



### **Important Information Regarding Graduate Visiting Student Applications**

- All visiting student applications must be complete. Incomplete applications will not be processed.
- If you are submitting an unofficial transcript, please make sure that your name, the institution's name, your cumulative GPA, and your social security or student ID number are on the transcript. Transcripts must include your courses for the current semester. Documents missing this information will not be accepted.
- Good academic standing translates to a GPA of 3.0 or above. If your cumulative GPA is below a 3.0, you will not be admitted to Brooklyn College as a visiting student.
- **Submission of a visiting student application does not constitute registration. Once your application is processed, it is your responsibility to register and pay for your course(s).**
- **Registration for math courses requires obtaining permission from the Math Department.** Please contact the Math Department located in room 1156 Ingersoll Hall, 718-951-5246.
- Please refer to the schedule of classes for your payment due date. **If payment is not posted to your account on or before the payment due date, your classes will be dropped for non-payment.**
- If you expect financial aid to cover all or part of your tuition, you will need to submit a consortium agreement from your home school to the Enrollment Services Center located in room 102 West Quad Building. Please contact your home school for further information.
- If you are admitted as a visiting student for the fall, winter, or spring semester and intend to register for **6 or more credits**, you will need to satisfy your immunization requirement. Please contact the Health Programs / Immunization Requirements office located in room 0710 James Hall, 718-951-4505. There are **no** immunization requirements for the summer.

### **How to Register at Brooklyn College**

- Go to [portal.brooklyn.edu](http://portal.brooklyn.edu)
- Under **New Users**, click on **Create an Account** and follow the procedure to create a username and password
- Login to WebCentral
- Under **Shortcuts**, click on **WebSIMS**
- Enter your 6-digit pin number (date of birth) into the WebSIMS box and click on **Connect to WebSIMS**
- Once on WebSIMS, click on **Register/Change Program**
- Choose a semester then click **Submit**
- Enter the 4 digit course code, ex: 5678
- Click on **Add Class**
- After course(s) are added, click on **Submit Request**
- Click on **Complete Registration**
- Follow the prompts to check your payment balance or to pay your bill online

### **The Enrollment Services Center**

Brooklyn College of The City University of New York  
2900 Bedford Avenue • Brooklyn, New York 11210-2889 • Telephone (718) 758-8150 • Fax (718) 951-4285

# Payment Deadlines, Schedule of Tuition Refund and Student Liability - Intersession 2010

Winter Intersession 2010 Payment Due Dates	
Registered	Payment Due*
November 3 - December 12	December 12
December 13 - January 5	Upon Registration
<b>Failure to pay tuition and fees by the due date could result in the cancellation of registration requests.</b>	
<p>*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.</p>	
Winter Intersession 2010 Schedule of Tuition Refund and Student Liability**	
0% Liability	Drop prior to January 4
50% Liability	Drop January 4 - January 5
75% Liability	Drop January 6 - January 7
100% Liability	Drop on or after January 8
<b>Failure to pay tuition and fees by the due date could result in the cancellation of your courses.</b>	
<p>**Note: You do not incur any financial liability if you drop a course prior to the College's scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes.</p>	

Please visit [www.brooklyn.cuny.edu/billpay](http://www.brooklyn.cuny.edu/billpay) for tuition payment options.

Enrollment Services Center  
 102 West Quad Building  
 (718)758-8150

# Payment Deadlines, Schedule of Tuition Refund and Student Liability - Spring 2010

Spring 2010 Payment Due Dates	
Registered	Payment Due*
November 24 - December 29	January 7
December 30 - January 11	January 14
January 12 - January 20	January 21
After January 20	Immediately Upon Registration
<b>Failure to pay tuition and fees by the due date could result in the cancellation of registration requests.</b>	
<p>*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.</p>	
Spring 2010 Schedule of Tuition Refund and Student Liability**	
0% Liability	Drop prior to January 28
25% Liability	Drop January 28 - February 1
50% Liability	Drop February 2 - February 8
75% Liability	February 9 - 17
100% Liability	Drop February 18 and thereafter
<b>Failure to pay tuition and fees by the due date could result in the cancellation of your courses.</b>	
<p>**Note: You do not incur any financial liability if you drop a course prior to the College's scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes.</p>	

Please visit [www.brooklyn.cuny.edu/billpay](http://www.brooklyn.cuny.edu/billpay) for tuition payment options.

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# Graduate Visiting Student Application

**BROOKLYN COLLEGE—OFFICE OF THE REGISTRAR**

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

## FILING INSTRUCTIONS:

1. Submit an unofficial transcript from your current University/College to the appropriate academic department at Brooklyn College.
2. Obtain the signature or attach e-mail approval of the appropriate graduate deputy. For deputy contact information, please visit the following URL:  
<http://www.brooklyn.cuny.edu/programs/index.jsp?div=G>
3. Submit a completed application with the APPROVAL OF THE APPROPRIATE GRADUATE DEPUTY.
4. Submit a NON-REFUNDABLE APPLICATION PROCESSING FEE of \$50 made out to Brooklyn College.

**Semester:** FALL  JANUARY  SPRING  SUMMER 1  SUMMER 2  YEAR \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Sex:  Male  Female

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street number Street Name Apartment number

\_\_\_\_\_ City State Zip Code

Telephone number: \_\_\_\_\_ Home Business/Cell

Length of time at the above address: \_\_\_\_\_

What University/College are you currently attending?

\_\_\_\_\_ Name of University/College

\_\_\_\_\_ City State Zip Code

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

Section Code	Department	Course	Section	Credit
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Graduate Deputy :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail Approval is Attached:**  Yes  No **Date:** \_\_\_\_\_