

## *Calendar of Special Dates*      **Spring 2013**

Wednesday, January 23	<i>New freshman students Orientation</i>
Thursday, January 24	<i>New transfer and graduate students Orientation</i>
Monday, January 28	<b>First day of classes</b> ((\$25 late registration fee and \$18 change of program fee begin)
Monday, January 28	<i>Graduate students:</i> First day to file for <b>Absentee, Language, and Comprehensive Examinations</b> ; applications available online; earlier applications accepted
Monday, January 28	<i>Undergraduate students:</i> First day to file an Elective Pass/Fail application
Monday, January 28 –Friday, February 15	<b>Drop period:</b> The online system is available for dropping. Does not apply to first- and second-semester freshmen degree-seeking students
Sunday, February 3	<b>Last day to add a course online, with an overtally, or with department permission</b> Does not apply to first- and second-semester freshmen undergraduate degree-seeking students
Sunday, February 3	<i>Graduate students:</i> Last day to register online for <b>Maintenance of Matriculation</b> . After this date, call the ESC for registration instructions.
Monday, February 4 –Friday, February 8	<b>Late add period:</b> To add a course, the instructor and department must approve the Late-Add form. Does not apply to first- and second-semester freshmen degree-seeking students
Tuesday, February 5	Evening Common Hour**
Friday, February 8	<b>Last day to late-add a course</b> with instructor and department approval
Friday, February 8	<i>Undergraduate students:</i> Last day to file <b>Pass/Fail application</b>
Friday, February 8	<i>Undergraduate students:</i> Deadline to apply to take fall 2012 and intersession 2013 <b>Absentee Final Examinations</b>
Tuesday, February 12	Lincoln's Birthday Observed— <i>College Closed</i>
Wednesday, February 13	Last day for students with GPA below 2.00 to submit a petition to the Committee on Course and Standing for <b>readmission</b> for fall 2013
Thursday, February 14	Conversion Day: Classes follow a Tuesday schedule
Friday, February 15	<b>Last day to drop a course without a grade*</b>
Friday, February 15	<i>Undergraduate students:</i> Deadline to file <b>scholarship</b> application
Saturday, February 16	First day to apply for <b>W grade*</b>
Saturday, February 16	<b>Last day to file a thesis title</b> for June 2013 master's degree
Monday, February 18	Presidents' Day— <i>College Closed</i>
Wednesday, February 20	Conversion Day: Classes follow a Monday schedule
Thursday, February 21	<i>Graduate students:</i> Last day to apply to take <b>Absentee, Language, and Comprehensive Examinations</b>
Tuesday, February 26	Deadline for submitting <b>immunization</b> 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 <b>declare/change major</b> for spring 2013
Thursday, March 7	Evening Common Hour**
Thursday, March 7	<i>Graduate students:</i> Deadline to file <b>scholarship</b> 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 2013**

Friday, March 15	<i>Last day to file for spring 2013 graduation</i>
Monday, March 25– Tuesday, April 2	Spring Recess
Monday, April 8	Evening Common Hour**
Wednesday, April 10	<i>Graduate students: Language examination</i>
Friday, April 12	<i>Last day to apply for withdrawal (i.e., W grade) from courses*</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 2013
Wednesday, April 17– Thursday, April 18	<b>Comprehensive Examinations for Department of Psychology</b>
Thursday, April 25	<i>Undergraduate students:</i> Last day to clear <b>INC grades</b> by submitting missing work for fall 2012 and intersession 2013
Thursday, April 25	<i>Undergraduate students:</i> Last day to take <b>absentee final exams</b> for Fall 2012 and Intersession 2013 (students must have applied in February)
Thursday, April 25– Tuesday, May 7	<b>Commencement ticket</b> requests—only eligible students may apply***
Wednesday, May 1	Last day for students with GPA of 2.00 and above to apply for <b>readmission for summer 2013</b>
Wednesday, May 1	Evening Common Hour**
Thursday, May 2	<i>Graduate students: Comprehensive exams; LAS Exams (Sabbath observers)</i>
Saturday, May 4	<i>Graduate students: Comprehensive exams; LAS Exams</i>
Thursday, May 9	<i>Graduate students:</i> Last day to file copies of approved thesis for June 2013 master's degree
Thursday, May 16	<i>Last day of undergraduate classes</i>
Thursday, May 16	Last day to file for <b>residency</b> (Residency documentation must be dated prior to January 28, 2012)
Friday, May 17	<i>Reading Day</i>
Friday, May 17	<i>Graduate students:</i> Last day to clear fall 2012 and intersession 2013 <b>ABS grades</b> (students must have applied in February)
Friday, May 17	<i>Graduate students:</i> Last day to clear fall 2012 and intersession 2013 <b>INC grades</b> by submitting missing work
Saturday, May 18– Friday, May 24	<i>Graduate students:</i> Last Classes or Final Examinations
Saturday, May 18– Friday, May 24	Undergraduate Final Examinations
Monday, May 27	Memorial Day— <i>College Closed</i>
Wednesday, May 29	Master's Commencement***
Thursday, May 30	Baccalaureate Commencement***

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\*\*\*The official graduating classes of September 2012, February 2013 and June 2013 are eligible to participate in the June 2013 Commencement Exercises. Commencement information and updates may be found on BC WebCentral. Click the *Student Affairs* tab and scroll down to *Commencement*.

## *Spring 2013 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](mailto:smart@brooklyn.cuny.edu) with questions and/or concerns. SEEK students register through the SEEK Department.

## *Spring 2013 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 overalls does not register you in the course(s). Students must register for the course(s) online or at the appropriate registration area.

Registration for spring 2013 begins Tuesday, November 27, for all upper-level seniors and all graduate students. Appointments for all other undergraduate students are scheduled December 3 through 10. The registration system will be available through February 3, 2013, to add and drop courses. From February 4 to 15, the online system is available for drops only. 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. to 11:30 p.m.

Date	Status	Credits		
Tuesday, November 27	Upper Seniors	(105 credits or more)	&	All Graduate Students
Monday, December 3	Lower Seniors	(90–104.9 credits)	&	All Graduate Students
Tuesday, December 4	Upper Juniors	(75–89.9 credits)	&	All Graduate Students
Tuesday, December 4	Lower Juniors	(60–74.9 credits)	&	All Graduate Students
Wednesday, December 5	Upper Sophomores	(45–59.9 credits)	&	All Graduate Students
Thursday, December 6	Lower Sophomores	(30–44.9 credits)	&	All Graduate Students
Friday, December 7	Cont' Upper Freshmen	(15–29.9 credits)	&	All Graduate Students
Friday, December 7	Cont' Lower Freshmen	(0–14.9 credits)	&	All Graduate Students
Monday, December 10	Undergraduate Nondegree		&	All Graduate Students

**First day of weekday classes:**

**Monday, January 28**

**First day of weekend classes:**

**Saturday, February 2**

**Late Registration:**

**Monday, January 28–Sunday, February 3**

Late Registration is available online at <https://portal.brooklyn.edu>.

*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**

January 21–February 1 in the West End Building (W.E.B.)

All other times, in the West Quad Center.

Monday – Thursday                      9 a.m. – 8 p.m.

Friday    9 a.m. – 5 p.m.

Please note: The ESC will be open from **January 7–18** the following hours:

Monday – Thursday                      9 a.m. – 7 p.m.

Friday    9 a.m. – 5 p.m.

***Late Registration Period***—January 28–February 3

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

*Senior citizens* register in person, Monday, January 28–Friday, February 1, in the Office of the Registrar, 306 West Quad Center, 9 a.m.–5 p.m., with proof of age.

***Drop Period***—January 28–February 15

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***—February 4–8

During this 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 the department chairperson and returned to the ESC, in accordance with the above schedule.

***Withdrawal Period***—W Grade—February 16–April 12

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 in the Enrollment Services Center during hours of operation.

<u>Initial Registration</u>	<u>Payment Due*</u>
November 27–December 15	January 3
December 16–December 31	January 9
January 1–16	January 16
After January 16	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 who drop 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. Students are not liable for these fees if they drop all courses before the first day of classes, Monday, January 28. Dropping a course on or after the first day of the semester may result in liability charges. The following is a schedule of the liabilities (for all students) generated upon dropping a course or courses:

0% liability	Drop prior to January 28
25% liability	Drop January 28–February 1
50% liability	Drop February 2–8
75% liability	Drop February 9–15
100% liability	Withdraw February 16 and thereafter

Drops from courses may be done only during scheduled registration. Students may drop courses through the third week of classes. If students choose to drop a course after the start of the semester, they will be charged the corresponding percentage of tuition per course.

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 and Fees*

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

## Revised Undergraduate Final Examination Schedule Spring 2013

Final examinations for the **spring 2013** semester will be held from **Saturday, May 18, through Friday, May 24**. 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 18 and 19**. 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 20	Tuesday May 21	Wednesday May 22	Thursday May 23	Friday May 24
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> <b>CHEM 1100,</b> <b>2100</b> F9, FQ9, FZ9, TF9
10:30 a.m. to 12:30 p.m.	<u>Day</u> <b>ENGL 1010</b> MQ9	<u>Day</u> <b>CORC 1322</b> 1T11	MK11, MW11, MY11, MZ11, WZ11	RQ9, RZ11, TK11, TR11, TY11	<u>Day</u> <b>CORC 1311,</b> <b>3303</b> F11, TF11
1 p.m. to 3 p.m.	M12, MQ2, MW2, MY2, MZ12, MZ2	<u>Day</u> <b>CORC 1321</b> 1T2, TQ2, TZ2	1W12, MK12, MW12, MY12, W12, WZ12	1R2, R12, R2, RQ2, TK2, TR2, TY2	<u>Day</u> <b>CORC 1210</b> F12, F2, FQ1
3:30 p.m. to 5:30 p.m.	1M5, M3, M4, MK3, MQ3, MW3, MY3, MZ3, MZ4	<u>Day</u> <b>MATH 1011,</b> <b>1021, 1026, 1201,</b> <b>1206, 1401, 1406</b> <b>SEEK 1002</b> 1T3, T3, T4, TQ3, TR5, TZ3	<u>Day</u> <b>CISC 1110,</b> <b>3110, 3130</b> <b>CORC 1312</b> 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> <b>CORC 1321,</b> <b>3303</b> ET6, T5, T6, TQ5, TQ6	<u>Eve</u> <b>CISC 1110,</b> <b>CORC 1312</b> 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	