Important Information Regarding Undergraduate Visiting Student Applications

► This application is to be used only by undergraduate students who are currently enrolled at a non-CUNY college and wish to attend Brooklyn College as a non-degree student for one semester.

► This application must be completed and returned in person to the Enrollment Services Center located in 102 West Quad Center or mailed to the address above along with a $65 processing fee and an unofficial transcript or a letter of good academic standing. Incomplete applications will not be processed.

► All transcripts must have your name, the name of the college, your courses for the current semester and a cumulative GPA of at least 2.0. Documents missing any of this information will not be accepted.

► Complete applications must be received by the following dates:
  - If attending Winter session: December 23, 2011.

► Submission of a visiting student application does not constitute registration. Once your application is processed, it is your responsibility to register and pay for your course(s). Please note that you may not be able to register online immediately after your application is processed.

► Registration for math courses requires obtaining permission from the Math Department. Please contact the Math Department located in room 1156 Ingersoll Hall, 718-951-5246.

► Please see the attached page for your payment due date. If payment is not posted to your account on or before the payment due date, your classes will be dropped for non-payment.

► If you expect financial aid to cover all or part of your tuition, you will need to submit a consortium agreement from your home school to the Enrollment Services Center located in 102 West Quad Center. Please contact your home school for further information.

► If you are admitted as a visiting student for the fall, winter, or spring semester and intend to register for 6 or more credits, you will need to satisfy your immunization requirement. Please contact the Health Programs / Immunization Requirements office located in room 0710 James Hall, 718-951-4505. There are no immunization requirements for the summer.
Undergraduate Visiting Student Application

BROOKLYN COLLEGE—OFFICE OF THE REGISTRAR

This application form is to be used by undergraduate students who are currently enrolled at a non-CUNY University/College and wish to attend Brooklyn College as a non-degree student for ONE SEMESTER. New applications must be filed for each semester of attendance. Submit application to the Enrollment Services Center, room 102 West Quad Center.

FILING INSTRUCTIONS:
1. Complete ALL the information below.
2. Submit a letter of GOOD ACADEMIC STANDING or an unofficial transcript from your current University/College.
3. Submit a NON-REFUNDABLE APPLICATION PROCESSING FEE of $65 made out to Brooklyn College.

Semester: FALL □ JANUARY □ SPRING □ SUMMER 1 □ SUMMER 2 □ YEAR_______

Social Security Number:___________________________ Date of Birth_________________________

First Name:_____________________ Last Name:_________________ Sex: □ Male □ Female

E-Mail Address:_______________________________________

Address:_______________________________________________________________________________

Street Appartment

City State Zip Code

Telephone number:_____________________________________________________________

Home ___________________________ Business/Cell ____________________________

Length of time at the above address:___________________________________________

What University/College are you currently attending?

____________________________________________________________

Name of University/College

City State Zip Code

COURSE CODE(S) TO BE TAKEN AT BROOKLYN COLLEGE:

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Department</th>
<th>Course</th>
<th>Section</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Signature of Applicant:_______________________________________Date:____________________
Register and Pay Your Bill Online!

How to register online:

- Go to the BC WebCentral Portal (http://portal.brooklyn.edu).
- Login to BC WebCentral by clicking LOGIN NOW.
  If you do not have a WebCentral account, click Create an Account under the New Users heading and follow the procedure to create a username and password.
- On the Home tab, locate the Registration Information channel in the top right column and click Register for Courses. This will connect you to the WebSIMS system.
- Once on WebSIMS, click Register/Change Program.
- Choose a semester then click Submit.
- Enter the 4 digit course code, ex: 5678
- Click Add Class.
- After course(s) are added, click Submit Request.
- Click Complete Registration.
- Follow the prompts to check your payment balance or to pay your bill online.

How to pay your bill online:

- Go to the BC WebCentral Portal (http://portal.brooklyn.edu).
- Login to WebCentral by clicking LOGIN NOW.
  If you do not have a WebCentral account, click Create an Account under the New Users heading and follow the procedure to create a username and password.
- Click ‘Pay Tuition and Fees’ under the Shortcuts heading.
- Choose a semester and click Continue.
- You can pay by e-check or with a MasterCard, American Express or Discover card. Please note: VISA card is not accepted. There is a 2.65% convenience fee associated with the use of all credit or debit cards. Only full payment is accepted online.
- Follow the instructions for your selected payment method.
- Enter your e-mail address to receive confirmation of your payment.
# Intersession 2012 Payment Deadlines and Schedule of Financial Liability

## Intersession 2012 Due Dates

<table>
<thead>
<tr>
<th>First Registered</th>
<th>Payment Due*</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1 – November 27</td>
<td>December 2</td>
</tr>
<tr>
<td>November 28 – December 20</td>
<td>December 21</td>
</tr>
<tr>
<td>After December 20</td>
<td>Immediately Upon Registration</td>
</tr>
</tbody>
</table>

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.

## Intersession 2012 - Tuition Liability Schedule **

<table>
<thead>
<tr>
<th>Liability</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>Drop prior to January 3</td>
</tr>
<tr>
<td>50%</td>
<td>Drop January 3 – January 4</td>
</tr>
<tr>
<td>75%</td>
<td>Drop January 5 – January 6</td>
</tr>
<tr>
<td>100%</td>
<td>Withdraw January 7 and thereafter</td>
</tr>
</tbody>
</table>

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

**Note: You do not incur any financial liability if you drop a course prior to the College’s scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes.
# Spring 2012 Payment Deadlines and Schedule of Financial Liability

## Spring 2012 Due Dates

<table>
<thead>
<tr>
<th>First Registered</th>
<th>Payment Due*</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29 – December 22</td>
<td>January 5</td>
</tr>
<tr>
<td>December 23 – January 6</td>
<td>January 12</td>
</tr>
<tr>
<td>January 7 – January 18</td>
<td>January 19</td>
</tr>
<tr>
<td>After January 18</td>
<td>Immediately Upon Registration</td>
</tr>
</tbody>
</table>

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.

## Spring 2012 - Tuition Liability Schedule  **

<table>
<thead>
<tr>
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<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>Drop prior to January 27</td>
<td>Drop January 27 – February 2</td>
<td>Drop February 3 – February 9</td>
<td>Drop February 10 – February 16</td>
</tr>
</tbody>
</table>

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

**Note: You do not incur any financial liability if you drop a course prior to the College’s scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes.