

Calendar of Class Meetings Fall 2012

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August		27#	28	29	30	31	
September	NC	CC	4	5	6	7	NC
	9	10	11	12	13	14	15
	16	NC	NC	19	20	21	22
	23	24	NC	NC	27	28	29
	30						
October		1	2	3	4	5	6
	7	CC	9	10*	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
November					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	CC	CC	CC
	CC	26	27	28	29	30	
December							1
	2	3	4	5	6	7	8
	9	10	11	12	13**	14***	F
	F	F	F	F	F	F	

Final Examinations (dates subject to change):

Day/Evening: December 17, 18, 19, 20, 21

Graduate: During regular class time, December 15–20

Weekend: December 15, 16

Key

CC College Closed

NC No Classes

Monday, August 27: First day of classes

* *Wednesday, October 10*: Conversion Day—Monday classes. There are no Wednesday classes that week.

** *Thursday, December 13*: Hurricane make up day: regular Thursday schedule

*** *Friday, December 14*: Hurricane make up day: regular Wednesday schedule

F Undergraduate Final Exams; Final Graduate Class/Exams

*Check the portal for the latest information and updates:
<https://portal.brooklyn.edu>*

A u g u s t	17	Friday	Last day for visiting students to admit for fall 2012	
	20	Monday	Last day to submit a readmission application for fall 2012. Applications are submitted online at http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php	
	22	Wednesday	First-Year Entering Student Orientation	
	23	Thursday	New Transfer and Graduate Student Orientations	
	26	Sunday	Last day to drop for 100% tuition refund	
	27	Monday	First day of fall 2012 weekday classes	
			Late Registration Fee \$25	
Change of Program Fee \$18				
<i>Graduate students:</i> First day to file for Absentee, Language, and Comprehensive Exams				
<i>Undergraduate students:</i> First day to file an Elective Pass/Fail application				
			Drop period begins: Online system is available for dropping. Does not apply to first- and second-semester freshmen undergraduate degree-seeking students.	
31	Friday	Last day to drop for 75% tuition refund		
		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.		
S e p t e m b e r	1	Saturday	No Classes	
	2	Sunday	No Classes	
	3	Monday	Labor Day—College Closed	
	4-7	Tuesday-Friday	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.	
	5	Wednesday	<i>Graduate students:</i> Last day to register online for Maintenance of Matriculation	
			Evening Common Hour**	
	7	Friday	Last day to drop for 50% tuition refund	
	8	Saturday	First day of fall 2012 weekend classes	
	10	Monday	<i>Undergraduate students:</i> Last day to file Pass/Fail applications	
	14	Friday	Last day to drop without the grade of W	
			Last day to drop for 25% tuition refund	
	15	Saturday	Course Withdrawal period begins (A grade of W is assigned to students who officially drop a class). Students are 100% liable for tuition costs.	
	17	Monday	No Classes	
	18	Tuesday	No Classes	
	19	Wednesday	<i>Graduate students:</i> Last day to file a thesis title for February 2013 master's degree	
<i>Undergraduate students:</i> Deadline to apply to take spring and summer 2012 Absentee Final Examinations				
24	Monday	<i>Graduate students:</i> Last day to apply to take Absentee, Language, and Comprehensive Examinations		
		Deadline for submitting immunization requirements: Immunization-delinquent students are barred from attending classes and will receive a WA grade for immunization noncompliance.		
25	Tuesday	No Classes		
26	Wednesday	No Classes		

*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 Fall 2012

O c t o b e r	4	Thursday	Evening Common Hour**
	8	Monday	Columbus Day—College Closed
	10	Wednesday	Conversion Day: Classes follow a Monday schedule
	11	Thursday	<i>Graduate</i> : Last day to file for Maintenance of Matriculation for fall 2012
	15	Monday	Last day to file for fall 2012 graduation ; official graduation date: February 1, 2013 Commencement Ceremonies May 2013
	16	Tuesday	<i>Undergraduate students</i> : Last day to declare/change major for fall 2012.
N o v e m b e r	5	Monday	Evening Common Hour** Black Solidarity Day—No special events
	6	Tuesday	Financial aid recipients who totally withdraw before this date may incur repayment liability
	8	Thursday	<i>Graduate students</i> : Comprehensive exams (applications accepted beginning August 13); LAST Exams (Sabbath observers) <i>Undergraduate students</i> : Last day to take absentee final exams for spring and summer 2012 (students must have applied in September)
	9	Friday	Last day to petition Committee on Course and Standing for additional credits
	10	Saturday	<i>Graduate students</i> : Comprehensive exams; LAST Exams
	14-15	Wednesday-Thursday	Comprehensive Examinations for Department of Psychology
	15	Thursday	<i>Undergraduate students</i> : Last day to clear INC grades by submitting missing work for spring and summer 2012
	16	Friday	Last day to apply for withdrawal (i.e., W grade) from courses*
	22-25	Thursday-Sunday	Thanksgiving recess—College Closed
	D e c e m b e r	1	Saturday
4		Tuesday	Evening Common Hour**
5		Wednesday	<i>Graduate students</i> : Language Examinations
6		Thursday	<i>Graduate students</i> : Last day to clear spring and summer 2012 ABS and INC grades
12		Wednesday	Last day of undergraduate classes Last day to file for Residency (Note: Residency documentation must be dated prior to August 27, 2011)
13		Thursday	Hurricane make up day: regular Thursday schedule
14		Friday	Hurricane make up day: regular Wednesday schedule
15-21		Saturday-Friday	<i>Graduate students</i> : Final Classes/Examinations
15-21		Saturday-Friday	<i>Undergraduate students</i> : Final Examinations
20		Thursday	Last day for students with a 2.00 GPA and above to apply for readmission for spring 2013
21		Friday	End of fall term
24-25		Monday-Tuesday	College Closed
31		Monday	College Closed
J a n		1	Tuesday
	2	Wednesday	<i>Graduate students</i> : Last day to file copies of approved thesis for February 2012 master's degree

*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.

Incoming Student Registration Schedule

All second-semester freshmen, incoming degree-seeking first-semester freshmen, and incoming transfer students are required to register in person by appointment only. Students are invited by e-mail and postal mail to schedule their own registration appointment through the Self-Managed Appointment Registration Tool (SMART), and should print their confirmation page from SMART in order to be admitted to the registration site. 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 confirmation e-mail. Students can e-mail smart@brooklyn.cuny.edu with questions and/or concerns.

SEEK students register through the SEEK Department.

Online Registration Calendar for Continuing Undergraduate and All Graduate Students

<https://portal.brooklyn.edu>

Important Note: If the course(s) you wish to register for is closed or requires department permission, you should contact the academic department that is offering the course(s). The entering of permissions and/or overtallies does not register you in the course(s). Students must register for the course(s) online or at the appropriate registration area.

Registration for fall 2012 begins Tuesday, May 1, for all graduate students and undergraduate upper-level seniors. Appointments for all others are scheduled May 7 through 14. Please DO NOT attempt to register prior to your appointment date; the system will deny you access. You may, however, register after your appointment time.

The WebSIMS system is available seven days a week, 7:30 a.m.–11:30 p.m.

Date	Status	Credits
Tuesday, May 1	All Graduate Students	
Tuesday, May 1	Upper Seniors	(105 credits or more)
Monday, May 7	Lower Seniors	(90–104.9 credits)
Tuesday, May 8	Upper Juniors	(75–89.9 credits)
Wednesday, May 9	Lower Juniors	(60–74.9 credits)
Wednesday, May 9	Upper Sophomores	(45–59.9 credits)
Thursday, May 10	Lower Sophomores	(30–44.9 credits)
Friday, May 11	Cont' Upper Freshmen	(15–29.9 credits)
Friday, May 11	Cont' Lower Freshmen	(0–14.9 credits)
Monday, May 14	Undergraduate Nondegree	

First day of weekday classes:

Monday, August 27

First day of weekend classes:

Saturday, September 8

Late Registration:

Monday, August 27–Friday, August 31

Late-add period:

Tuesday, September 4–Friday, September 7

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

Online—<https://portal.brooklyn.edu>. Click on *WebSIMS*

In Person—in the Enrollment Services Center (located in the West Quad Center)

Mondays–Thursdays 9 a.m.–8 p.m.

Fridays 9 a.m.–5 p.m.

Late Registration Period—August 27–31

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

Senior citizens register in person, Monday, August 27–Friday, August 31, in the Office of the Registrar, 306 West Quad Center, 9 a.m.–5 p.m. with proof of age.

Drop Period—August 27–September 14

Continuing students may drop courses online at <https://portal.brooklyn.edu> (click on *WebSIMS*) or in person at the Enrollment Services Center (ESC) in accordance with the above schedule.

Late-Add Period—September 4–7

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, in accordance with the above schedule.

Withdrawal Period—W Grade—September 15–November 16

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.

Registration and Payment Schedule

Students can obtain their account statement via WebCentral after registering or at the Enrollment Services Center during hours of operation.

Initial Registration

Prior to July 1

July 1–31

August 1–14

After August 14

Payment Due*

July 25

August 8

August 15

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-registration.

Student Liability

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

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 Fall 2012

Final examinations for the fall 2012 semester will be held from Saturday, December 15, through Friday, December 21. 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 15 and 16. Examinations will be held at the regular class meeting times and in the regular classrooms. Generally, exams will last for two hours.

Time		Monday December 17	Tuesday December 18	Wednesday December 19	Thursday December 20	Friday December 21
8:00 a.m. to 10:00 a.m.		M8, M9, MK9, MQ8, MW9, MY9, MZ9	1T9, T8, TF9, TK9, TQ8, TR9, TY9, TZ9	<u>Day</u> CHEM 1100, 2100 MW8, MY7, W9, WZ9	<u>Day</u> CORC 1322 1R8, R8, RZ9, TR8, TY7	<u>Day</u> CORC 1210 F9
10:30 a.m. to 12:30 p.m.		M11, MK11, MQ9, MW0 MW11, MY11, MZ11	1T11, T0, T11, TF11, TK11, TQ9, TR11, TY11	<u>Day</u> CISC 1110, 3110, 3130 CORC 1312 W0, W11, WQ9, WZ11	<u>Day</u> CORC 1321 RQ8, RQ9, RZ11	<u>Day</u> CORC 1311, 3303 F11, FQ9
1 p.m. to 3 p.m.		M12, MK2, MW2, MY2, MZ2	<u>Day</u> MATH 1011, 1021, 1026, 1201, 1206, 1401, 1406 SEEK 1002 1T2, TZ2	MK12, MW12, MY12, MZ12, W12, WZ12 WZ2	1R2, R12 TK2, TR2, TY2	F12, F2, FQ1, FZ12
3:30 p.m. to 5:30 p.m.		<u>Day</u> ENGL 1010 1M5, M3, M4, MQ2, MQ3, MW5, MZ3	1T3, T3, T4, TQ2, TR3, TY3, TY4, TZ3, TZ4	MK3, MW3, MY3, MY4, W3, W4, WQ2, WQ3, WZ3, WZ4	R3, R4, RQ2, RQ3, RZ3, RZ4, TR5	F3, FQ2, FZ3
6 p.m. to 8 p.m.		EM6, EM7 EMW6, EMY6, EMZ6, M5, M6, MQ5, MQ6	<u>Eve</u> CORC 1321, 3303 ET6, ETK6, ETQ6, ETY6, ETZ6, T5, T6, TQ5, TQ6	<u>Eve</u> CISC 1110, CORC 1312 EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6	ACCT 2001 ER6, ERQ6, ERZ6, ETR6, R5, RQ5, RQ6	EF6, F6, FQ6
8:30 p.m. to 10:30 p.m.		EMK8, EMW8, EMY8 NET1 classes with instructors from the School of Visual, Media and Performing Arts	ETZ8, ETY8 NET1 classes with instructors from the School of Humanities and Social Sciences	NET1 classes with instructors from the School of Natural and Behavioral Sciences	ERZ8, ETR8 NET1 classes with instructors from the School of Business	