

Calendar of Special Dates **Spring 2014**

Wednesday, January 22	<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
Sunday, February 2	<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
Tuesday, February 18	Last day to drop a course without a grade*
Friday, February 14	<i>Undergraduate students:</i> Deadline to file scholarship application
Wednesday, February 19	First day to apply for W grade*
Saturday, February 15	Last day to file a thesis title for June 2014 master's degree
Monday, February 17	Presidents' Day— <i>College Closed</i>
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, March 1	<i>Undergraduate students:</i> Last day to declare/change major for Spring 2014
Thursday, March 6	Evening Common Hour**
Friday, March 7	<i>Graduate students:</i> Deadline to file scholarship application

*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**

Friday, March 14	<i>Last day to file for Spring 2014 graduation</i>
Monday, April 14– Tuesday, April 22	Spring Recess
Monday, April 7	Evening Common Hour**
Wednesday, April 9	<i>Graduate students: Language examination</i>
Friday, April 12	Financial aid recipients who <i>totally</i> withdraw before this date may incur repayment liability
Friday, April 12	Last day to petition Committee on Course and Standing for additional credits for Summer and Fall 2014
Thursday, April 24– Friday, April 25	Comprehensive Examinations for Department of Psychology
Thursday, April 24	<i>Last day to apply for withdrawal (i.e., <i>W</i> grade) from courses*</i>
Thursday, April 24	<i>Undergraduate students:</i> Last day to clear INC grades by submitting missing work for fall 2013 and intersession 2014
Monday, April 7– Friday, May 2	Commencement ticket requests—only eligible students may apply***
Wednesday, April 30 1	Evening Common Hour**
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>
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 Day of 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 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 Spring 2014 begins Monday December 2, 2013. You may find your appointment date and time by logging onto CUNYfirst and clicking the “Details” link under the section titled, “Enrollment Dates”. Make sure to select Spring 2014 by changing term. If you attempt to register prior to your appointment, you will receive an error message, however, you will be able to add courses to your Shopping Cart prior to your enrollment appointment. Remember, courses in your shopping cart will not automatically be registered, you must remember to complete your registration.

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—January 27-February 2

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

Senior citizens enroll in person, Monday, January 27–Monday, February 3, 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 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–Monday, September 9
Last day to add a course:	Tuesday, February 4
Drop period:	Monday, January 27–Tuesday, February 18
Withdrawal period:	Wednesday, February 19–Thursday April 24
Final examinations:	Friday, May 16–Friday, May 23
Last day of the term:	Friday, May 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.

<u>Initial Registration</u>	<u>Payment Due*</u>
Prior to December 10	December 17
December 11 - January 7	January 15
January 8–27	January 26
After January 26	Immediately Upon Registration

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, 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.

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

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, 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>.

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	MK9, MW9, MY9, W8, WQ9, WZ9	1R8, R8, RQ8, RZ9, TK9, TR9, TY9	<u>Day</u> CHEM 1100, 2100 F9, FQ9, FZ9, TF9
10:30 a.m. to 12:30 p.m.	<u>Day</u> ENGL 1010 MQ9	<u>Day</u> CORC 1322 1T11	MK11, MW11, MY11, MZ11, WZ11	RQ9, RZ11, TK11, TR11, TY11	<u>Day</u> CORC 1311, 3303 F11, TF11
1 p.m. to 3 p.m.	M12, MQ2, MW2, MY2, MZ12, MZ2	<u>Day</u> CORC 1321 1T2, TQ2, TZ2	1W12, MK12, MW12, MY12, W12, WZ12	1R2, R12, R2, RQ2, TK2, TR2, TY2	<u>Day</u> CORC 1210 F12, F2, FQ1
3:30 p.m. to 5:30 p.m.	1M5, M3, M4, MK3, MQ3, MW3, MY3, MZ3, MZ4	<u>Day</u> MATH 1011, 1021, 1026, 1201, 1206, 1401, 1406 SEEK 1002 1T3, T3, T4, TQ3, TR5, TZ3	<u>Day</u> CISC 1110, 3110, 3130 CORC 1312 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, EMQ6, EMW6, EMY6, EMZ6, M5, M6, MQ5, MQ6	<u>Eve</u> CORC 1321, 3303 ET6, T5, T6, TQ5, TQ6	<u>Eve</u> CISC 1110, CORC 1312 EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6	ER6, ERQ6, ERZ6, ETR6, ETY6, R5, R6, RQ5, RQ6, TY5	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	