

## Calendar of Special Dates      Fall 2013

Last day for students with good academic standings to submit a <b>readmission</b> application for fall 2013. Applications are submitted online at <a href="http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php">http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php</a>	Thursday, August 1
Last day for <b>visiting students</b> to admit for fall 2013	Friday, August 16
<i>First-year entering students orientation</i>	Wednesday, August 21
<i>New transfer and graduate students orientation</i>	Thursday, August 22
<i>First day of weekday classes</i> (A \$25 late enrollment fee and \$18 change-of-program fee begin.)	Wednesday, August 28
<i>Graduate students:</i> First day to file for <b>Language, and Comprehensive Examinations</b>	Wednesday, August 28
<i>Undergraduate students:</i> First day to file an Elective Pass/Fail application	Wednesday, August 28
<i>Drop period:</i> Online system available for <b>dropping</b> . Does not apply to first- and second-semester freshmen undergraduate degree-seeking students	Wednesday, August 28 – Tuesday September 17
No Classes	Saturday, August 31 – Sunday, September 1
Labor Day— <i>College Closed</i>	Monday, September 2
No Classes	Wednesday, September 4 – Friday, September 6
<i>First day of weekend classes</i>	Saturday, September 7
<i>Last day to add a course online, or with department consent.</i> Does not apply to first- and second-semester freshmen undergraduate degree-seeking students	Monday, September 9
<i>Late add period:</i> 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 – Tuesday, September 17
<i>Undergraduate students:</i> Last day to file <b>Elective Pass/Fail</b> applications	Tuesday, September 10
Evening Common Hour**	Wednesday, September 11
No Classes	Friday, September 13 – Saturday, September 14
<i>Last day to drop a course without a grade*</i>	Tuesday, September 17
<i>Last day to late-add a course, with instructor and department approval</i>	Tuesday, September 17
<i>Graduate students:</i> Last day to enroll online for Maintenance of Matriculation	Tuesday, September 17
<i>Last day to file a thesis title</i> for February 2013 master's degree	Wednesday, September 18
First day to apply for <b>W grade*</b>	Wednesday, September 18
<i>Graduate students:</i> Last day to apply to take <b>Language, and Comprehensive Examinations</b>	Friday, September 20
<i>Deadline for submitting immunization requirements:</i> Immunization-delinquent students are barred from attending classes and will receive a WA grade for immunization noncompliance.	Thursday, September 26
<i>Undergraduate students:</i> Last day to <b>declare/change major</b>	Friday, September 27
<i>Graduate students:</i> Last day to file for <b>Maintenance of Matriculation</b> for Fall 2013	Thursday, October 10
Evening Common Hour**	Thursday, October 10
No Classes	Sunday, October 13
Columbus Day— <i>College Closed</i>	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	Tuesday, October 15
<i>Last day to file for Fall 2013 graduation; Fall graduation date: February 1, 2014</i>	Tuesday, October 15
Black Solidarity Day—No special events	Monday, November 4
Evening Common Hour**	Monday, November 4
Financial aid recipients who totally withdraw before this date may incur repayment liability	Wednesday, November 6
<i>Undergraduate students: Last day to clear INC grades by submitting missing work for Spring and Summer 2013</i>	Thursday, November 7
<i>Graduate students: Comprehensive exams; LAST Exams (Sabbath observers)</i>	Thursday, November 7
<i>Last day to apply for withdrawal (i.e., W grade) from courses*</i>	Friday, November 8
<i>Last day to petition Committee on Course and Standing for additional credits</i>	Friday, November 8
<i>Graduate students: Comprehensive exams; LAST Exams</i>	Saturday, November 9
Comprehensive Examinations for Department of Psychology	Wednesday, November – 13 Thursday, November 14
Conversion Day: Classes follow a Friday schedule	Wednesday, November 27
Thanksgiving recess— <i>College Closed</i>	Thursday, November 28 – Sunday, December 1
Last day for students with good academic standings to submit a <b>readmission</b> application for Winter 2014. Applications are submitted online at <a href="http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php">http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php</a>	Sunday, December 1
Evening Common Hour**	Tuesday, December 3
<i>Graduate students: Language Examinations</i>	Wednesday, December 4
<i>Graduate students: Last day to clear Spring and Summer 2013 INC grades</i>	Thursday, December 5
<i>Last day of undergraduate classes</i>	Sunday, December 15
<i>Last day to file for Residency</i> (Note: <i>Residency documentation must be dated one year prior to August 28, 2013.</i> )	Sunday, December 15
Reading Day	Monday, December 16
<i>Ungergraduate students: Final Examinations</i>	Tuesday, December 17 – Monday, December 23
<i>Graduate students: Final Classes/Examinations</i>	Tuesday, December 17 – Monday, December 23
Last day for students with good academic standings to submit a <b>readmission</b> application for Spring 2014. Applications are submitted online at <a href="http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php">http://www.brooklyn.cuny.edu/web/admissions/other/reentry.php</a>	Wednesday, January 1
<i>Graduate students: Last day to file copies of approved thesis for February 2014 master's degree</i>	Thursday, January 2, 2014

\*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](mailto: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–Friday 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.

<u>Initial Registration</u>	<u>Payment Due*</u>
Prior to June 24	July 8
June 25–August 6	August 12
August 7–27	August 27
After August 27	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, 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>.

## Undergraduate Final Examination Schedule Fall 2013

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.

Time	Tuesday December 17	Wednesday December 18	Thursday December 19	Friday December 20	Monday December 23
8:00 a.m. to 10:00 a.m.	<u>Day</u> PHIL 2101 1T9, T8, T9, TQ8, TR8, TY7	<u>Day</u> CHEM 1100, 2100 MK8, MW8, MY7, W8, W9, WQ8, WZ9	1R8, R8, RQ8, RQ9, RZ9, TK8, TK9, TR9, TY9	<u>Day</u> CHEM 1007 TF9	M8, M9, MK9, MW9, MY9, MZ9
10:30 a.m. to 12:30 p.m.	<u>Day</u> ENGL 1010 1T11, T0, T11, TQ9, TZ9	<u>Day</u> MATH 1311 W0, WQ9 WZ11, WZ12, WZE	TK11, TKE, TR0, TR11, TRE, TY11, TYE, RE, RZ11, RZE	<u>Day</u> BIOL 1010 F11, F9, FQ9, FZ11, TF11, TFE	ME, MK11, MKE, MQ8, MQ9, MW0, MW11, MWE, MY11, MZ11, MZ12, MZE
1 p.m. to 3 p.m.	<u>Day</u> CISC 1110, 3110, 3130 CORC 1312 1T2, T2, TZ2	MT, MW12, MWT, MY12, MYT, W12	1R2, R12, TK2, TR2, TY2	F12, F2, FQ1, FQ12	M12, M2, MW2, MK2, MY2, MZ2, MZT
3:30 p.m. to 5:30 p.m.	<u>Day</u> MATH 1011, 1021, 1026, 1201, 1206, 1401, 1406 SEEK 1002 1T3, 1T5, T3, T4, TQ2, TR5, TZ3, TZ4	MK5, MW5, W2, W3, W4, WQ2, WQ3, WZ3, WZ4	R2, R3, R4, RQ2, RQ3, RZ3, RZ4, TR3, TY3, TY4	F3, FQ2, FZ3	1M5, M3, M4, MK3, MQ2, MQ3, MW3, MY3, MY4, MZ3
6 p.m. to 8 p.m.	<u>Eve</u> CISC 1110 BIOL 1010 ET6, ETQ6, T5, T6, TQ5, TQ6, TZ6	<u>Eve</u> BIOL 1010 EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6	ER6, ER7, ERQ6, ERZ6, ETR6, ETY6, ETZ6, R5, R6, RQ5, RQ6, TR6	F6, FQ6	EM6, EM7, EMQ6, EMW6, EMY6, EMZ6, M5, M6, MQ5, MQ6, MW6
8:30 p.m. to 10:30 p.m.	NET1 classes with instructors from the School of Humanities and Social Sciences	EMW8, EMY8 NET1 classes with instructors from the School of Natural and Behavioral Sciences	ERZ8, ETR8, ETY8 NET1 classes with instructors from the School of Business		NET1 classes with instructors from the School of Visual, Media and Performing Arts