drop a course without a grade*
Wednesday, February 19	First day to apply for W grade*
Thursday, February 20	Conversion Day: Classes follow a Monday schedule
Thursday, February 20	<i>Graduate students:</i> Last day to apply to take Language, and Comprehensive Examinations After this date, your department must register you
Tuesday, February 25	Deadline for submitting immunization requirements: Immunization-delinquent students are barred from attending classes and receive a WA grade for immunization noncompliance
Friday, February 28	<i>Undergraduate students:</i> Last day to declare/change major for spring 2014
Thursday, March 6	Evening Common Hour**
Thursday, March 13	<i>Graduate students:</i> Deadline to file scholarship application
Friday, March 14	Last day to file for spring 2014 graduation

*Dropped course(s) will not appear on your transcript. Withdrawn course(s) will appear on your transcript with a grade of W but will not count in your academic index.

**Common Hours: Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit 302 Student Center. 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 50 minutes.

Calendar of Special Dates **Spring 2014**

Wednesday, April 2	Financial aid recipients who <i>totally</i> withdraw before this date may incur repayment liability
Monday, April 7	Evening Common Hour**
Monday, April 7– Friday, May 2	Commencement ticket requests—only eligible students may apply***
Wednesday, April 9	<i>Graduate students: Language examination</i>
Friday, April 11	Last day to petition Committee on Course and Standing for additional credits for summer and fall 2014
Monday, April 14– Tuesday, April 22	Spring Recess
Thursday, April 24	<i>Last day to apply for withdrawal (i.e., W grade) from courses*</i>
Thursday, April 24	<i>Undergraduate students:</i> Last day to clear INC grades by submitting missing work for fall 2013
Thursday, April 24– Friday, April 25	Comprehensive Examinations for Department of Psychology
Thursday, May 1	Last day for students with GPA of 2.00 and above to apply for readmission for summer 2014
Thursday, May 1	<i>Graduate students: Comprehensive exams; LAS Exams (Sabbath observers)</i>
Saturday, May 3	<i>Graduate students: Comprehensive exams; LAS Exams</i>
Wednesday, May 7	Evening Common Hour**
Thursday, May 8	<i>Graduate students:</i> Last day to file copies of approved thesis for June 2014 master's degree
Thursday, May 15	<i>Last day of undergraduate classes</i>
Thursday, May 15	Last day to file for residency (Residency documentation must be dated prior to January 27, 2013)
Friday, May 16	<i>Reading Day</i>
Friday, May 16	<i>Graduate students:</i> Last day to clear fall 2013 and intersession 2014 INC grades by submitting missing work
Saturday, May 17– Friday, May 23	<i>Graduate students:</i> Last Classes or Final Examinations
Saturday, May 17– Friday, May 23	Undergraduate Final Examinations
Monday, May 26	Memorial Day— <i>College Closed</i>
Wednesday, May 28	Master's Commencement***
Thursday, May 29	Baccalaureate Commencement***

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***The official graduating classes of September 2013, February 2014 and June 2014 are eligible to participate in the June 2014 Commencement Exercises. Commencement information and updates may be found on BC WebCentral. Click the *Student Affairs* tab and scroll down to *Commencement*.

Spring 2014

Incoming Student Registration Schedule

All incoming degree-seeking first- and second-semester freshmen, and incoming transfer students are required to register in person by appointment only. Instructions for students to schedule their own registration appointment through the Self-Managed Appointment Registration Tool (SMART) are included in their admission information and/or sent via e-mail. The entire registration process can take up to three hours, so students should plan accordingly.

The location of Incoming Student Registration will be noted on the appointment selection page and in the appointment confirmation. Students can e-mail smart@brooklyn.cuny.edu with questions and/or concerns. SEEK students register through the SEEK Department.

Online Enrollment for Continuing Undergraduate and All Graduate Students Via CUNYfirst

Important Note: If the course(s) you wish to register 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 registration area.

Registration for spring 2014 begins Monday, December 2, 2013. To locate your appointment date and time, log onto CUNYfirst and the “Details” link under the section titled “Enrollment Dates”. Select spring 2014 by changing term. Attempting to enroll prior to your your appointment will result in an error message. However, you can add sections to your shopping cart prior to your enrollment appointment. Courses in your shopping cart will not automatically be registered, you must remember to complete your registration

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

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

Late Registration Period—January 27–February 4

Students may drop and/or add courses during this period.

Senior citizens enroll in person, Monday, January 27–Tuesday, February 4, in the Office of the Registrar, 306 West Quad Center, 9 a.m.–5 p.m., with proof of age.

Drop Period—January 27–February 18

Continuing students may drop courses online at <https://portal.brooklyn.edu> (click on *WebSIMS*) or in person at the Enrollment Services Center (ESC) during hours of operation.

Withdrawal Period—W Grade—February 19–April 24

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:	Monday, January 27
First day of weekend classes:	Saturday, February 1
Late Enrollment Period:	Monday, January 27–Tuesday, February 4
Drop period:	Monday, January 27–Tuesday, February 18
Last day to add a course:	Tuesday, February 4
Withdrawal period:	Wednesday, February 19–Thursday, April 24
Final examinations:	Saturday, May 17–Friday, May 23
Last day of term:	Friday, May 23

Enrollment and Payment Schedule

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

<u>Initial Registration</u>	<u>Payment Due*</u>
Prior to December 10	December 17
December 11–January 7	January 15
January 8–26	January 26
After January 26	Immediately Upon Registration

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

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

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

Student Liability

Students are not liable for fees if they withdraw from all courses before the first day of classes, Monday, January 27. 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.

0% liability	Drop prior to January 27
25% liability	Drop January 27–February 3
50% liability	Drop February 4–10
75% liability	Drop February 11–18
100% liability	Withdraw February 19 and thereafter

Tuition and Fees

Current tuition, fees and liability schedule can be obtained online at <http://www.brooklyn.cuny.edu/web/about/offices/bursar.php>.

Revised Undergraduate Final Examination Schedule Spring 2014

Final examinations for the **spring 2014** semester will be held from **Saturday, May 17, through Friday, May 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, May 17 and 18**. Examinations will be held at the regular class meeting times and in the regular classrooms. Generally, exams will last for two hours.

Time	Monday May 19	Tuesday May 20	Wednesday May 21	Thursday May 22	Friday May 23
8:00 a.m. to 10:00 a.m.	M8, MK8, MQ8, MW8, MY7, MZ9	1T9, T8, TQ8, TR8, TY7, TZ9	M9, MD9, MK9, MW9, MY9, W8, W9 WQ8, WQ9, WZ9	R8, RQ8, RZ9, T9, TK9, TR9, TY9	<u>Day</u> CHEM 1100, 2100 F9, FQ9, FZ8, TF9
10:30 a.m. to 12:30 p.m.	<u>Day</u> ENGL 1010 MQ9	<u>Day</u> CHEM 1007 1T11	ME, MW0, MWE, MW11, MY11, MZE, MZ11, WZ11	RQ9, RZ11, TE, TK11, TRE, TR0, TR11, TY11	<u>Day</u> MATH 1311 F0, F11, FZE, FZ11, TFE, TF11
1 p.m. to 3 p.m.	M0, M2, M12, MK2, MQ2, MW2, MY2, MZ12, MZ2	<u>Day</u> BIOL 1010 T2, TQ2, TZ2	MK12, MT, MW12, MWT MY12, MYT, W12, WT, WZ12, WZT	R12, RQ2, RZ2, TR2, TY2	<u>Day</u> PHIL 2101 F12, F2, FQ1, FQ12, FZ12
3:30 p.m. to 5:30 p.m.	M3, M4, MK3, MQ3, MW3, MY3, MY4, MZ3, MZ4	<u>Day</u> MATH 1011, 1021, 1026, 1201, 1206, 1401, 1406 SEEK 1002 T3, T4, TR5, TZ3, TZ4	<u>Day</u> CISC 1110, 3110 MK5, MW5, MY5, W3, W4, WQ2, WQ3, WZ3, WZ4	1R3, R3, R4, RQ3, RZ3, RZ4, TR3, TY3, TY4	F3, FQ2
6 p.m. to 8 p.m.	EM6, EM7, EMQ6, EMW6, EMY6, M5, M6, MQ5, MQ6, MW6	<u>Eve</u> BIOL 1010 ET6, ETQ6, ETZ6, T5, T6, TQ5, TQ6, TR6	<u>Eve</u> CISC 1110 EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6, WZ6	ER6, ERQ6, ERZ6, ETR6, ETY6, R5, R6, RQ5, RQ6, RZ6	EF6, F6, FQ6
8:30 p.m. to 10:30 p.m.	NET1 classes with instructors from the School of Business	ETR8, ETY8 NET1 classes with instructors from the School of Visual, Media and Performing Arts	EMW8, EMY8 NET1 classes with instructors from the School of Humanities and Social Sciences	ERZ8 NET1 classes with instructors from the School of Natural and Behavioral Sciences	