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Directory

All telephone numbers begin with 718.951. unless otherwise noted.

Department	Tel#	Room	Department	Tel#	Room
Accounting— <i>See Economics</i>			Mathematics	5246	1156N
Africana Studies	5597	3105J	Modern Languages and Literatures	5451	4239B
American Studies	5655	415A	Music	5286	422A
Anthropology and Archaeology	5507	3307J	Graduate	5954	423A
Art	5181	5306B	Philosophy	5311	3308B
Graduate	5181	5312B	Physical Education and Exer. Science	5514	428WQ
Biology	5396	200NE	Graduate	5514	433WQ
Business— <i>See Economics</i>			Physics	5418	3438N
Chemistry	5458	359NE	Political Science	5306	3413J
Children's Studies Program	3192	3602J	Psychology	5601	5315J
Classics	5191	2408B	Graduate	5601, 5619	4414J
Communications	2791	304A	Puerto Rican and Latino Studies	5561	1205B
Comparative Literature— <i>See English</i>			SEEK	5738	2208B
Computer and Information Science	5657	2109N	Social Studies (Graduate only)	5306	3413J
Dance— <i>See Physical Education and Exercise Science</i>			Sociology	5314	3612J
Economics	5317	218A	Speech Communication		
Education			Arts and Sciences	5225	3439B
Adolescence, Graduate	4800	2307J	Television and Radio	5555	304A
Adolescence, Undergraduate	5325	2307J	Theater	5666	317A
Art Education	5780	2206J	Women's Studies	5476	1207NE
Bilingual Education	5028	3302J	Special Programs		
Childhood, Graduate	5447	2105J	Honors Academy	4114	2231B
Childhood, Undergraduate	4352	2105J	Performance and Interactive Media		
Early Childhood	5205	2309J	Arts (PIMA)	3203	376G
Educational Leadership	5213	2205J	Religion	5306	3413J
Math Ed, Mid Childhood/Adol	3113	2608J	Administrative Offices		
School Counseling	5938	2401J	Center for Academic Advisement		
School Psychology	5876	1205J	and Student Success (Undergraduate)	5471	3207B
Special Education	5995	1107J	Admissions	5001	102WQ
Teacher Academy	1716	2414J	Residency Unit	5729	102WQ
Teaching Fellows	4800	2307J	Bursar	758-8150	102WQ
English	5195	2308B	Career Development and Internships	5696	1305J
Graduate	5197	2316B	Continuing Education	4141	1439N
Environmental Studies	4159	141NE	Coordinator—Graduate Studies	5252	3232B
Film	5664	201F	Dean of Graduate Studies	5252	3238B
General Science	5061	2606J	Dean of Student Affairs	5352	2113B
Geology	5416	3131N	Dean of Undergraduate Studies	5771	3208B
Health and Nutrition Sciences	5026	4123N	Enrollment Services Center (ESC)	758-8150	102WQ
Graduate	5553	4110N	Financial Aid	5051	102WQ
History	5303	523A	Health Programs/Immunization	4505	0710J
Interdisciplinary Studies	5771	3208B	Personal Counseling	5363	0203J
Judaic Studies	5229	3111J	Registrar	5441	102WQ
Liberal Studies (Graduate only)	5281	4161B	Students with Disabilities	5538	138R
Linguistics	5195	2308B	Testing	5916	245F
			Veterans' Affairs	5105	0303J

Building Designations

A Whitehead Hall	F West End Building (W.E.B.)	NE Ingersoll Hall Extension
B Boylan Hall	G Gershwin Hall	R Roosevelt Hall
D Dock Area between Whitman Hall and Gershwin Hall	J James Hall	RE Roosevelt Hall Extension
	L Brooklyn College Library	W Whitman Hall
	N Ingersoll Hall	WQ West Quad Building

Calendar of Class Meetings Spring 2010

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January	24 31	25	26	20 27	21 28#	22 29	23 30
February	7 NC 21 28	1 8 CC 22	2 9 16 23	3** 10 17 24	4 11 18*	5 CC 19 26	6 NC 20 27
March	7 14 21 28	1 8 15 22 NC	2** 9 16 23 NC	3 10 17 24 NC	4 11 18 25	5 12 19 26	6 13 20 27
April	NC 11 18 25	NC 12 19 26	NC 13 20 27	7 14 21 28	NC 8** 15 22 29	NC 9 16 23 30	NC 10 17 24
May	2 9 16 F	3** 10 17 F	4 11 18 F	5 12 F FM	6 13 F 27***	7 14 F	1 8 15 F

Spring Recess: March 29–April 6

Final Examinations (*dates subject to change*):

Day/Evening: May 19–21, 24, 25

Make-up exams: May 26

Graduate: Last day of graduate classes.

Weekend: May 22–23

Key

CC College Closed

NC No Classes

Thursday, January 28: First Day of Classes

* Thursday, February 18 (Conversion Day): Monday classes. There are no Thursday classes that week.

** EVENING Common Hour

*** *Thursday, May 27: Commencement*

F Undergraduate Final Exams; Graduate Final Class

FM Final Make-up Exams for finals missed due to religious observance ONLY

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

Calendar of Special Dates **Spring 2010**

Wednesday, January 20	<i>New undergraduate and transfer students Orientation</i>
Thursday, January 21	<i>New Graduate Students Orientation</i>
Thursday, January 28	<i>First day of weekday classes</i> (An \$18 change-of-program fee applies to all add transactions starting on this date.)
Thursday, January 28	<i>Graduate students: First day to file for Absentee, Language, and Comprehensive Examinations</i>
Saturday, January 30	<i>First day of weekend classes</i>
Tuesday, February 2	<i>Presidential Welcome</i> for new students.
Wednesday, February 3	<i>Last day to add a course online.</i> Does not apply to first- and second-semester freshmen and new first-semester transfer undergraduate degree-seeking students
Wednesday, February 3	Evening Common Hour**
Thursday, February 4 –Wednesday, February 17	<i>Late add and drop period:</i> To add a course, the instructor and department must approve the Late-Add form; online system available for dropping. Does not apply to first- and second-semester freshmen and first-semester transfer undergraduate degree-seeking students
Monday, February 8 –Thursday, February 25	<i>Undergraduate students: CPE sign-up period</i> https://websql.brooklyn.cuny.edu/CPE
Wednesday, February 10	<i>Undergraduate students:</i> Last day to file Pass/Fail elective applications
Wednesday, February 10	<i>Undergraduate students:</i> Deadline to file for summer 2009, fall 2009, and intersession 2010 Absentee Final Examinations
Friday, February 12	Lincoln's Birthday— <i>College Closed</i>
Saturday, February 13 –Sunday, February 14	Holiday Weekend— <i>No Classes</i>
Monday, February 15	Presidents' Day— <i>College Closed</i>
Wednesday, February 17	<i>Last day to late-add a course</i> with instructor and department approval
Wednesday, February 17	<i>Last day to drop a course</i> without a grade*
Wednesday, February 17	<i>Graduate students:</i> Last day to file Pass/Fail application for LIBST 782
Thursday, February 18	Conversion Day: Classes follow a Monday schedule
Thursday, February 18	First day to apply for W grade*
Thursday, February 18	<i>Undergraduate students:</i> Deadline to file scholarship application
Thursday, February 18	<i>Last day to file a thesis title</i> for June 2010 master's degree
Thursday, February 25	<i>Graduate students:</i> Last day to file for Absentee, Language, and Comprehensive Examinations
Friday, February 26	Deadline for submitting immunization requirements: Immunization-delinquent students are barred from attending classes and receive a WA grade for immunization noncompliance

* When students **drop** a course, it will not appear on their transcript. When they **withdraw** from a course, however, a grade of W will appear on their transcript. A W grade does not count toward the GPA.

** Common Hours: Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit the Brooklyn College 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 fifty minutes.

Calendar of Special Dates **Spring 2010**

Tuesday, March 2	Evening Common Hour**
Monday, March 8– Saturday, March 20	<i>Undergraduate students:</i> CPE test dates
Thursday, March 11	<i>Graduate students:</i> Deadline to file scholarship application
Monday, March 15	<i>Last day to file for Spring 2010 graduation</i> [Spring Commencement date: May 27, 2010]
Wednesday, March 17	<i>Undergraduate students:</i> Last day to declare/change major
Monday, March 29– Tuesday, April 6	Spring Recess
Monday, April 5	Financial aid recipients who <i>totally</i> withdraw before this date may incur repayment liability
Thursday, April 8	Evening Common Hour**
Tuesday, April 20	<i>Last day to apply for withdrawal (i.e., W grade) from courses*</i>
Tuesday, April 20	<i>Undergraduate students:</i> Last day to clear INC/ABS grades for summer 2009, fall 2009, and intersession 2010
Wednesday, April 21	<i>Graduate students:</i> Language examination
Wednesday, April 21– Thursday, April 22	Comprehensive Examinations for Department of Psychology
Thursday, April 29– Thursday, May 13	Commencement ticket requests—only eligible students may apply***
Thursday, April 29	<i>Graduate students:</i> Comprehensive exams; LAS Exams (Sabbath observers)
Saturday, May 1	<i>Graduate students:</i> Comprehensive exams; LAS Exams
Monday, May 3	Evening Common Hour**
Thursday, May 6	<i>Graduate students:</i> Last day to file copies of approved thesis for June 2010 master's degree
Tuesday, May 18	<i>Last day of undergraduate classes</i>
Tuesday, May 18	Last day to file for residency (Residency documentation must be dated prior to January 28, 2009)
Wednesday, May 19– Tuesday, May 25	<i>Final Examinations</i>
Wednesday, May 26	<i>Final make-up Examinations</i> for finals missed due to religious observance ONLY
Friday, May 21	<i>Graduate students:</i> Last day to clear fall 2009 and intersession 2010 ABS grades
Friday, May 21	<i>Graduate students:</i> Last day to clear spring 2009 and summer 2009 INC grades
Thursday, May 27	Commencement***

* When students **drop** a course, it will not appear on their transcript. When they **withdraw** from a course, however, a grade of W will appear on their transcript. A W grade does not count toward the GPA.

** Common Hours: Community-building activities and programs are encouraged. Students who are not scheduled for classes may visit the Brooklyn College 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 fifty minutes.

*** Only those officially graduating classes of September 2009, February 2010, and June 2010 are eligible to participate in the May 2010 Commencement Exercises. Commencement information may be found on BC WebCentral. Click *campus info* tab, click *2010 Commencement information*, scroll down to Student Affairs, and click on *Graduate*.

3-Hour Classes

Monday	Tuesday	Wednesday	Thursday	Friday
8:00–9:15 MW8 8:00/8:15–10:45 M8 8:25–9:15 MC8	8:00–9:15 TR8/TF8 8:00/8:15–10:45 T8 8:25–9:15 TC8	8:00–9:15 MW8 8:00/8:15–10:45 W8 8:25–9:15 MC8	8:00–9:15 TR8 8:00/8:15–10:45 R8 8:25–9:15 TC8	8:00/8:15–10:45 F8 8:00–9:15 TF8 8:25–9:15 MC8/TC8
9:30–10:45 MW9 9:55–10:45 MC9	9:30–10:45 TR9/TF9 9:55–10:45 TC9	9:30–10:45 MW9 9:55–10:45 MC9	9:30–10:45 TR9 9:55–10:45 TC9	9:30–12/12:15 F9 9:30–10:45 TF9 9:55–10:45 MC9/TC9
11:00–12:15 MW11 11:00–11:50 MC11	11:00–12:15 TR11/TF11 11:00–11:50 TC11	11:00–12:15 MW11 11:00–11:50 MC11	11:00–12:15 TR11 11:00–11:50 TC11	11:00–1:30/1:45 F11 11:00–12:15 TF11 11:00–11:50 MC11/TC11
12:50–2:05 MW12 12:50/1:00–3:30 M12 12:50–1:40 MC12	12:15–2:15 Common Hours	12:50–2:05 MW12 12:50/1:00–3:30 W12 12:50–1:40 MC12	12:15–2:15 Flexible Common Hours 12:50/1:00–3:30 R12	12:30–3:00/3:15 F12 12:50–1:40 MC12
2:15–3:30 MW2 2:15–3:05 MC2	2:15–3:30 TR2 2:15–3:05 TC2	2:15–3:30 MW2 2:15–3:05 MC2	2:15–3:30 TR2 2:15–3:05 TC2	2:00–4:30/4:45 F2 2:15–3:05 MC2/TC2
3:40–4:55 MW3 3:40–6:10/6:25 M3 3:40–4:30 MC3	3:40–4:55 TR3 3:40–6:10/6:25 T3 3:40–4:30 TC3	3:40–4:55 MW3 3:40–6:10/6:25 W3 3:40–4:30 MC3	3:40–4:55 TR3 3:40–6:10/6:25 R3 3:40–4:30 TC3	3:40–6:10/6:25 F3 3:40–4:30 MC3/TC3
5:05–6:20 MW5 5:05–7:35/7:50 M5	5:05–6:20 TR5 5:05–7:35/7:50 T5	5:05–6:20 MW5 5:05–7:35/7:50 W5	5:05–6:20 TR5 5:05–7:35/7:50 R5	5:05–7:35/7:50 F5
6:30–7:45 EMW6 6:05–8:35/8:50 M6 6:30–9:00/9:15 EM6	6:30–7:45 ETR6 6:05–8:35/8:50 T6 6:30–9:00/9:15 ET6	6:30–7:45 EMW6 6:05–8:35/8:50 W6 6:30–9:00/9:15 EW6	6:30–7:45 ETR6 6:05–8:35/8:50 R6 6:30–9:00/9:15 ER6	6:30–8:35/8:50 F6 6:30–9:00/9:15 EF6
8:00–9:15 EMW8 8:00–10:30/10:45 EM8	8:00–9:15 ETR8 8:00–10:30/10:45 ET8	8:00–9:15 EMW8 8:00–10:30/10:45 EW8	8:00–9:15 ETR8 8:00–10:30/10:45 ER8	8:00–10:30/10:45 EF8

4-Hour Classes

Monday	Tuesday	Wednesday	Thursday	Friday
7:40–9:20 MY7 8:35/8:55–12:15 MQ8 8:00–9:15 MD8	7:40–9:20 TY7 8:35/8:55–12:15 TQ8 8:00–9:15 TD8	7:40–9:20 MY7 8:35/8:55–12:15 WQ8 8:00–9:15 MD8	7:40–9:20 TY7 8:35/8:55–12:15 RQ8 8:00–9:15 TD8	8:35/8:55–12:15 FQ8 8:25–9:15 MD8/TD8
9:05–10:45 MY9 9:30–12:50/1:10 MQ9 9:30–10:45 MD9	9:05–10:45 TY9 9:30–10:45 TD9	9:05–10:45 MY9 9:30–12:50/1:10 WQ9 9:30–10:45 MD9	9:05–10:45 TY9 9:30–12:50/1:10 RQ9 9:30–10:45 TD9	9:30–12:50/1:10 FQ9 9:55–10:45 MD9/TD9
11:00–12:40 MY11	11:00–12:15 TY11	11:00–12:40 MY11	11:00–1:05 TY11	
12:25–2:05 MY12 12:50–2:05 MD12	12:15–2:15 Common Hours	12:25–2:05 MY12 12:50–2:05 MD12	12:15–2:15 Flexible Common Hours	12:30/12:50–4:00 FQ12 1:15/1:35–4:55 FQ1 12:50–1:40 MD12
2:15–3:55 MY2 2:15–5:35/5:55 MQ2 2:15–3:30 MD2	2:15–3:30 TY2 2:15–5:35/5:55 TQ2 2:15–3:30 TD2	2:15–3:55 MY2 2:15–5:35/5:55 WQ2 2:15–3:30 MD2	1:25–3:30 TY2 2:15–5:35/5:55 RQ2 2:15–3:30 TD2	2:15–5:35/5:55 FQ2 2:15–3:05 MD2/TD2
3:40–5:20 MY3 3:40–7/7:20 MQ3 3:40–4:55 MD3	3:40–5:20 TY3 3:40–7/7:20 TQ3 3:40–4:55 TD3	3:40–5:20 MY3 3:40–7/7:20 WQ3 3:40–4:55 MD3	3:40–5:20 TY3 3:40–7/7:20 RQ3 3:40–4:55 TD3	3:40–7/7:20 FQ3 3:40–4:30 MD3/TD3
4:15–5:55 MY4	4:15–5:55 TY4	4:15–5:55 MY4	4:15–5:55 TY4	
5:05–8:25/8:45 MQ5	5:05–8:25/8:45 TQ5	5:05–8:25/8:45 WQ5	5:05–8:25/8:45 RQ5	5:05–8:25/8:45 FQ5
6:05–7:45 EMY6 6:05–9:25/9:45 MQ6 6:30–9:50/10:10 EMQ6	6:05–7:45 ETY6 6:05–9:25/9:45 TQ6 6:30–9:50/10:10 ETQ6	6:05–7:45 EMY6 6:05–9:25/9:45 WQ6 6:30–9:50/10:10 EWQ6	6:05–7:45 ETY6 6:05–9:25/9:45 RQ6 6:30–9:50/10:10 ERQ6	6:05–9:25/9:45 FQ6 6:30–9:50/10:10 EFQ6
8:00–9:40 EMY8	8:00–9:40 ETY8	8:00–9:40 EMY8	8:00–9:40 ETY8	

Undergraduate Final Examination Schedule Spring 2010

Final examinations for the **spring 2010** semester will be held from **Wednesday, May 19 through Tuesday, May 25**. Final examinations have been scheduled based on uniform examinations (in 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 22 and 23**. Examinations will be held at the regular class meeting times and in the regular classrooms. Generally, exams will last for two hours.

Time	Wednesday May 19	Thursday May 20	Friday May 21	Monday May 24	Tuesday May 25
8:00 a.m. to 10:00 a.m.	<u>Day</u> PSY 1.1 MW8, MY7, W8, WQ8, WZ9	<u>Day</u> CHEM 1, 2 R8, RQ8, TK8, TR8	<u>Day</u> CC 3.22 TF8	M8, MK8, MK9, MW9, MY9, MZ9	1T9, T8, TQ8, TK9, TR9, TY9, TZ9
10:30 a.m. to 12:30 p.m.	<u>Day</u> ENG 1 ESL 15, 15.1 MK11, MY12, WQ9, WZ11	RQ9, RZ11, TK11, TY11	<u>Day</u> CC 3.21 F9, FQ9, FZ9, TF9	M11, MQ9, MW11, MY11, MZ11	1T11, T0, T11, TF11, TR11
1 p.m. to 3 p.m.	MK12, MW12, MY2, W12, WZ12	<u>Day</u> CC 2.1 R0, R12, RQ2, TK3, TY2	F0, F11, F12, F2, FQ1	<u>Day</u> CC 3.12 CIS 1.5, 15, 22 M12, MK2, MW2, MZ12	<u>Day</u> CC 3.11, 30.03 1T2, TK2, TR2, TZ2
3:30 p.m. to 5:30 p.m.	MW0, MW3, MZ4, W0, W3, W4, WQ2, WQ3, WZ2	R3, R4, R5, RQ3, RZ2, RZ3, TR3, TY3, TY4	F3, FQ2, FZ3	1M3, 1M5, M3, M4, M5, MQ2, MW5, MY3, MY4, MZ2, NET	MATH 1.95, 1.97, 2.9, 2.91, 2.92, 3.3, 4.3 SEEK 0.3, 0.4 T3, T4, TQ2, TQ3, TR5, TZ3
6 p.m. to 8 p.m.	EMY6, EW6, EWQ6, EWZ6, W5, W6, WQ5, WQ6	<u>Eve</u> CC 3.21 ER6, ERQ6, ERZ6, ETY6, RQ6	EF6, EFQ6, F6	ACCNT 1, 14.W PED 23 <u>Eve</u> CIS 1.5 EM6, EM7, EMQ6, EMW6, EMZ6, M6, MQ5, MQ6	<u>Eve</u> CC 3.12, 30.03 ET6, ET7, ETQ6, ETR6, ETZ6, EV0, T5, T6, TQ5, TQ6
8:30 p.m. to 10:30 p.m.	EW8	ER8, ERZ8		EM8, EMW8, EMZ8	ET8, ETK8, ETR8, ETY8

**THE COLLEGE IS RENAMING ITS COURSES
IN THE NEAR FUTURE.
THIS SCHEDULE OF CLASSES CITES BOTH OLD
AND NEW NUMBERS.
REGISTRATION IS STILL ON THE BASIS OF
THE OLD NUMBERS.**

Registration Information

Prerequisites

Prerequisites for most undergraduate courses and a number of graduate courses are programmed into the online registration systems. Students should check the college *Bulletin* to make sure they have taken the prerequisite course(s) before they register. Students who have not taken the prerequisite course(s) may be stopped from registration.

Permissions

Students who want to register for a class that needs permission must obtain permission from the relevant department. The department should enter the permission into the computer. Once permission is entered into the computer, students still must register online. Obtaining permission does not mean students have been registered for the course. Rather, it means they will not be blocked when using the registration system. Undergraduate seniors who are taking a graduate course or graduate students taking an undergraduate course should check the *Contents* (page 1) for the pages regarding Undergraduate Students/Graduate Courses or Graduate Students/Undergraduate Courses.

Overtallies for Closed Courses

During registration and late registration, an overtally must be entered into the computer by the department adviser or presented at the ESC. It is the student's responsibility to obtain an overtally slip(s) from the appropriate academic department(s). Only bona fide overtally slips signed by the instructor and/or authorized department personnel are acceptable at the ESC. Receipt of the overtally does not constitute registration. Students must register for the course online or at the ESC.

Stops

Students who have stop(s) on their record will receive directions online indicating the office(s) to which they must report. When the office(s) remove(s) the stop(s), they will be able to register by online.

Advisement

Undergraduate Students

Collegewide Advisement Days—Departmental advisers in most departments will be available in their offices on the following days:

Tuesday December 8 10 a.m.–3 p.m.*

Wednesday December 9 2–7 p.m.

Thursday December 10 10 a.m.–3 p.m.*

*Advisers will be available on a walk-in basis in the Center for Academic Advisement and Student Success for questions regarding core and college-wide requirements.

Graduate Students

All graduate students should seek academic advisement from their program deputy or head prior to registration. For a list of names, go to <https://portal.brooklyn.edu>. Students who encounter any problem with advisement should contact the Office of the Dean of Research and Graduate Studies (x5252) or, for students in the School of Education, the Office of the Dean of the School of Education (x5214).

Spring 2010 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 email 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 3 hours, so students should plan accordingly.

The location of Incoming Student Registration will be noted on the appointment selection page and in the confirmation email. Students can email smart@brooklyn.cuny.edu with questions and/or concerns.

SEEK students register through the SEEK department.

Spring 2010 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 2010 begins Tuesday, November 24, 2009 for all upper level seniors. Appointments for all others are scheduled December 9 through 16. The registration system will be available through February 3 to add and drop courses. From February 4 to 17, 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 24	Upper Seniors	(105 credits or more)		
Wednesday, December 9	Lower Seniors	(90–104.5 credits)	&	All Graduate Students
Thursday, December 10	Upper Juniors	(75–89.5 credits)	&	All Graduate Students
Friday, December 11	Lower Juniors	(60–74.5 credits)	&	All Graduate Students
Monday, December 14	Upper Sophomores	(45–59.5 credits)	&	All Graduate Students
Monday, December 14	Lower Sophomores	(30–44.5 credits)	&	All Graduate Students
Tuesday, December 15	Cont' Upper Freshmen	(15–29.5 credits)	&	All Graduate Students
Tuesday, December 15	Cont' Lower Freshmen	(0–14.5 credits)	&	All Graduate Students
Wednesday, December 16	Undergraduate Nondegree		&	All Graduate Students

First day of weekday classes:

Thursday, January 28

First day of weekend classes:

Saturday, January 30

Late Registration:

Thursday, January 28–Wednesday, February 3

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

Reminder

All first-year students and new transfer students register in person by appointment.

Program Adjustment/Late-Registration Period—January 28–February 3

Online Registration

<https://portal.brooklyn.edu>

Important Notes:

- ❖ Does not apply to first- and second-semester freshmen and first-semester transfer undergraduate degree-seeking students.
- ❖ Fees and liabilities might incur. See the section on *Tuition and Fees* or details.

Students who have not registered for any classes during early registration (prior to the first day of classes) may do so during Late Registration (**January 28–February 3**). A Late-Registration fee of \$25 will be charged during this period.

Late-Registration Schedule:

Thursday	January 28	Online or in person: 9 a.m.–8:30 p.m. in the ESC
Friday	January 29	Online or in person: 9 a.m.–5 p.m. in the ESC
Saturday	January 30	Online or in person: 10 a.m.–3 p.m. in the ESC
Sunday	January 31	Online or in person: 10 a.m.–3 p.m. in the ESC
Monday	February 1	Online or in person: 9 a.m.–8:30 p.m. in the ESC
Tuesday	February 2	Online or in person: 9 a.m.–8:30 p.m. in the ESC
Wednesday	February 3	Online or in person: 9 a.m.–8:30 p.m. in the ESC

ESC—Enrollment Services Center is located in the West Quad Building.

Senior citizens register in person, Thursday, January 28–Wednesday, February 3, in the Office of the Registrar, 306 West Quad Building, Monday-Thursday 10am–4pm with proof of age.

Late-Add and/or Drop Period—February 4–17

Late adds and in-person drops may be done at the Enrollment Services Center, 102 West Quad Building. Continuing students may also drop from courses online at <https://portal.brooklyn.edu>. Click on WebSIMS.

Monday–Thursday	9 a.m.–8:30 p.m.
Friday	9 a.m.–3 p.m.
Saturday and Sunday	10 a.m.–3 p.m.

During this late-add period, students must obtain a late-add form from the appropriate academic department(s). This form must be approved (signed) by the course instructor and the department chairperson and returned to the ESC, 102 West Quad Building, in accordance with the above schedule.

The last day to late-add or drop a course without a grade is Wednesday, February 17. Absolutely no adds will be allowed after this date.

Withdrawal from Courses—W Grade

A W grade will stay on your transcript but will not be factored into your GPA. However, 100 percent financial liability will be charged.

When: Thursday, February 18–Tuesday, April 20

Mondays, Thursdays	9 a.m.–6:45 p.m.
Tuesdays, Wednesdays	9 a.m.–8:30 p.m.
Fridays	9 a.m.–3 p.m.

Where: ESC, 102 West Quad Building (in person), or
online at <https://portal.brooklyn.edu> (available 24 hours).

Undergraduate Students

Except for those students noted below, undergraduate students may withdraw from any course(s).

- ❖ Adviser approval is required for all undergraduate students whose registration required a counselor's signature prior to registration. SEEK and ESL students must report to their respective departments. All other students who require signatures must report to the Center for Academic Advisement and Student Success (CAASS), 3207 Boylan Hall. Students on financial aid who wish to withdraw from any courses should consult with a financial aid adviser.
- ❖ Students withdrawing from *English 1 and 2* need approval from the English Department.
- ❖ Visiting students *do not* need approval when withdrawing from *any course*.
- ❖ All incoming students who wish to withdraw from *basic skills* must report to CAASS.
- ❖ Students who wish to withdraw from ESL courses must report to 1414 Ingersoll Hall.
- ❖ TOCA students require a signature from a TOCA adviser when withdrawing from courses.
- ❖ Students with a GPA below 2.00 must see an adviser in CAASS in order to withdraw from any course.
- ❖ *Any student who has a stop cannot withdraw online.*
- ❖ After required approvals are obtained, students must return the completed withdrawal form to the Enrollment Services Center, 102 West Quad Building.

Graduate Students

Graduate students may withdraw *without department approval* from February 18 to April 20.

Spring 2010 *Continuing Undergraduate and All Graduate Student Registration and Payment Schedule*

Paper bills will no longer be mailed. Students can obtain their account statement via WebCentral after registering or the Enrollment Services Center (ESC) during hours of operation.

<u>Registered</u>	<u>Payment Due*</u>
November 24 – December 29	January 7
December 30 – January 11	January 14
January 12 – 20	January 21
After January 20	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 payment due date.

Payment Information

Pay Online

It is easy to pay your tuition online via the BC WebCentral Portal. 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 nonrefundable 2.65% convenience fee associated with the use of all credit or debit cards. Only full payment is accepted online.

Pay in Person

Come to the ESC and visit the Cashiering station. You may pay your tuition with cash, check, or money order. No credit or debit cards are accepted.

Pay by Mail

If you wish to pay tuition by mail, obtain a copy of your bill at the ESC or by logging on to the BC WebCentral Portal, clicking the WebSIMS shortcut and downloading and printing a copy. Send a copy of your bill with a check or money order made payable to Brooklyn College to:

Brooklyn College
Bursar's Office
2900 Bedford Avenue
Brooklyn, NY 11210

Tuition Payment Plans

You may want to consider a tuition payment plan that allows you to spread out your tuition payments throughout the semester. Payment plans are available through TuitionPay. For more information on TuitionPay, call 866.267.CUNY.

Confirmed Third-party Payment Vouchers

Be sure to submit your voucher to the Enrollment Services Center by April 1, 2010. Students submitting vouchers or waivers may be responsible for additional fees and must make payment by the appropriate due date. Failure to do so can result in the cancellation of courses.

Apply for Financial Aid

Be sure to apply for as many types of aid as you may be eligible for—including loans, state grants and work-study—by filling out a Free Application for Federal Student Aid (FAFSA) and a Tuition Assistance Program (TAP) form. Please visit <http://finaid.brooklyn.cuny.edu> or the Enrollment Services Center, 102 West Quad Building, for more information.

If full payment of tuition, fees and other financial obligations due to Brooklyn College is not made, and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees, and court fees, in addition to whatever amounts you owe to the college. Nonpayment or a default judgment against your account may be reported to the credit bureaus.

Tuition and Fees

Fees, tuition charges, and the refund policy appearing in the Brooklyn College Bulletins and all registration material are subject to change by action of the CUNY Board of Trustees without prior notice. In the event of any increase in the tuition amount, payments already made will be treated as partial payments. Notification will be given of the additional amounts due and the required date of payment. Students who have applied for financial aid and do not wish to attend must officially withdraw from all courses before the first day of classes to avoid fees. Transcripts or other records will not be released, nor will delinquent students be permitted to register in the future, until all financial obligations have been met.

Undergraduate Tuition	New York State Resident	Non-State Resident
Matriculated, full time	\$2,300*	\$415 per credit—no limit*
Matriculated, part time	\$ 195 per credit*	\$415 per credit—no limit*
Nonmatriculated	\$ 285 per credit*	\$610 per credit—no limit*

* Plus Student Activity Fee (DAY—\$100.55; EVE—\$61.35), CUNY Consolidated Services Fee (\$15), and Technology Fee (\$100 for full-time study and \$50 for part-time study).

Graduate Tuition	New York State Resident	Non-State Resident
Full time	\$3,680*	\$575 per credit—no limit*
Part time	\$ 310 per credit*	\$575 per credit*
Additional contact hours	\$ 65 per additional hour	\$ 85 per additional hour

* Plus Student Activity Fee (\$65.10), CUNY Consolidated Services Fee (\$15); and Technology Fee (\$100 for full-time study and \$50 for part-time study).

Maintenance of Matriculation	New York State Resident	Non-State Resident
Graduate only	\$150	\$250

Cooperating teachers must present, each semester, a written certificate of waiver of tuition that may be used for one 3-credit course. Teachers who register for more than 3 credits will be required to pay the additional charges.

If you have already graduated with a bachelor's degree from Brooklyn College and have registered for additional courses, your tuition is subject to change.

Definition of Terms Pertaining to Tuition and Fees

1. *New York State Resident*—A student who has had his or her principal place of abode in New York State for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester for which the residency determination is made, and states his or her intention to live permanently and maintain his or her principal place of abode in New York State.
2. *Full Time* (Undergraduate)—A student who is enrolled for 12 or more credits or the equivalent.
3. *Part Time* (Undergraduate)—A student who is enrolled for fewer than 12 credits or the equivalent.
4. *Full Time* (Graduate)—A student enrolled for 12 or more graduate credits. A student may be classified as full time with fewer than 12 credits on the basis of thesis, comprehensive examination or language preparation, a graduate fellowship, an internship, or independent course work. The graduate deputy chairperson of the department and the Office of the Registrar must approve all requests for full-time certification. Students certified as full time must pay applicable full-time tuition and fees.
5. *Maintenance of Matriculation Fee* (Graduate)—A fee payable by students who do not register for courses in the semester in which they obtain the degree or certificate and in the semesters in which they wish to use Brooklyn College's facilities.
6. *Activity Fee* and/or *Consolidated Fee* —The Activity and/or Consolidated Fee is paid by all students each semester in which they register for courses. It covers the use of the library, campus facilities, free admission to social and cultural events, and maintenance and amortization of the Student Center.

Tuition and Fees (continued)

Special Fees (See the Brooklyn College *Bulletin* for a complete listing of fees.)

Late registration—\$25 beginning with the first day of the term.

Program Adjustment—\$18 for an addition of a course, change from one course to another, or change from one section of a course to another section of the same course. The fee covers all additions made at one time online or in person. If tuition increases as a result of a change in registration, students must pay the additional tuition by the close of business of the next day. Withdrawal from a course or courses may be subject to tuition charges.

Payment Reprocessing Fee—\$15 for checks returned by a bank as uncollectible.

Recreation Fee—\$18.60 for full-time graduate students and \$13.60 for part-time graduate students. Use of the gymnasium and other recreation facilities is free for undergraduate students.

Makeup Final Examination—\$25 for the first examination; \$5 for each additional examination.

Late Payment Fee—Students who are delinquent in paying tuition and fees by the College's established due dates will be required to pay a \$15 Late Payment Fee in addition to all other outstanding College obligations.

Accelerated Study Fee—for students exceeding 18 degree credits:

18.5–20 credits	\$100
20.5–22 credits	\$230
22.5–24 credits	\$460
24.5 credits or more	\$690

Billing for Compensatory and Developmental Courses

Contact hours in the compensatory and developmental courses listed below are counted instead of credits in the determination of tuition (with the exception of Chemistry 1.2 and Physics 1.2, which are billed as five hours).

Compensatory Courses		Developmental Courses	
Chemistry	1.1	ESL	14
	1.2		14.1
Mathematics	2.9		14.2
	2.91		15
	2.92		15.1
	2.99		15.2
Physics	1.2		
Speech	3.3		

and sections of regular courses to which extra hours have been added.

Undergraduate Students Enrolling in Graduate Courses

Undergraduate students who enroll in graduate courses are required to pay tuition at the applicable undergraduate rate.

Tuition and Fees (continued)

Payment of Tuition and Fees (Online and In-Person Registration)

Payment in full must be received by the close of business on the due date specified in this document. Failure to submit can result in the cancellation of your courses. Refer to the *Student Registration and Payment Schedule* page for a list of due dates and payment options. Brooklyn College does not have a tuition-deferment program. The only payment plan that the college accepts is the one offered by the Academic Management Services Corporation. To sign up or for additional information, call TuitionPay Budget Payment Plan, 866.267.2869.

Student Liability

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. Students are not liable for these fees if they withdraw from all courses before the first day of classes, Thursday, January 28. 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 3
50% liability	Drop February 4–10
75% liability	Drop February 11–17
100% liability	Drop February 18 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.

Tuition Refund

Refunds to students are automatically processed and sent to the student at the appropriate time in any of the following instances:

- ❖ The college has cancelled courses or programs.
- ❖ There are errors in billing.
- ❖ The student's status has changed.
- ❖ The student has been dismissed by the college.
- ❖ For any other reason that actual financial credit appears on the student's term account.

Financial Assistance

New York State Tuition Assistance Program (TAP)

Awards from this program may be used to cover graduate or undergraduate tuition. Students must be New York State residents enrolled on a full-time basis. Although equated credits may be used toward the determination of full-time status, students must be registered for a minimum of 6 credits for their first TAP payment. Students first receiving aid in the 2009–2010 academic year must have a certificate of graduation from a recognized school within the United States providing secondary education (high school diploma or the recognized equivalent—GED or home school documentation). Students who do not have this certificate or the equivalent must attain a passing score on a federally approved ability to benefit (ATB) test that has been identified by the Board of Regents as satisfying the eligibility requirement of this section and been independently administered and evaluated as defined by the Commissioner of Education.

The deadline to test for the spring 2010 semester is Wednesday, February 17.

TAP awards on tuition statements and WebSIMS records are valid only when all requirements are met.

In order to qualify for each TAP payment, students must be sure that all credits that constitute full-time status are applicable toward the degree requirements for their major/curriculum. This includes basic skills, core curriculum, and major courses. Elective credits are acceptable when needed to obtain the 120 credits to graduate.

Majors—Students who have earned 60+ credits, including transfer students, must have their major officially declared on their Brooklyn College record by the beginning of the spring semester. **The last day to declare/change a major is Wednesday, March 17.** Failure to do so will result in a denial of your TAP award, and you may incur a liability to the college.

Repeated Courses—A repeated credit course cannot be included toward the full-time course load unless required by the student's curriculum or if additional credit is granted.

Academic Requirements—For continued eligibility, students must meet program pursuit and academic progress requirements, outlined below. Students must have a cumulative GPA of 2.00 or higher to receive their fifth TAP payment and all subsequent payments. Students who fail to meet any of these requirements may apply for a TAP waiver. Waivers are granted based upon extenuating, unusual, or extraordinary circumstances and documentation must be provided.

Students may apply for a TAP waiver by making an appointment at the Center for Academic Advisement and Student Success, 3207 Boylan Hall. Students may receive one waiver for pursuit and/or progress. They may be granted more than one TAP waiver of the C average requirement.

Financial Assistance (continued)

Program Pursuit (Undergraduate)

To be eligible for TAP payment #	Minimum/Equated credits you must complete in prior payment semester	Undergraduate students may receive TAP for eight semesters, or ten semesters if in the SEEK program
2	6	
3	6	
4	9	
5	9	
6 to 10	12	

Academic Progress (Undergraduate)

To be eligible for TAP payment #	If first New York State award is prior to 2006–2007, minimum degree credits earned through last semester of attendance	Minimum GPA through last semester of attendance	If first New York State award is in 2006–2007 or later, minimum degree credits earned through last semester of attendance	Minimum GPA through last semester of attendance
2	0	0.00	3	1.10
3	6	1.00	9	1.20
4	18	1.20	21	1.30
5	31	2.00	33	2.00
6	45	2.00	45	2.00
7	60	2.00	60	2.00
8	75	2.00	75	2.00
9	90	2.00	90	2.00
10	105	2.00	105	2.00

Although students may meet the minimum GPA requirement for academic progress, in order to be eligible to receive a TAP award beyond the fourth payment they must have a GPA of at least 2.00 (C).

Program Pursuit (Graduate)

To be eligible for TAP payment # *	Minimum/Equated credits you must complete in prior payment semester
2	6
3	6
4	9
5	9
6 to 16	12

* Undergraduate payments, if any, are counted toward program pursuit for graduate students.

Academic Progress (Graduate)

To be eligible for TAP payment #	Minimum degree credits earned through last semester of attendance**	Minimum grade point average through last semester of attendance
2	6	2.00
3	12	2.50
4	21	2.75
5	30	3.00
6	45	3.00
7	60	3.00
8	75	3.00

** This includes successful completion of credit-equivalent work.

Financial Assistance (continued)

New York State Aid for Part-time Study (APTS)

This program is available to undergraduate students who are New York State residents and enrolled for 6 to 11 credits. These funds are awarded on the basis of financial need. Students who have received the maximum number of TAP payments are not eligible for the APTS program. To remain eligible, you must meet program pursuit and academic progress standards as outlined below.

Part-Time TAP—Part-time students at approved schools in New York State who were first-time, full-time freshmen in 2008–09 may be eligible for Part-Time TAP to help them pay for college beginning in 2009–10.

Eligibility—Students must:

- ❖ Be a legal resident of New York State
- ❖ Be a U.S. citizen or eligible non-citizen
- ❖ Have graduated from a high school in the United States, earned a GED, or passed a federally approved Ability-to-Benefit test as defined by the Commissioner of the State Education Department
- ❖ Have a tuition charge of at least \$200 per year
- ❖ Not be in default on a student loan guaranteed by HESC and not be in any repayment of state awards
- ❖ Meet income eligibility limitations
- ❖ Not have exhausted TAP eligibility
- ❖ Be matriculated part time in approved undergraduate degree programs at SUNY, CUNY, or not-for-profit degree-granting institutions in New York State
- ❖ Maintain a minimum grade point average of 2.00
- ❖ Be a first-time freshman in the 2009–10 academic year or thereafter
- ❖ Have earned 12 credits or more in each of the preceding consecutive semesters, for a minimum total of 24 credits earned
- ❖ Be taking 6 to 11 credits per semester
- ❖ Maintain good academic standing

Program Pursuit—To meet the program pursuit standard, students must earn a passing or failing grade in a percentage of the minimum part-time course load (6 real or equated credits) in each term an award is received. The percentage increases from 50 percent of the minimum in each term of the first year an award is received, to 75 percent of the minimum in each term of the second year, to 100 percent of the minimum in each term thereafter.

Academic Progress—To make satisfactory academic progress, students must earn (successfully complete) a minimum number of semester hours of credit with a minimum grade point average in each term an award is received. The satisfactory progress standard used for TAP is adapted for use in determining satisfactory progress for part-time study. Generally, as a part-time student, you will have two semesters to achieve the satisfactory progress requirement that a full-time student must achieve in one semester.

SEEK Funds

SEEK funds are awarded to students in the SEEK program at Brooklyn College and are applied toward the undergraduate fee. Students must be enrolled full time to be eligible.

Federal Aid Programs

Pell Grants are available to undergraduate students who have not earned a bachelor's degree or first professional degree. Students must be enrolled to receive Pell awards.

Perkins Loans are available to both undergraduate and graduate students who are enrolled at least half time.

Federal Ford Direct Loans are available for both undergraduate and graduate students who are enrolled at least half time.

Good Academic Standing

Federal student financial assistance programs require recipients to be in good academic standing and to make satisfactory progress toward their degree. For these programs, good academic standing is defined in the Brookly College *Bulletin(s)*.

Students may receive federal assistance for a maximum of seven years of full-time study. Students studying on less than a full-time basis will have their years of study converted to a full-time year equivalent. Under this regulation, students must complete a minimum of 18 degree credits (or equivalent) per full-time year. Students who fail to maintain this standard will be placed on the Conditional/Provisional Status specified above and can continue to receive financial assistance if they maintain eligibility under this status. Students who fail to meet at least the conditional standard may appeal to the Center for Academic Advisement and Student Success to retain their eligibility to continue to receive financial assistance. These appeals will be evaluated for such mitigating circumstances as personal illness, injury, family tragedy, and the student's perceived ability to regain eligibility in a reasonable time.

A Special Note on Federal Funds Eligibility

Eligibility for Federal Title IV funds is based on the student's continuous enrollment during the semester. Students who drop or withdraw from classes prior to the completion of 60 percent of the term affect their eligibility as follows:

$$\frac{\text{\# of days completed in the semester}}{\text{\# of days in the term}} = \frac{\text{Percent of eligibility for semester}}{\text{Federal Title IV awards}}$$

Withdrawals from classes after the 60 percent completion period will not affect that semester's eligibility.

All students receiving financial aid are urged to contact the Financial Aid Office before dropping or withdrawing from any class in which their enrollment status is changed.

Note: *Financial aid programs are subject to change. Students should consult the Enrollment Services Center for the most current information.*

Scholarships and Awards

Undergraduate and graduate students may qualify for one or more of over six hundred scholarships, awards, and prizes that are given each year. Eligibility requirements vary for each, but recipients are chosen based on academic performance, merit, financial need, and other criteria stipulated by the donors.

For scholarship and award information and an application, visit the scholarship site on the BC WebCentral portal and click on *Financing Your Education* or call 718.951.4796.

General Information

Students should consult the Brooklyn College Undergraduate and Graduate *Bulletins* for information regarding attendance regulations, scholarship and retention standards, requirements for graduation, transfer of credit, grades, and other college regulations. Department counselors should be consulted regularly concerning programs of study. Students are subject to penalties for failure to abide by regulations. It is each student's responsibility to be aware of and be guided by exclusion clauses, prerequisites, and corequisites that apply to any course for which he or she plans to register.

1. Admission

ALL STUDENTS MUST FILE AN APPLICATION AND BE ADMITTED TO BROOKLYN COLLEGE IN ORDER TO REGISTER FOR CLASSES.

Submission of Fraudulent Admissions Documents—The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or omit information is prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending CUNY for five years. The CUNY policy regarding fraudulent documents can be viewed on the CUNY website, www.cuny.edu.

Undergraduate—Prospective freshmen and transfer students interested in applying for admission to Brooklyn College may seek information about the application process from the Office of Admissions, 718.951.5001. Applications for degree admission are available online at www.brooklyn.cuny.edu/pub/admissions.htm or www.cuny.edu.

Students seeking to attend Brooklyn College in a nondegree status apply for admission directly to Brooklyn College. Students may download the nondegree application at www.brooklyn.cuny.edu and click on *Admissions*. The following deadlines apply for nondegree applicants:

Nondegree	January 25
Nondegree Post baccalaureate	January 25

Graduate—Students applying for graduate studies apply directly to Brooklyn College. Students are encouraged to apply online at <http://applytograd.brooklyn.cuny.edu>. Deadlines for Graduate Studies vary by program. For an up to date listing of deadlines, please visit our website <http://www.brooklyn.cuny.edu/pub/academics.htm> and click on *Graduate Programs and Advisors*, then click on *Switch to View Admission Requirements*.

2. Auditing (no academic credit)

Courses audited are designated with a grade of AUD on student transcripts.

Undergraduate and graduate students—Students may register to audit a course at the Enrollment Services Center during the first week of classes. They must present an approved audit form. Students auditing a course pay the applicable tuition and fees. Unofficial auditing is not permitted. Students may not take an exemption exam in a course after auditing that course.

Senior citizens—Seniors age sixty or older may audit undergraduate courses only on a space-available basis for \$65 (plus \$15 CUNY Consolidated Services Fee). They must present an approved audit form. Registration takes place during the first week of classes in the Office of the Registrar, 306 West Quad Building. Proof of age must be provided.

General Information (continued)

3. Absentee and Special Examinations

Undergraduate: Applications for spring 2010 Absentee Exams must be filed in the Center for Academic Advisement and Student Success, 3207 Boylan Hall, by Thursday, September 17.

Graduate:

Comprehensive Examinations—

- ❖ Comprehensive Examinations in Psychology will be given on Wednesday, April 21, and Thursday, April 22. Applications can be obtained in the portal under the *e-Services* tab. You may send the completed form via e-mail to grad@brooklyn.cuny.edu or bring it to the Office of the Graduate Dean, 3238 Boylan Hall, by Monday, March 1.
- ❖ Comprehensive Examinations in all other programs will be given on Saturday, May 1, 2010 (Thursday, April 29, for Sabbath observers). Applications for Comprehensive Examinations in School Counseling Program only must be obtained and returned to 2401 James Hall by Monday, March 1.
- ❖ Applications for all other programs can be obtained from students' portal account under the *e-Services* tab and may be sent electronically to grad@brooklyn.cuny.edu, or it may be filed in the Office of the Graduate Dean, 3238 Boylan Hall by Monday, March 1.

Absentee Examinations—

Absentee Examination application may be obtained in the portal under the e-services tab, look for Bursar-ABS form. You may send the completed form via e-mail to grad@brooklyn.cuny.edu or bring it to 3238 Boylan Hall. ABS requires approval from the Office of the Dean of Graduate Studies before arrangements are made to make up exam or missing work. After the approval of the Graduate Dean's Office, you can arrange an exam date with the department. Exams must be taken no later than Wednesday, April 21.

Language Examinations—

Graduate Language Examinations will be given in most cases on Wednesday, April 21. Obtain the application in the department and check with the department for possible changes.

4. Change of Curriculum (Major)

Undergraduate students should consult the department of their major. Please check the *Calendar of Special Dates* for the deadline.

Graduate students should file for change of curriculum in the Graduate Admissions Office, 102 West Quad Building.

5. Change of Name/Address

A change of name/address must be filed at the Enrollment Services Center (ESC), 102 West Quad Building. Change-of-name requests must be substantiated with a marriage certificate or court order. Students may access a Change of Address Form at <https://portal.brooklyn.edu>.

6. Degree Candidates

Students must file a diploma card at the ESC by the calendar deadline for filing for graduation. Students may also file for graduation online by going to BC WebCentral at <https://portal.brooklyn.edu>; under the *eServices* tab, click on *WEBSIMS*. All work must be completed in the semester of graduation. Candidates who filed previously and did not graduate must refile with the new graduation date. Refiling can be done only at the ESC.

Commencement—The last day to determine eligibility for Commencement participation is Monday, March 15. Please check the commencement website for the latest information, <https://portal.brooklyn.edu/bc/commencement>.

General Information (continued)

7. Permit and Visiting Student Status

Incoming students from other CUNY colleges (permit students)—Graduate and undergraduate students must submit an e-permit at their home college. After the e-permit is approved by the home college, students will receive registration information from the host college (Brooklyn College). A new permit must be filed for each semester and course of attendance. Payment of tuition and fees take place at the home college. Actual registration for courses takes place at the host college.

Students from non-CUNY colleges (visiting students)—Graduate and undergraduate students must complete and submit a Visiting Student Application Form along with an official letter from their home college indicating that they are in good academic standing or an official transcript to the Enrollment Services Center, 102 West Quad Building. A new letter must be filed for each semester of attendance. A nonrefundable processing fee of \$50 is required.

Brooklyn College students attending other colleges—Matriculated graduate and undergraduate students may secure a permit to attend another college beginning December 8.

CUNY colleges—Students apply for an e-permit by logging on to <http://portal.cuny.edu> to create a user ID and password. After an ID and password are confirmed (approximately twenty-four hours), students may file an e-permit by following the instructions. After the e-permit is approved, students will receive registration information from host college. Payment for permit courses is expected when tuition is due. Note: Grades earned in permit courses count toward the student's Brooklyn College GPA. Actual registration for courses takes place at the host college.

Non-CUNY colleges—Matriculated students must secure and return a completed permit application to the Office of registrar by logging onto the Brooklyn College portal, www.brooklyn.cuny.edu, and scheduling an appointment using the STAR system. All registration and payment of tuition and fees take place at the host college.

8. Readmission

Students who have not attended Brooklyn College for one or more semesters and wish to register must apply for readmission. For application and other information including fees and deadlines, visit the website at www.brooklyn.cuny.edu, click on *Admissions* then on *For Returning Students*.

9. Recreation Activities

Students interested in participating in recreation activities must have a valid ID card. There is no additional fee for CLAS students. SGS students must pay \$13.60 and graduate students must pay \$18.60 per semester. For more information, contact the Recreation Office, 718.951.5366.

10. Social Security Number

Social Security numbers are used as students' permanent identification numbers. Students who do not have a Social Security number should obtain one prior to registration at their local Social Security office. If a student's Social Security number is incorrect on his or her registration card, he or she should go to the ESC.

General Information (continued)

11. Students with Disabilities

Brooklyn College offers qualified students with disabilities special registration services in order that maximum opportunities for participation in all programs be maintained. Students concerned must contact the Center for Student Disability Services, 138 Roosevelt Hall, 718.951.5538.

12. Child Care

The Early Childhood Center Programs for Young and School-age Children offer enriched early-childhood day and evening programs for children of Brooklyn College students. After-school programs are offered in the fall and spring semesters only. *Infant/Toddler Programs (4 months–2 years)* provide emotionally responsive environments that encourage children's first steps toward engagement with the world. *Programs for Young Children (2–5 years)* work to create a community that supports and encourages young children's growth through an interdisciplinary, center-based curriculum. *School Age After-School Programs (5–12 years)* provide opportunities for children to expand their interests and abilities in a child-friendly relaxed setting. Homework assistance is also available. *Occasional Care (6–12 years)* is after-school care provided for those times when regular child care arrangements fall through. *Registration is required for all programs.* Applications are available in the center office, 1604 James Hall. *Priority is given to Pell-eligible and full-time students; sliding scale available.*

Universal Pre-Kindergarten is available for children four years of age.

Tel: 718.951.5431 Fax: 718.951.4658

13. Family Educational Rights and Privacy Act

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Board of Trustees of The City University of New York Student Records Access Policy of April 1979, Brooklyn College students have "the right to inspect and review any and all official records, files, and data directly related" to them and to deny access to others without written consent of the student except under limited and specified circumstances. This right pertains to any present or former student but not to candidates for admission. The Enrollment Services Center, can provide further information regarding FERPA guidelines and procedures as well as the complete texts of the revised Board of Higher Education policy, as adopted April 23, 1979, and the Family Educational Rights and Privacy Act of 1974, as amended.

Students who wish to inspect and review their education records may make the request to the student records access officer of the College in the Registrar's Office or to the person in charge of the record in question, but a request pertaining to records in the custody of a teacher or counselor should be made directly to that teacher or counselor. Requests made to the student records access officer in the Registrar's Office must be made by completing a request form. Requests for records in other locations may be oral or written. Requests shall be granted or denied within fifteen days of receipt of the request.

See the Non-Disclosure Form on the next page for the Brooklyn College definition of directory information.



Request to Prevent Disclosure of Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of the “Directory Information” listed below.

After this form is signed and submitted, institutions must obtain written consent from the student before disclosing any personally identifiable information on their educational record. Such written consent must specify the records to be released, state the purpose of this disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student.

Please consider very carefully the consequences of any decision by you to withhold “Directory Information.” Should you decide to inform the institution not to release this “Directory Information,” any future requests for such information from noninstitutional persons or organizations will be refused.

“Directory Information” as described by Brooklyn College:

Brooklyn College adheres to the FERPA definition of “directory information”—information contained in an education record of a student that generally would not be considered harmful or invasive, if disclosed. This includes but is not limited to: name, address, telephone number, electronic mail address, photograph, major field of study, dates of attendance, date and place of birth, degrees and awards received, enrollment status (full time, part time, undergraduate or graduate), year or date of expected graduation, height and weight of members of athletic teams, participation in officially recognized activities and sports, degrees, honors, number of credits completed, degree pursued, and the most recent educational agency or institution attended by the student.

Items that can never be identified as “directory information” are the student’s Social Security number, citizenship, gender, religious preference, grades, and GPA.

I understand the above statement and agree that I wish no “directory information” be released on my behalf to anyone for any reason.

Name _____ SS# _____

Student Signature _____ Date _____

Office of the Registrar Brooklyn College of the City of New York
2900 Bedford Avenue • Brooklyn, New York 11210-2889 • Telephone 718.951.5693

General Information (continued)

14. Student Immunization Requirements

New York State law and Brooklyn College require that *all* students (except nondegree students taking fewer than 6 credits) provide documentation proving immunization compliance. Any student who does not submit proof of at least partial compliance **cannot register**. Students with partial compliance have thirty days from the first day of classes to complete their documentation. If it is not completed by that time, the college is required to bar that student from attendance and issue an administrative grade (WA) carrying no academic penalty. There will be financial aid consequences and no tuition refund. The college is liable for a fine of \$2,000 per noncompliant student.

New York Public Health Law 2167 requires *all* students to submit a Meningococcal Meningitis Vaccination Response form signed by the student or student's parent or guardian to the Health Programs/Immunization Requirements Office, 0710 James Hall. Students who fail to return this form within thirty days from the beginning of the semester *may not attend classes*. The form acknowledges the receipt of mandatory meningococcal disease and vaccination information. Vaccination is not required.

Every student should receive a Student Immunization Requirements booklet in their admissions packet or in a separate mailing. Copies may be picked up in 0710 James Hall, 718.951.4505. A summary of requirements for documentation follows.

Full compliance:

Measles—Two doses of live vaccine each given on or after the first birthday and at least twenty-eight days apart OR a blood test proving immunity.

Mumps and rubella—One dose of live vaccine for each disease given after 1968 and on or after the first birthday OR a blood test proving immunity.

Age exemption—If you were born prior to 1957, you must submit proof of age to the Registrar's Office.

Vaccinations and school records—Proof of one dose of measles, mumps, and rubella vaccine within one year prior to the first day of class AND proof of one full year's attendance at a primary or secondary school in the United States since 1980, if submitted simultaneously.

Medical exemption or extension—Students who are taking any medication, have a medical condition, are pregnant or planning to become pregnant in the next three months, or are allergic to gelatin, should discuss immunization with their doctor. Their doctor must complete, sign, and stamp the medical exemption section of the form and indicate how long the exemption is valid.

Religious exemption—If students (or their parent or guardian if they are a minor) have religious beliefs contrary to immunization, they must complete and notarize the religious exemption form.

Partial compliance:

Proof of at least one dose of measles, mumps, and rubella with a doctor's appointment for the second dose of measles.

Important Note

In the event of a measles outbreak on campus, any student without proof of measles immunity, including students with a medical or religious exemption, will be excluded from campus for at least two weeks. The Student Immunization Requirements form and documentation should be brought to the Health Programs/Immunization Requirements Office, 0710 James Hall, so that it can be reviewed. If materials are mailed or faxed to 718.951.4278, it is the student's responsibility to follow up to ensure that what was submitted is adequate. Continuing students may not register without full compliance. Incoming students must be at least partially compliant to register.

All students must submit a form with documentation even if exempt because of age, medical condition, or religious belief. For information about free vaccinations with the New York City Department of Health, call 212.349.2664. If you have other questions, call the Health Programs/Immunization Requirements Office, 718.951.4505.

General Information (continued)

15. Residency

Students establishing New York State residency for in-state tuition could do so in the Office of Admissions, Residency Unit, 222 West Quad Building. Students who wish to establish residency for the spring 2010 semester must do so by May 18. Students may not file for residency for a previous semester. In order to establish proof of residency, all required documentation must be in the student's name and date twelve months prior to the first day of classes (January 28). Further inquiries may be made in the office indicated above or online at www.brooklyn.cuny.edu/pub/residency.htm.

16. Twenty-Four-Hour Information Line

Call 718.951.5111 from any Touch-Tone telephone for recorded information and directory of College programs, departments, and services. In the event of an emergency school closing, students should call the Brooklyn College Information Number, 718.951.5000, or go to the college portal, <https://portal.brooklyn.edu>.

17. Requesting Transcripts

Visit the transcript request website at www.brooklyn.cuny.edu, click on *Alumni*. Current students may also request transcripts from the BC WebCentral portal under the *eServices* tab.

18. Academic Integrity

Academic dishonesty of any type, including cheating and plagiarism, is unacceptable at Brooklyn College. Cheating is any misrepresentation in academic work. Plagiarism is the representation of another person's work, words, or ideas as one's own. Students should consult the Brooklyn College *Student Handbook* for a more specific discussion of related academic integrity standards. Faculty is encouraged to discuss with students the application of these standards to work in each course. Academic dishonesty is punishable by failure of the "test, examination, term paper, or other assignment on which cheating occurred" (Faculty Council, May 18, 1954). In addition, disciplinary proceedings in cases of academic dishonesty may result in penalties of admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, complaint to civil authorities, and ejection (adopted by Policy Council, May 8, 1991).

19. Size of Program

Undergraduate students—

- ❖ Entering freshmen may take a maximum of 15 credit hours.
- ❖ Upper freshmen who have at least a B average may take a maximum of 17 credit hours; eligible upper first-year students may petition a CAASS adviser to take 18 credits.
- ❖ All students who have at least 27 credits and at least a 2.00 GPA for the preceeding term may take a maximum of 18 credits. Students with a GPA of at least 3.00 may petition a CAASS adviser to take 19 credits. No students may take 19 credits without permission from a CAASS adviser.
- ❖ Students whose cumulative GPA is below 2.00 are subject to the probation policy; they may not take more than 6 credits and must see an academic adviser.
- ❖ Students should bear in mind that typically at least three hours of work (class work plus homework) are assumed for every credit hour.

Students who are employed or have other obligations or responsibilities that substantially restrict their study time are advised to reduce their workloads as follows:

- ❖ employed 10–15 hours: reduce workload by 3 credit hours
- ❖ employed 16–25 hours: reduce workload by 4 to 6 credit hours
- ❖ employed 26–35 hours: reduce workload by 7 to 9 credit hours

Students who wish to take more credit hours than specified must receive permission from the Center for Academic Advisement and Student Success, 3207 Boylan Hall, at least one week prior to registration.

*Graduate students—*Students may take no more than 15 credits per semester.

Undergraduate Students

General Information

1. CUNY Assessment Tests

Students must meet the standards of proficiency in the basic skills areas of mathematics, reading, and writing as established by the College and CUNY. Unless exempted, all students are tested in these areas before admission to Brooklyn College. Exemptions may be based on scores on the SAT, ACT, or New York State Regent's examinations; earning a grade of C or better on English composition and a credit-bearing math course; or completing a bachelor's degree or higher from an accredited program. Students who have completed their degree abroad in a language other than English will be required to test in reading and writing. Students who do not meet the basic skills proficiency standards are encouraged to participate in the college's Pre-Freshman Academy Program.

Students who have not met the proficiency standards will not be permitted to register. ESL students who have met the standard for proficiency in mathematics will be permitted to register and will be placed in appropriate ESL courses. SEEK students who have not met the proficiency standards will be permitted to register and will be placed in appropriate courses by their advisers.

2. Speech Proficiency

Students must be screened for speech proficiency by members of the Speech Communication Arts and Sciences Department, 3439 Boylan Hall, to determine their exemption from speech or assignment to the Speech Clinic or to a speech course.

3. Declaration of Major

All degree-seeking students must declare their major no later than the semester in which the combination of credits earned and credits for which they currently are registered totals 61 or greater. Students declare a major by completing a Declaration of Major Form. For some majors, the form is available through BC WebCentral Portal at <https://portal.brooklyn.edu>. For others, it is available in department or program offices and in the Enrollment Services Center. Some departments require the form to be signed by a departmental or program adviser. Students with double or dual majors may need to complete a separate Declaration of Major Form for each major. For students who are approaching the 61-credit point and remain undecided about their choice of major, there are a number of avenues of assistance. Faculty advisers in each academic department advise prospective majors about the undergraduate programs and related career possibilities. Also, the Magner Center for Career Development and Internships sponsors workshops for undecided majors. Students may register for one of these at 1303 James Hall, 718.951.5696. The college expects that students select their major with careful consideration and with good knowledge of the range of options. Students must meet with a faculty adviser in the major department before declaring their major.

TAP recipients for summer must declare their major by the beginning of their junior year to remain eligible for TAP.

4. Taking Graduate Courses

Undergraduate seniors whose scholastic work is of superior quality (cumulative GPA of 3.00 or higher) and who wish to attend the Division of Research and Graduate Studies may request an application in the ESC. The approved application must be returned to the ESC, 102 West Quad Building. Failure to submit the appropriate permission will result in the graduate course being dropped from their registration.

5. Undergraduate Change of Status through the Registrar's Office

DAY to EVE, EVE to DAY Transfers: Students who wish to transfer from DAY to EVE, or vice versa, for spring 2010 should apply in the Enrollment Services Center by February 17.

Correction of Credits Earned: Students who wish to have their group number corrected for spring 2010 should apply in the ESC; this option has no deadline.

Change of Degree Objective: Undergraduate students who have earned a bachelor's degree from Brooklyn College and wish to continue in the undergraduate division may do so by filing the application in the ESC by February 17. Students may choose to be classified as nonmatriculated students or as second undergraduate degree students. A Declaration of Major Form with the department signatures must be submitted with the Change of Status Form if the second undergraduate degree option is to be applied.

6. Transfer Interest Groups (TIG)

Transfer students are invited to attend informational seminars designed to meet their specific needs. Contact the academic adviser, transfer specialist Michael LoPorto, 718.951.5471, mloporto@brooklyn.cuny.edu, for more information about resources available to transfer students.

Undergraduate Students

General Information (continued)

7. Pass/Fail

Matriculated sophomores, juniors, and seniors with an average of 2.00 (C) or higher are eligible to take up to ten courses for pass/fail grades. A pass grade is not counted in the grade point average; a fail grade is counted. Six courses may be from departments in the college except (1) courses in the core curriculum (applies only to students subject to core requirements; students not subject to the requirements of the core curriculum may take such courses as electives on a pass/fail basis), (2) courses in the major department, (3) courses outside the major department but required to complete the major, (4) honors courses, and (5) courses required to complete school requirements under the 1978–81 *Bulletin(s)*. In the fall and spring terms, students may take up to two courses pass/fail as follows: (1) one course from departments other than physical education, and (2) one course in physical education (see below). Students register for courses they wish to take pass/fail with their other courses. After registration they may declare a course(s) pass/fail by filing an application in the ESC or via the portal at <https://portal.brooklyn.edu>; click on the *eServices* tab, then *Student Transactions/Grades*. See Calendar of Special Dates for the deadline.

Pass/Fail Option in Physical Education Courses—Matriculated students may opt to register for one physical education activity course (Physical Education and Exercise Science 17.2 through 17.46) per semester up to a maximum of 4 credits. Physical education majors may not take these courses on a pass/fail basis.

8. The On-Course Advantage (TOCA)

Students who have successfully completed at least 12 credits in their first semester with a GPA of 3.00 or higher and who plan to register for at least 12 credits in their second semester are invited to participate in the fast-track program. This program is open to both freshmen and transfer students. If you are interested or would like more information, contact Takiyah Lord in the TOCA Office, 3219 Boylan Hall, 718.951.4865, tlord@brooklyn.cuny.edu.

9. CUNY Proficiency Examination (CPE)

All students pursuing an associate or baccalaureate degree at CUNY will be subject to all CPE requirements, except for students who have already earned a bachelor's or higher degree from an accredited program. As of September 1, 2003, previously exempt students become subject to all of the rules governing the examination. Students must take the exam once they have accumulated 45 or more credits. Students may take the CPE three times. Failure to take the CPE when required means forfeiting (losing) one chance to take the test. A forfeit counts as a failure and one of the three attempts. Informational material, including a description of the exam, criteria for passing, sample questions, graded student responses, and test policies, is available in the Testing Office, 245 West End Building, and on the CUNY website, www.cuny.edu/cpe. Preparation workshops and CPE online tutorial are available.

CPE sign-up dates	February 8–25
CPE test dates	March 8–20

Students may sign up for a test or a workshop online at BC WebCentral, <https://portal.brooklyn.edu>.

Students may log on to www.CUNY.edu/testing to access the tutorial.

10. Core Retroactive Pass Option

A student may elect to have grades in any two previously passed core courses changed from an ordinary passing grade (A+ through D-) to a grade of P (pass). This option must be exercised no later than the tenth week of the semester following that in which the students complete their 96th credit. Once this option has been utilized, it may not be rescinded or changed. Applications for the Core Retroactive Pass Option are available in the ESC or at <https://portal.brooklyn.edu>; click on the *eServices* tab, then *Student Transactions/Grades*.

11. Leave of Absence

Undergraduate students in good standing who must interrupt their studies for one or more full semesters (up to an accumulative maximum of two years) may apply in advance at the ESC for an official leave of absence. Such students, upon their return, must submit a readmit application and may fulfill the graduation requirements that were in effect while they were in residence.

Graduate Students

General Information

1. **Counseling**

During the first semester of attendance, matriculated students should prepare, with a department counselor, a course of study that meets all degree and/or certification requirements. Most departments require approval of a program of study.

2. **Entrance Conditions**

Students admitted with entrance conditions must fill the conditions (in order to graduate). It is strongly recommended that the conditions be met within the first year of being admitted. Please notify your graduate deputy or program head when the conditions have been met.

3. **Undergraduate Courses**

Matriculated graduate students who are required to take an undergraduate course in spring 2010 as part of their graduate program must pick up a crossover application in the ESC, have the chairperson or deputy of their major department sign it, and return the approved application to the ESC.

4. **Pass/Fail**

The pass/fail option is available only for LIBST 782. For more information and to obtain the application, consult the MAL program director. Forms must be filed in the ESC by the last day to late-add a course. See calendar of special dates.

5. **Maintenance of Matriculation**

Matriculated graduate students who do not register for courses must maintain matriculation in the semester in which they wish to obtain their degree. The fees cannot be waived or refunded. The maintenance of matriculation fee for New York State residents is \$150 and for out-of-state residents, \$250. Students may file for maintenance of matriculation in the Enrollment Services Center, 102 West Quad Building.

Students who wish to resume their studies after a term or more of absence must file an application for readmission. Matriculated students with a GPA of 3.00 or higher may apply for a leave of absence. Such students must file for readmission.

File this form in the Enrollment Services Center, 102 West Quad Building.

Please register me for maintenance of matriculation for the **spring 2010** semester—CODE #1305

Social Security number _____ - _____ - _____

Name _____
Last First MI

Address _____
City State Zip code

Telephone # _____
Day Evening

Signature _____ Date _____

Undergraduate Major Codes

Majors

Accounting (BS)	004	Italian—Business (BA).....	066
Accounting—Public Accountancy (BS)	003	Journalism (BA).....	067
Africana Studies (BA)	007	Judaic Studies (BA)	068
American Studies (BA)	008	Leadership & HR MGMT (BBA)	060
Anthropology (BA)	009	Linguistics (BA).....	071
Art (BA)	012	Management (BBA).....	076
Art (BFA)	013	Marketing (BBA).....	080
Art History (BA)	014	Mathematics (BA)	072
Biology (BA)	016	Mathematics (BS)	073
Biology (BS)	017	Mathematics—Computational (BS)	074
Broadcast Journalism (BS)	020	Mathematics—Theoretical (BS)	075
Business Information Systems (BS/MPS)	030	Multimedia Computing (BS).....	019
Business Management and Finance (BS)	021	Music (BA)	077
Caribbean Studies (BA)*	022	Music Composition (BMus)	078
Chemistry (BA)	023	Music Performance (BMus)	079
Chemistry (BS)	024	Philosophy—Business (BA)	114
Children’s Studies (BA)	118	Philosophy—General (BA)	081
Classics (BA)	027	Philosophy—Honors (BA)	115
Communications (BA)	102	Philosophy—Law (BA)	112
Comparative Literature (BA)	028	Philosophy—Other (BA).....	113
Computer Science (BS)	025	Physical Education—Adaptive (BS).....	082
Creative Writing (BFA)	033	Physical Education—Exercise Science (BS) ..	110
CUNY BA (BA)	032	Physics (BA)	084
Economics (BA)	038	Physics (BS).....	085
English (BA)	044	Political Science (BA).....	088
Environmental Studies (BA)	040	Psychology (BA)	089
Film Marketing (BA)	042	Psychology (BS).....	090
Film Production (BA)	046	Puerto Rican and Latino Studies (BA)	091
Film Screenwriting (BA)	043	Puerto Rican and Latino Studies— Business (BA)	087
Film Studies (BA)	045	Religion (BA)*	092
Film/Documentary Production (BA)	121	Russian (BA)	093
Film/Industry Studies (BA)	120	Russian—Business (BA)	094
French (BA).....	048	Sociology (BA)	096
French—Business (BA)	049	Spanish (BA)	097
Geology (BA)	050	Spanish—Business (BA)	098
Geology (BS).....	051	Speech (BA).....	099
Health and Nutrition (BA)	055	Speech-Language Pathology/Audiology/ Hearing (BA).....	101
Health and Nutrition—Food (BS).....	057	Television and Radio (BA)	103
Health and Nutrition—Science (BS)	056	Theater (BA)	104
History (BA)	061	Theater Acting (BFA)	105
Information Systems (BS)	037	Theater Production (BFA)	109
International Business (BBA).....	070	Women’s Studies (BA)	108
Italian (BA)	065		

Teacher Education Programs

Biology Teacher (BA)	250
Chemistry Teacher (BA)	263
Child Education, 1–6 (BA)	253
Child Education, 1–6 Bilingual (BA).....	252
Early Childhood Education, B–2 (BA)	255
Early Childhood/Special Education (BA).....	212
English Teacher (BA)	262
French Teacher (BA)	258
Italian Teacher (BA).....	260
Math Teacher (BA)	254
Music Education (BMus).....	251
Physical Education Teacher (BS)	256
Physics Teacher (BA)	261
Social Studies Teacher (BA)	257
Spanish Teacher (BA).....	259

* dual major, requires primary major degrees

+ transfer program to schools offering engineering degrees

Undergraduate Program Codes for Minors, Certificate Programs, and Concentrations

Minors

Accounting.....	002
Acting for Television and Radio	106
Africana Studies	015
African American Studies	016
American Music and Culture	021
American Studies	008
Anthropology and Archaeology	009
Archival Studies and Community Documents	014
Art History.....	011
Asian Studies	020
Biochemistry	012
Biology.....	003
Business and Society.....	018
Caribbean Studies.....	010
Chemistry	023
Children’s Studies	024
Classics.....	027
Cognitive Science	007
Comparative Literature.....	028
Computer Science	005
Consumer Behavior	063
Criminal Justice	062
Economics	036
Economics—Business Law	039
Economics—Finance	037
Economics—Financial Planning.....	035
Economics—Marketing	034
Economics—Small Business Mgmt. and Urban Entrepreneurship	095
English	044
Environmental Studies	045
Film	046
Film (Television and Radio majors)	047
Financial Planning	035
Geology	030
Health and Nutrition Sciences	006
Hebrew	059
History.....	061
Human Resource Development and Management	064
Human Resource Management and Diversity Studies.....	069
Journalism	029
Judaic Studies	068
Latin America.....	070
Law and Society	013
Linguistics	071
Literatures of the African Diaspora	017
Logic, Reasoning, and Rationality	078
Mathematics.....	072
Multimedia Computing	074
Music	076
Philosophy	081
Philosophy and the Arts	080
Philosophy and the Sciences	079
Physical Education	082
Physical Education—Exercise Science	083
Physics	085
Political Science	088

Professional and Applied Ethics	090
Psychology	089
Puerto Rican and Latino Studies.....	091
Religion (studies in)	092
Social Welfare.....	019
Sociology	001
Speech	099
Television and Radio	101
Theater.....	104
Theater Production (Television and Radio Majors).....	105
Women’s Studies.....	108

Department of Modern Languages and Literatures

Chinese	004
French	048
German	052
Italian.....	065
Italian American Studies	060
Italian International Studies	066
Russian.....	093
Spanish.....	097

Certificate Programs

Accounting.....	006
Computers/Programming.....	031
Film Production	047
Film Screenwriting	041

Concentration

American Studies	003
Anthropology and Archaeology	005
Art	007
Children’s Studies	009
Chinese	011
Classics.....	013
Computer and Information Science.....	014
English	015
Environmental Studies	017
French	019
General Science	021
Health and Nutrition Sciences	023
History.....	025
Italian.....	027
Judaic Studies	029
Mathematics.....	031
Music	033
Philosophy	035
Political Science	037
Psychology	039
Puerto Rican and Latino Studies.....	041
Puerto Rican and Latino Studies (Bilingual Extension)*	043
Russian.....	045
Sociology	047
Spanish.....	049
Theater	051
Women’s Studies.....	053

Graduate Program Codes

Art—Digital Art (MFA)	300	Theater—Dramaturgy (MFA)	388	Teachg St w/Dis Early Chld B–2	
Art—Drawing and Painting (MFA).....	301	Theater—History/Criticism (MA).....	386	A (MSEd)	637
Art—Photography (MFA)	304	Theater—Perf Art Management (MFA).....	389	Teachg St w/Dis Early Chld B–2	
Art—Printmaking (MFA)	302	Teacher Education Programs		B (MSEd)	638
Art—Sculpture (MFA)	303	Adolescence Science Ed, 7–12		Teachg St w/Dis Mid Chld Ed A	
Art History (MA)	306	For Initial or Prof Tchr Cert (MAT)	631	(MSEd)	642
Autism Speech Disorder (Cert)	644	Adolescence Science Ed, 7–12		Teachg St w/Dis Midchd Ed (MSEd)	643
Biology (MA)	308	For Prof Tchr Cert Only (MAT)	633	New Teacher Education Programs	
Chemistry (MA)	312	Art Teacher (MA)	660	Adolescence Science Ed B	
Community Health (MPH)	323	Autism Spectrum Disorders (Cert)	644	Alternative Cert (MAT).....	731
Community Health Education (MA)	321	Biology Teacher, 7–12 (MA)	650	Art Teacher (MA)	760
Community Health Thanatology (MA).....	315	Chemistry Teacher, 7–12 (MA)	651	Biology Teacher (MA)	750
Computer and Health Science (MS)	322	Childhd Ed Tchr Lib Art, 1–6 A (MSEd)	606	Chemistry Teacher (MA)	751
Computer Science (MA)	318	Childhd Ed Tchr Lib Art, 1–6 B (MSEd)	607	Child Ed Teacher 1-6 Bilingual (MSEd)	710
Computer Science/Economics (BS/MPS)	319	Childhd Ed Tchr Lib Art, 1–6 C (MSEd)	608	Child Ed Teacher 1-6 Liberal Arts A	
Creative Writing—Fiction (MFA)	324	Childhd Ed Tchr Bilingual Ext (MSEd)	610	(MSEd)	706
Creative Writing—Play (MFA)	325	Childhd Ed Tchr Sci & Env 1–6		Child Ed Teacher 1-6 Liberal Arts B	
Creative Writing—Poetry (MFA)	327	A (MSEd)	612	(MSEd)	707
Economics (MA)	328	Childhd Ed Tchr Sci & Env 1–6		Child Ed Teacher 1-6 Liberal Arts C	
Economics/Accounting—		B (MSEd)	613	(MSEd)	708
CPA Qualifying (MS)	333	Childhd Ed Tchr Sci & Env 1–6		Early Childhood Teacher B–2 A (MSEd).....	701
English (MA).....	332	C (MSEd)	614	Early Childhood Teacher B–2 B (MSEd).....	702
French (MA)	335	Childhd Ed Tchr Math, 1–6 A (MSEd).....	616	Early Childhood Teacher B–2 C (MSEd)	703
Geology (MA)	336	Childhd Ed Tchr Math, 1–6 B (MSEd).....	617	English Teacher (MA)	752
Grief Counseling (Cert).....	392	Childhd Ed Tchr Math, 1–6 C (MSEd)	618	French Teacher (MA).....	753
Health Care Management (MPH)	307	Educational Leadership (Cert)	611	Literacy Teacher B–6 (MSEd)	734
Health Care Policy and Admin (MPH)	309	Educational Leadership -		Literacy Teacher 5–12 (MSEd)	735
History (MA)	342	School		Math Teacher (MA).....	754
Information Systems (MS).....	320	District Leader (MSEd)	624	Middle Childhd Ed, Spec PRG 2 A	
Judaic Studies (MA)	344	English Teacher, 7–12 (MA)	652	Gen Sci (MA)	728
Liberal Studies (MA)	346	Early Childhood Ed Tchr B–2 A (MSEd)	601	Middle Childhd Ed, B Spec PRG 2 B	
Mathematics (MA)	347	Early Childhood Ed Tchr B–2 B (MSEd)	602	Gen Sci (MA)	729
Mental Health Counseling (MA).....	343	Early Childhood Ed Tchr B–2 C (MSEd)	603	Middle Childhd Ed, C Spec PRG 2 C	
Music—Composition (MMus)	350	French Teacher, 7–12 (MA).....	653	Gen Sci (MA)	730
Music—Musicology (MA).....	345	Health Teacher (MSEd).....	661	Middle Childhd Ed, Spec PRG 2 D	
Music—Performance Practice (MA)	351	Literacy Teacher, B–6 (MSEd)	634	Gen Sci (MA)	723
Music—Performance (MMus).....	349	Literacy Teacher, 5–12 (MSEd)	635	Middle Childhd Tchr, 5–9 A	
Nutrition (MS)	354	Math Teacher, 7–12 (MA)	654	Gen Sci (MA)	725
Parallel & Distributed Computing (Cert)	341	Middle Ch Ed Tchr, Math Sp A (MSEd).....	620	Middle Childhd Tchr, 5–9 B	
Perf & Interactive Media Arts (Cert)	357	Middle Ch Ed Tchr, Math Sp B (MSEd).....	621	Gen Sci (MA)	726
Perf & Interactive Media Arts (MFA)	359	Middle Ch Ed Tchr, Math Sp C (MSEd).....	622	Middle Childhd Tchr, 5–9 C	
Physical Education—Exercise Science and		Middle Ch Ed, 5–9 (MA)		Gen Sci (MA)	727
Rehabilitation (MS).....	334	A Science Generalist	625	Middle Childhd Tchr Math Sp C (MSEd)	722
Physical Education—Sports		Middle Ch Ed, 5–9 (MA)		Physical Education Teacher (MSEd)	764
Management (MS)	353	B Science Generalist	626	Physics Teacher (MA)	755
Physics (MA).....	356	Middle Ch Ed, 5–9 (MA)		Social Studies Teacher (MA)	756
Political Science (MA)	362	C Science Generalist	627	Spanish Teacher (MA)	757
Political Science—Urban Policy and		Middle. Ch Ed Science Spec. A–(MA).....	628	Teachg St w/Dis Chld Ed A (MSEd)	739
Administration (MA).....	363	Middle. Ch Ed Science Spec. B–(MA).....	629	Teachg St w/Dis Chld Ed B (MSEd)	740
Political Science and Law (MA/JD)	364	Middle. Ch Ed Science Spec. C–(MA)	630	Teachg St w/Dis Chld Ed C (MSEd)	741
Psychology—Experimental (MA)	366	Music Education (Cert).....	663	Teachg St w/Dis Erly Chld A (MSEd)	737
Psychology—Human Relations (MA)	368	Music Teacher (MA)	662	Teachg St w/Dis Erly Chld B (MSEd)	738
Psychology—Organization Psychology		Physical Education Teacher (MSEd)	664	Teachg St w/Dis Mid Chd Ed 5–9	
and Behavior (MA)	370	Physics Teacher, 7–12 (MA)	655	A (MSEd)	742
Sociology (MA)	372	School Counseling (Cert)	648	Teachg St w/Dis Mid Chd Ed 5–9	
Spanish (MA)	373	School Counseling (MSEd)	646	B (MSEd)	743
Speech—Audiology (MS)	376	School Psychologist (Bilingual)	549		
Speech—Language Pathology (MS)	378	School Psychologist (Cert).....	543		
Speech—Public Communication (MA).....	375	School Psychologist (MSEd)	544		
Media Studies (MS).....	380	Social Studies Teacher, 7–12 (MA)	656		
Television Production (MFA)	382	Spanish Teacher, 7–12 (MA)	657		
Theater—Acting (MFA)	383	Teachg St w/Dis Chld 1–6 A (MSEd)	639		
Theater—Design & Technique (MFA)	385	Teachg St w/Dis Chld 1–6 B (MSEd)	640		
Theater—Directing (MFA)	387	Teachg St w/Dis Chld Ed 1-6 C			
		(MSEd)	641		