



# Brooklyn College STUDENT HANDBOOK



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## Welcome to Brooklyn College

Welcome to the Brooklyn College community! On behalf of the Division of Student Affairs, we're so excited to have you here.

Starting college is a big step, and we want to make sure you have everything you need to succeed. That's where this Student Handbook comes in. Think of it as your go-to guide for getting around campus, understanding how things work, and finding the many resources available to support you during your time here.

Whether you're just starting out or continuing your journey with us, this handbook will help you understand the policies, expectations, and opportunities at Brooklyn College. It also covers your rights and responsibilities as a student—basically everything you need to know to stay informed and make the most of your college experience.

The Division of Student Affairs is here to help make your time at Brooklyn College meaningful, fun, and successful. We offer all kinds of services and programs—like counseling, health services, student activities, and identity-based support offices—to support you both in and out of the classroom. We're all about helping you grow, connect, and thrive.

Your time at Brooklyn College is what you make of it—and we're here to support you every step of the way. If you ever have questions or need a hand, feel free to stop by our office in room 2113 Boylan Hall, give us a call at 718.951.5352, or send us an email.

Once again, welcome, we're so glad you're here!

Yasmin Ali

Interim Vice President for Student Affairs

*Graduation: Your Dream, Our Focus*



## Brooklyn College Facts

### A Brief History of Brooklyn College

Founded in 1930, Brooklyn College was NYC's first public co-ed liberal arts college, created to offer affordable, high-quality education to children of immigrants and working-class families.

Originally located in downtown Brooklyn, the college soon outgrew its space. Under President William Boylan, a new Georgian-style campus was built in Midwood, designed by Randolph Evans. The land used to be a golf course, football field, and even a circus site. Evans had already designed a beautiful Georgian-style campus with a central quad and a library with a tall tower. It became the vision for the new Brooklyn College.

Despite the Great Depression, the city bought the land in 1934, and federal funds helped build the campus. Mayor La Guardia broke ground in 1935, and President Roosevelt laid the cornerstone for Roosevelt Hall, praising the college's role in shaping American citizenship.

In the decades that followed, Brooklyn College built a reputation for great faculty, strong academics, and driven students. By 1961, Brooklyn College joined the CUNY system. The late '60s and early '70s saw activism around the Vietnam War and civil rights, with speakers like Malcolm X and Abbie Hoffman.

In 1970, CUNY's open-admissions policy boosted access but led to overcrowding and financial strain. Recovery began in the '80s with a strong Core Curriculum and renewed academic focus.

Campus upgrades followed in the '90s and 2000s, including a modernized Library and the West Quad Center (2009). In 2011, the college reorganized into five schools:

- The School of Business
- The School of Humanities and Social Sciences
- The School of Natural and Behavioral Sciences
- The School of Visual, Media and Performing Arts
- The School of Education

In 2015, the School of Business was named the Murray Koppelman School of Business, after an alum and philanthropist (Class of '57). That same year, the college launched the Barry R. Feirstein Graduate School of Cinema at Steiner Studios in the Brooklyn Navy Yard. It was the first public graduate film school in New York State.

In 2018, the college opened the Leonard & Claire Tow Center for the Performing Arts, which includes rehearsal spaces, workshops, exhibition areas, and the Don Buchwald Theater. It's now a key space for performance and creativity on campus. In 2019, the Koppelman School of Business received prestigious AACSB accreditation, a major milestone that puts it in great company with top business schools around the world.

### Mission Statement

Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence, as well as our location in a borough known for innovation, culture, and the arts. We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state. Our striving spirit reflects our motto: "Nothing without great effort." Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and

creatively to solve problems. They become leaders who transform their fields and professions and serve our increasingly global community.

### Brooklyn College Motto

The Brooklyn College motto is *Nil sine magno labore*. This Latin phrase means “Nothing without great effort,” a reminder that nothing can be achieved without hard work. This motto symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students.

### College Mascot

The Brooklyn College mascot is Buster the Bulldog.

## General Campus Information

### Campus Map





The Brooklyn College campus map includes a building code key to help you:

- Find your classes faster
- Understand what each building abbreviation stands for
- Navigate campus more easily
- Be sure to check the map before your first day! View the map online or in the BC Navigator app.

### Brooklyn College Directory

Looking for someone or a department on campus? The Brooklyn College Directory has you covered!

Find contact info for **faculty and staff**:

-  Phone
-  Office location
-  Email
-  Webpage

Get details on departments and offices:

- What they do
- Who works there
- Links to their websites

Access the directory anytime at:

 [Brooklyn College Directory](#)

### Campus Switchboard

Need to reach someone at Brooklyn College? Call the campus switchboard at 718.951.5000.

Hours:

- Monday–Thursday: 8 a.m. – 6 p.m.
- Friday: 8 a.m. – 5 p.m.

Outside these hours, an automated system will help you:

- Navigate menus
- Reach specific departments

### Your Brooklyn College ID – What You Need to Know

All students must carry a **photo ID** on campus.

#### Use the Digital ID

The easiest option is the BC Digital ID in the BC Navigator app (Apple & Android).

Just log in with your WebCentral account and access your ID from the app menu. Here's why you should use it:

- Always up to date (no revalidation needed)

- Stored on your phone or tablet
- Accepted across campus

To upload or update your photo, email ID@brooklyn.cuny.edu with:

- A passport-style photo (JPEG or JPG)
- Your full name
- Your EMPLID
- Your college role (student/faculty/staff)

Show your ID to access:

- Campus buildings
- The Library
- The Student Center

Prefer a Plastic ID?

- Visit the Enrollment Services Center (West Quad Center).
- Lost it? Report to the Security Office – \$10 replacement fee.

Staying Late on Campus?

You'll need either:

- A 24-hour photo ID, or
- Written permission from Student Affairs

 More info: [brooklyn.edu/safety](https://brooklyn.edu/safety)

## Save with CUNY Discounts

As a Brooklyn College student, you get access to great discounts on clothing, entertainment, tech, office supplies, and more through the CUNY eMail. You can also find giveaways and free software!

To use, log in with your CUNY Portal account.

### Entertainment Discounts

- *Brooklyn Center for the Performing Arts*: Discounts on most shows. Call 718.951.4500 or visit the box office at the Claire Tow Center.
- *Free subscriptions*: Digital access to *The New York Times* and *Wall Street Journal* for all CUNY students, faculty, and staff. Visit the Brooklyn College Library to sign up.

### Food Deals

- Show your Brooklyn College ID at Applebee's and Jupioca in the Junction for up to 10% off.
- Use discount code CUNY on Restaurant.com for 40% off gift certificates at thousands of restaurants nationwide.

 <https://www.cuny.edu/about/administration/offices/cis/technology-services/>

## Academic Resources

### Center for Academic Advisement and Student Success (CAASS)

- Helps all undergrads plan and track graduation requirements
- Provides personalized, student-focused advisement
- Assists with appeals through the E-petition system
- Coordinates with departments for smooth advising

📍 3207 Boylan Hall

☎ 718.951.5471

✉ CAASS@brooklyn.cuny.edu

### Departmental Advisers

- Each academic program has advisers to guide you on graduation and career planning

Find your adviser here:

🔗 [Departmental Advisement](#)

### Pre-Health Professions Advisement

- Supports pre-health students with academic planning, exams, and applications
- Provides recommendation letter service
- Pre-Health Handbook available for detailed guidance
- Join the American Medical Students Association chapter on campus

📍 1122 Boylan Hall

### Pre-Law Advisement

Use the Magner Career Center Pre-Law Resources for info on law careers. Meet with **Professor Anna Gotlib** for academic questions:

- LSAT prep
- GPA goals
- Course selection
- Personal statement tips
- Financing law school

📍 3307 Boylan Hall | ☎ 718.951.5324 | ✉ AGotlib@brooklyn.cuny.edu

Meet with **Pamela Brown** at the Magner Career Center for career advice:

- Exploring Law Careers
- Internship opportunities
- Funding for LSAT prep/internships
- Events and networking

📍 1303 James Hall | ✉ pbrown@brooklyn.cuny.edu | Schedule via [Navigate](#)

### Schedule of Classes

For the latest info on courses, including availability and enrollment, use the [CUNY Global Search](#). Check it regularly to plan your semester!



## Brooklyn College Academic Calendar

Stay on top of important dates all year long with the [Academic Calendar](#). Check it often so you don't miss deadlines and events!

## Undergraduate and Graduate Bulletins

Find all the important info about academic policies, services, courses, and programs for undergrad and grad students in the Bulletins.

- Updated every year
- Available online at the Brooklyn College website

Check them out here: [Brooklyn College Bulletins](#)

## DegreeWorks: Your Degree Roadmap

DegreeWorks is an online tool that helps you and your advisor track your progress toward graduation. With DegreeWorks, you can:

- See what requirements you've completed (including transfer credits) and what's left
- Explore how courses might count for different majors or minors with the "What If" option
- Plan future semesters using the "Future Courses" feature
- View transfer credits, waivers, and exemptions
- Estimate how many semesters until you graduate
- Check your course grades, GPA, and major average

For more information: [DGW@brooklyn.cuny.edu](mailto:DGW@brooklyn.cuny.edu)

## Brooklyn College Bookstore

The BC Bookstore is 100% online and offers great deals on:

- New, used, rental, and eBooks
- Course materials
- Apparel and gifts

*Have questions?*

Visit the bookstore website or call **888.286.8249** for customer support. You can also buy school gear at the [CUNY Store](#).

## Learning Center: Free Peer Tutoring

Get free tutoring at Brooklyn College—in-person (1300B) or online—for many courses!

- Writing help is available for all stages (brainstorming to final draft). Appointments recommended for writing support.
- For other subjects, drop in during posted hours—no appointment needed.
- Sessions are one-on-one or in small groups.
- Review sessions offered before midterms and finals.

Check the [website](#) or email the Learning Center for current schedules and info.

## Brooklyn College Library: Your Academic Hub

Visit in person or [online](#) for access to tons of resources and services!



### Resources & Access

- Search books, articles, music, and archives with OneSearch and databases
- Reserve textbooks, calculators, and even skeletons at the 1st-floor Circulation Desk
- Request books from other CUNY campuses using your CUNYFirst login
- Access all CUNY libraries with your BC ID
- Use Interlibrary Loan for books or scans not available at BC or CUNY
- Access eBooks, articles, and streaming media off-campus with your CUNYFirst login
- Check out physical materials using your Navigator Digital ID



### Technology & Equipment

- Computer labs, Wi-Fi, and Eduroam available campus-wide
- Borrow laptops, cameras, audio gear, and more at the New Media Center (2nd floor)
- Print at multiple stations; black & white prints included, and color printing is available for a fee
- Use free scanning stations to save or print documents



### Study Spaces

- Group study rooms with screen sharing and whiteboards
- Quiet individual study areas throughout the library
- Zoom-friendly LaGuardia Room—bring or borrow headphones from the New Media Desk



### Support & Assistance

- Ask a Librarian via chat, email, or in person
- Free workshops on tech tools (Microsoft Office, Adobe, SPSS, Blackboard, etc.)—no registration needed
- Workshop info sent via BC email and posted online



### Food & Drink

- Light snacks & drinks in closed containers allowed—please follow the Food and Drink Policy

## Technology

Check out the [Technology resources page](#) to explore all the online services and tech tools available to students.

### BC Navigator App

Access Brooklyn College services and info anytime on your phone! Available for iOS and Android. Features include:

- Digital ID with auto term updates & library checkout
- View course schedules, tuition, grades, and more
- Career guidance info
- BC Fix-it (report campus issues like broken toilets)
- Campus maps with building & room search
- Contact faculty and departments
- Emergency alerts & quick Campus Safety contact
- Find campus resources and FAQs



Get started here: [BC Navigator](#)

### Your CUNY Login

Use your CUNY Login to access important CUNY-wide services like:

- CUNYfirst (registration, grades, etc.)
- Dropbox
- Microsoft Office 365 & Teams
- Library research tools
- And more!

Click [here](#) to see the list of applications that use CUNY Login.

### What is CUNYfirst

[CUNYFirst](#) is your go-to system for:

- Browsing courses and registering or dropping classes
- Paying tuition and fees online
- Managing your personal info
- Checking grades and tracking degree progress
- Viewing and printing unofficial transcripts

Used by all CUNY students for these and other academic tasks. [Learn more about CUNYfirst.](#)

### Brooklyn College E-mail

- All students get a BC email hosted on Microsoft 365.
- Your email format: **CUNYfirst username @bcmail.cuny.edu** (e.g., your.username01@bcmail.cuny.edu)
- Access your email at: outlook.office.com using your BC email & CUNYfirst password.
- BC communicates **only via your official BC email**.
- Auto-forwarding emails is **not allowed** for security reasons, but you can sync your BC email to your phone or tablet easily.

For more info, check the BC email resources in [BC Knowledge for Students](#).

## Free Microsoft 365 for Students

- Get **free access** to Microsoft 365 apps including Word, Excel, PowerPoint, Outlook, Teams, and more.
- Includes **1TB of OneDrive cloud storage**.
- Download and install on up to **5 devices** (desktop & mobile).
- Access everything at [www.office.com](http://www.office.com) using your [CUNY Login](#).

 [Learn more about Microsoft 365.](#)

## Navigate Student App

Use Navigate Student (mobile or web) to:





- Schedule appointments with academic advisors, counselors, and other campus support staff.

Stay organized and connected with the support you need!

 [Learn more about the Navigate Student App.](#)

## Bulldog Connection

[Bulldog Connection](#) is your go-to platform for getting involved at Brooklyn College!

-  **Find & join clubs** online anytime
-  **Stay connected** with your organizations using discussion boards, news posts & group chats
-  **Track your involvement** with the Co-Curricular Transcript - *coming soon*
-  **Coming soon:** Mobile app to explore events & join orgs on the go

Get connected and make the most of your campus life!

## Unibuddy

Unibuddy is a peer-to-peer engagement platform designed to connect prospective and incoming students with current Brooklyn College student ambassadors. Whether you are curious about what classes are like, how to get involved in student life, where to find support services, or even what the day-to-day campus atmosphere feels like, Unibuddy gives you direct access to peers who can share genuine, first-hand experiences.

 [Unibuddy](#)

## Computer Labs

Over 1,500 computers are available to students across multiple campus labs—equipped with free printing, high-speed internet, and support staff.

### ITS Computing Labs (West End Building)

- 300+ PCs & Macs (Windows, macOS, Linux)
- Adobe, Microsoft Office, video conferencing, lounge & group study rooms
- Black & white + color printing, scanning, and screen-sharing rooms

### Library Labs (1st & 2nd Floor)

- 500+ PCs & Macs
- Access Microsoft Office, stats/graphics software, & Library resources
- Quiet spaces, group rooms, printers, scanners, and express printing

### Laptop & Equipment Loans at New Media Center (2nd Floor):

- Windows laptops (7-day loans), Macs & iPads (1-day), cameras, audio/video gear
- Must present BC ID + photo ID

### Library Café (Whitehead Hall, 1st Floor – Open 24/7)

- 100+ networked PCs & Macs
- Color + B&W printing
- Study rooms, Wi-Fi, and a chill space with natural light
- Great spot to study or grab a snack while working

➔ [Learn more about the Brooklyn College computer labs.](#)

## BC Wi-Fi Access

Wi-Fi is available across campus—including in main buildings and outdoor spaces!

### **How to connect:**

Use a properly configured laptop or mobile device.

### **Need help?**

Find setup instructions and more info on the [BC Wi-Fi resources page](#).

## BC Knowledge for Students

BC Knowledge for Students ([students.brooklyn.edu](https://students.brooklyn.edu)) is your one-stop shop for information at Brooklyn College. It's a self-help knowledge base where you can find answers to frequently asked questions about:

- College services
- Tech support
- Frequently asked questions

Information is organized into categories and articles, and a powerful search tool helps you find what you need quickly. For easy access to all your essential online tools and services in one place, be sure to check out the convenient "Student Portal" page at [students.brooklyn.edu/portal](https://students.brooklyn.edu/portal).

## Brooklyn College Website

The [Brooklyn College website](#) is your go-to source for info about:

- Academic programs
- Campus services
- Admissions
- Jobs
- Events & more

Perfect for current students, future Bulldogs, and campus visitors alike!

## CUNY Technology Services

[CUNY Technology Services](#) is your one-stop hub for:

- All the tech tools and services available to CUNY students
- Access to platforms like CUNYfirst, Microsoft 365, Dropbox, and more.

Explore everything you need to stay connected and succeed!

## Enrollment Services/Registration

Brooklyn College holds [registration](#) four times a year:

✓ Fall | ✓ January Intersession | ✓ Spring | ✓ Summer

### New Student Registration

- Registration includes: a success workshop, advisement, and program planning
- Freshmen & transfer students must register with an advisor (by appointment)
- Full instructions come in your admissions acceptance packet

### Continuing Student Registration

- Register online using [ScheduleBuilder](#) in CUNYfirst at your assigned time
- No in-person registration required
- Info is sent to your Brooklyn College email

Check the [Office of the Registrar](#) for:

- Class schedules
- Final exam dates
- Academic calendar
- Registration guides

📌 Some departments may require permission or advisement for specific courses.

### Enrollment Services Center (ESC)

Located in the West Quad Center lobby, the [Enrollment Services Center](#) (ESC) is your one-stop spot for everyday student services like:

- ♦ Course registration info (Registrar)
- 💳 Tuition & fee payments
- 🆔 Photo ID services
- 💰 Financial aid questions
- 📦 Check distribution
- 🏀 Rec pass functions

📍 Visit in person | 📞 Call: 718.758.8150

✉️ e-mail | 🔗 [ESC website](#)

Check the site for current hours of operation and more!

### Transfer Evaluations Office

The [Transfer Evaluations Office](#) handles credit evaluations for courses you completed before coming to Brooklyn College.

Want to know what transfers over?

- Check the “Admission” section of the Undergraduate Bulletin for policies.

🔗 Visit the Transfer Evaluations [website](#) for the latest updates.

✉️ Questions? Email: [tcevaluation@brooklyn.cuny.edu](mailto:tcevaluation@brooklyn.cuny.edu).



## Enrollment and Degree Verifications

Students can request Enrollment Verification via Degree Verification for an employer or outside agency is done by the National Student Clearinghouse.

- **Enrollment Verification:**  
Request your enrollment status through CUNYfirst or by email.
- **Degree Verification:**  
For employers or outside agencies, degree confirmation is handled by the National Student Clearinghouse.

## Transcript Requests

- **How to Order:**  
Order and view your transcript easily online.
- **Need Help?**  
Contact the Registrar at [transcript@brooklyn.cuny.edu](mailto:transcript@brooklyn.cuny.edu).
- **Important:**
  - No same-day or 24-hour pickup—plan at least 2 weeks before your deadline.
  - For faster service, request electronic transcripts (sent in 5–10 minutes).
  - CUNY Students: If you attended a CUNY school in the past 2 years, view your transcript online via CUNYfirst.

## Office of Testing

- **What they do:**  
Administers CUNY tests and the Ability-to-Benefit (ATB) test following NY State rules.
- **More info:**  
Check the “Additional Campus Services and Facilities” section in the Undergraduate Bulletin.
- **Contact:**  
Reach the office by [e-mail](#) or online at [Office of Testing](#) for questions or appointments.

## Student Financial Services

We're here to help you fund your college education. Services are available at the Enrollment Services Center or by appointment.

Services include:

- Bursar (Student Payment Services)
- Financial Aid
- Scholarships
- Student Financials Call Center

### Bursar / Student Payment Services

- Collects tuition and fees
- View tuition rates & info: [brooklyn.edu/bursar](https://brooklyn.edu/bursar)
- For payment advisement, use the EAB Navigate app:

 [brooklyn.edu/bursar/payment-advisement](https://brooklyn.edu/bursar/payment-advisement)

### Financial Aid

- Help with applying for federal & state aid (FAFSA, TAP, etc.)
- Advising & FAFSA filing workshops

 [brooklyn.edu/financial-aid-services](https://brooklyn.edu/financial-aid-services)

### Scholarships & Awards

Undergraduate Scholarships

- Over 600 scholarships awarded yearly
- Apply online + file FAFSA (undergrads)

Graduate Scholarships

- *New graduate students*: Automatically considered
- *Continuing graduate students*: Evaluated by department (complete FAFSA recommended)
- External Scholarships
- Search online (free): Use terms like *graduate scholarships, fellowships, financial aid*


Also check with:

- Employers
- Religious/community groups
- Libraries

Important: Donors should send checks to the Office of Scholarships with:

- Scholarship name
- Term(s) covered
- Student's full name & ID number

 Visit: 213 West Quad Center

 Call: 718-951-4796

 <https://www.brooklyn.edu/admissions-aid/financial-aid-scholarships/scholarships/>

## Student Affairs

The Division of Student Affairs is here to support you on campus and beyond the classroom.

 [brooklyn.edu/dosa](https://brooklyn.edu/dosa)

### Student Life & Belonging

Find community, lead, and get involved:

- 150+ Student Clubs
- Athletics & Recreation
- Black and Latino Male Initiative
- Immigrant Student Success Office
- LGBTQ+ Resource Center
- Student Center (events & hangouts)
- Veteran & Military Programs
- Women's Center

### Health & Wellness

Support for mind, body, and emotions:

- Disability Services
- Personal Counseling
- Health Clinic & Programs
- Emergency Medical Services
- Wellness Checks

### Events & Involvement

Make memories and celebrate:

- Bulldog Achievement Awards
- Club Events (via Bulldog Connection)
- Club Fair
- Student Retreat
- Volunteer & Service Opportunities
- Diversity Programs
- Orientation
- Commencement

### Basic Needs & Support

Help with life outside of class:

- 3-Week Progress Check-ins
- Bereavement Support
- Childcare Options
- Emergency Grants
- Food Pantry
- CUNYEDGE (HRA support)
- Medical Leave Assistance
- Know Your Rights & Responsibilities

## Judicial Affairs

The Office of Judicial Affairs helps ensure students follow college rules and supports a respectful, responsible campus community. It handles reports of student misconduct and works to educate students about their rights and responsibilities.

### File a Complaint or Report

If you're a student, faculty, or staff member and have a concern about a student's behavior, here's what to do: Fill out a Student Behavior Form (used to report concerning behavior or code of conduct violations).

 <https://bit.ly/4ir0VF5>

**Questions?** Email: [studentconduct@brooklyn.cuny.edu](mailto:studentconduct@brooklyn.cuny.edu)

Note: If your complaint involves Title IX or sexual misconduct, contact the Title IX Coordinator, not Judicial Affairs.

### Dean's Certification Forms

These forms are required by other colleges, graduate programs, or employers to check if you've ever had disciplinary issues.

- They do NOT confirm your GPA or academic standing, just your disciplinary history.
- Submit your request at least 10 business days in advance to avoid delays.
- [Email](#) your request and completed form; results will be returned by email.

### Behavioral Education and Support Team (BEST)

BEST supports students who may be in distress or struggling with behavioral issues.

- Their goal is to keep the campus safe and supportive through communication, education, and care.
- Anyone (faculty, staff, or student) can refer someone by:
  - Filling out a Student Behavior Form
  - Emailing
  - Or call: 718.951.5352

This is a non-disciplinary resource focused on student well-being and early intervention. If you're ever unsure whether an issue is disciplinary or personal, you can always reach out to Judicial Affairs or BEST to talk it through.

## Student Support Services

### Center for Student Disability Services (CSDS)

Supports students with disabilities to ensure equal access to education and campus life.

Services include:

- Preadmission interviews
- Priority registration
- Academic accommodations
- Assistive technology
- Self-advocacy skill-building
- CUNY LEADS career counseling
- Autism support (CASP)
- ADA Part-Time TAP
- Voter registration

Adaptive Software & Devices:

- Tools like Dragon Dictate, screen readers, magnifiers, CCTV systems, and text-to-speech software available in the CSDS Lab and Goldstein Resource Center.


Accommodations:

- Students must register with documentation; accommodations are not retroactive.
- Contact: [testingcsds@brooklyn.cuny.edu](mailto:testingcsds@brooklyn.cuny.edu) | Phone: 718.951.5538

Access-A-Ride Stops:

- Main Stop: 2946 Bedford Ave (Roosevelt Hall entrance)
- Other Locations: Bedford Ave Gate, Whitehead Hall, Student Center

 Visit: **138 Roosevelt Hall**

 Call: **718-951-5538**


 Website: <https://www.brooklyn.edu/dosa/student-support-services/csds/>

### Magner Career Center

Prepares students for careers via:

- Résumé/interview help
- Job/internship fairs
- Employer events and alumni networking
- Online job listings

 Visit: **1303 James Hall**

 Call: **718-951-5696**


 Website: <https://www.brooklyn.edu/magner/>

## Brooklyn College AANAPISI Project (BCAP)

Supports Asian American, Native Hawaiian, Pacific Islander, and mixed heritage students.

Key services:

- Asian American Studies program
- Heritage events and multilingual tutoring
- Health/academic referrals
- Leadership training and internships

 Email: [bcap@brooklyn.cuny.edu](mailto:bcap@brooklyn.cuny.edu) | Instagram: @bcap.brooklyn

## International Student and Scholar Services

Supports international students with:


- Visa/immigration guidance
- Referrals to campus/community resources
- Academic and personal support


 Visit: 235 West Quad Center

## Peer Mentoring Program

Helps first-year and transfer students transition through:

- In-class peer mentors
- Weekly “The Nation” workshops (Thursdays, 12:30–2 PM)
- Campus resource navigation

 Visit: 2211 Boylan Hall


 Call: 718-951-5000 ext. 6642

 Website: <https://www.brooklyn.edu/magner/>

## TransferNation

Supports first-semester transfer students with:

- Peer mentors
- Weekly newsletters
- Participation in “The Nation” workshop series


 Call: 718-951-5000 ext.6642


## SEEK Program

Provides support for economically and educationally disadvantaged students through:

- Financial aid
- Academic counseling and workshops

Eligibility: Must meet NY State residency and SEEK criteria on the CUNY application.

 Visit: 2208 Boylan Hall

 Call: 718-951-5738

## Veterans and Military Programs

Admission & Financial Aid:



- Application fee waivers, priority registration, tuition deferment, and scholarship help

Military Benefits:


- GI Bill processing and compliance


Academic & Personal Support:

- VA tutoring, PTSD and substance counseling, mentoring

Career Services:

- Internships, workshops, job connections

 Visit: 1407 James Hall

 Call: 718-951-5105

## Campus Resources

### Dining

- Cafeteria with kosher, halal, and other dietary options
- Seating for 375, open morning to evening
- Catering available soon for events
- Free Wi-Fi in dining areas
- Vending machines available around campus

### Parking

- Street parking is limited, check signage
- Pay garage: Target at Nostrand Ave & Ave H
- Student parking permits (\$122/year) available for classes starting after 3 PM
  - Apply at Enrollment Services in West Quad
  - Bring: license, registration copy, current schedule
  - Reapply online if you're a current permit holder

### Bicycle Racks

- Located around campus (Campus Rd, West Gate, Bedford Ave, Whitehead Hall)
- Must show Brooklyn College ID
- Repair station with tools at East 27th Street entrance
- No overnight storage

### ATM

- Located in West Quad lobby (Citibank)
- No fees for Citibank accounts
- Other banks may charge a fee

### Lactation Rooms

- James Hall Room 1604 (Early Childhood Center)
- Student Center Room 303

### Lost & Found

- Visit 0202 Ingersoll Hall or call 718.951.5511
- Email: [security@brooklyn.cuny.edu](mailto:security@brooklyn.cuny.edu)

### Room for Quiet Reflection

- Student Center Room 408
- Open to all for prayer, meditation, and reflection
- Individual use only, no group meetings
- Questions: [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu) | 718.951.5352

### Early Childhood Center (ECC)

- Quality childcare for kids 4 months to 5 years
- Offers UPK (Pre-K), summer programs, lactation room
- Tuition is sliding scale based on income (aid available)
- Also serves as a lab school for students in education
- Located in 1604 James Hall

### Food Pantry

- For currently enrolled students
- Free healthy, nonperishable food
- Max: 2 visits/month
- Must fill out intake form
- Bring your own bag
- Location: 312 Student Center
- Contact: [sss@brooklyn.cuny.edu](mailto:sss@brooklyn.cuny.edu) | 718.951.5059

### Health Clinic

- Primary care, mental health, sexual health, urgent care
- Free or low-cost meds & labs
- Appointments or walk-ins available
- Location: 114 Roosevelt Hall
- Contact: [bchealthclinic@brooklyn.cuny.edu](mailto:bchealthclinic@brooklyn.cuny.edu) | 718.951.5580

### NYPIRG (Public Interest Advocacy)

- Student-led group for social change & advocacy
- Internships for credit (Political Science 3610/3611)
- Fee refund available for the first 10 business days of the semester
- Office: 1433 Ingersoll Hall

### Printing Services

- Full-service shop for copying, posters, resumes, banners
- Location: 0208 Boylan Hall
- Hours: Mon–Fri, 9 AM – 4:45 PM
- Phone: 718.951.5643

### Student Center

- Home to student gov't, clubs, game room, food pantry, study rooms
- Must present valid BC/CUNY ID to enter
- Guest access allowed with ID and sign-in
- Minors must be accompanied by an adult (unless BC student)

## Television Center

- Offers studio space, filming equipment, tech support
- For TV & Radio students and MFA candidates
- Location: 018 Whitehead Hall
- Phone: 718.951.5585

## Tow Center for Performing Arts

- Venue for music, theater, and dance performances
- Free or discounted tickets for students
- Facilities include theaters, rehearsal rooms, and studios
- Prep Center for kids/adults: music, dance, theater classes
- Info: [bcpc@brooklyn.cuny.edu](mailto:bcpc@brooklyn.cuny.edu) | 718.951.4111
- Websites: [brooklyn.edu/prepcenter](http://brooklyn.edu/prepcenter) | [brooklyn.edu/towcenter](http://brooklyn.edu/towcenter)

## Study Abroad

- Explore international study & faculty-led trips
- Attend info sessions: Tuesdays at 1 PM
- Contact: 1212 Boylan Hall | 718.951.5189

## Campus Safety and Emergency Services

### Office Information

- 24/7 Public Safety
- Strong coordination with NYPD
- Report any emergency or suspicious activity in person, by phone, or in writing
- Call 718.951.5444 or 911 from any campus phone
- Emergency Response Plan is in place
- Location: 0202 Ingersoll Hall
- Office Phone: 718.951.5511

 <https://www.brooklyn.edu/safety/>

### Shuttle Van Service

- Available during campus hours and by request
- Transport to:
  - Parking lots
  - Nearby subway stations
  - Local street parking
- Request a ride:
  - Call 718.951.5511
  - Or tell an officer at a campus entrance
- Must show Brooklyn College ID

### Escort Service

- For safe travel to parking lots and transit
- Call 718.951.5511 at least 20 minutes in advance

### Anonymous Reporting Hotline

- Report suspicious activity anonymously:
  - Call 718.951.4628

### Emergency Prep

- Be ready for accidents, injuries, or emergencies at all times
- Know who to contact on or off campus

### Emergency Closings / Weather Alerts

- Get alerts via CUNY Alert (text, call, email)
- Students are auto-enrolled – check or update your contact info
- Also check:
  - College website
  - Call 718.951.5444 or 5445
  - Tune in to local radio (WCBS 880 AM, WINS 1010 AM, WBLS 107.5 FM, etc.)

 <https://www.cuny.edu/cuny-alert>

## Annual Security Report (ASR)

- Released each fall
- Includes campus crime stats and safety info
- Available on the Public Safety website
- A public crime log is also available in the office

 <https://www.brooklyn.edu/safety/annual-security-report/>

## Campus Safety Advisory Committee

- Reviews campus safety policies and recommends improvements
- Required by New York State law (Article 129-A)
- Report available upon request from the Office of Public Safety

 <https://www.brooklyn.edu/safety/campus-safety-advisory-committee/>

## Emergency Medical Squad (EMS)

- Student volunteer EMS available 24/7
- Certified EMTs respond to medical emergencies
- Location: 021 Ingersoll Extension
- Call: 718.951.5858

 <https://www.brooklyn.edu/dosa/health-and-wellness/ems/>



## Student Rights and Responsibilities

Brooklyn College is part of CUNY and follows federal, state, city, and university-wide rules. Here's a list of policies that you should be aware of to stay informed and in good standing:

- Brooklyn College Events Protocol
- CUNY Social Media Guidelines
- CUNY Sex-Based Misconduct Policy
- CUNY Tobacco-Free Policy
- Recruitment, Initiation Policies and Hazing Statement
- Doxing Resource Guide

✦ You can read the full list of policies at [brooklyn.edu/policies](https://brooklyn.edu/policies)

### Rules for the Maintenance of Public Order (Henderson Rules)

All students must follow CUNY's "Rules for the Maintenance of Public Order." These rules apply across all CUNY campuses and cover:

- Disorderly behavior
- Theft
- Drug/alcohol use or distribution
- Possession of weapons
- Disobeying college officials
- Entering restricted areas without permission

✦ **Violations may lead to penalties** like warnings, probation, suspension, expulsion, or arrest.

🔗 [Henderson Rules](#)

🔗 [Article XV](#)

### Use of the College's Name and Logo

Only officially registered student clubs are allowed to use the Brooklyn College name. If your club wants to use the college logo, mascot (the Bulldog), school colors, or any other branding, you must get approval from the Office of Marketing & Communications first.

Using the college's name or image to hurt, threaten, or harass anyone is strictly prohibited and could lead to disciplinary action by student government and/or the College.



- ✓ Important:
- ✓ Breaking the rules—on or off campus—can lead to disciplinary action from student government, the College, and even legal consequences.

## Campus Decorum

- Treat everyone, students, faculty, and staff—with respect.
- Follow the rules of each campus space, like the Library or Athletic Center.
- Violations may result in disciplinary actions.

## Academic Integrity

Cheating and plagiarism are strictly prohibited and can lead to:

- Failing grades
- Suspension
- Expulsion


Examples of academic dishonesty:

- Copying during exams
- Submitting work that isn't yours
- Using the internet or AI tools without proper citation


 [Academic Integrity Policy](#)

## Acceptable Use of Computer Resources

CUNY computers and networks are for academic and ethical use only.

 You may NOT:

- Use someone else's account or password
- Send abusive or anonymous messages
- Copy or share copyrighted software
- Use college devices for illegal activity or private business

 Violations can result in:

- Loss of access
- Disciplinary action
- Legal consequences

 [CUNY Policy on Acceptable Use of Digital Assets and Resources](#)

## Bereavement Policy

If a loved one passes away, you may request time off.

 Visit 2113 Boylan Hall or contact [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu) / 718.951.5352 for assistance.

 [Standard Bereavement Procedure or the Leave of Absence Bereavement Procedure.](#)

## Clip Boarding & Leafleting

Allowed, but must be:

- Non-disruptive
- Respectful to others (no harassment or intimidation)

## Drone Use

- Recreational flying is NOT allowed

- For professional filming only—with approval from Public Safety and Communications
- Must provide license and paperwork

## Drugs & Alcohol

CUNY has a zero-tolerance policy for illegal drug and alcohol use on campus or at school events. This applies even if you're of legal drinking age.

✦ Violations can lead to:

- Disciplinary action (up to expulsion)
- Removal from campus housing
- Legal consequences

Students may be offered counseling or treatment programs as an alternative in some cases.

📍 Help is available:

Personal Counseling Office

0203 James Hall

☎ 718.951.5363

🔗 [CUNY Policy on Drugs and Alcohol](#)

## E-mail Policy

- Mass emails (e.g., announcements to most or all users) are not allowed unless sent through the Office of Communications and Marketing.
- Don't send spam, junk mail, chain letters, hoaxes, or emails with false sender info.
- No emails selling products/services—Brooklyn College prohibits using email for profit.

## FERPA (Student Privacy)

- You have the right to access your own educational records and to request corrections.
- The college needs your written permission to share most of your records.
- Some "directory info" (like your name, major, awards) can be shared without consent unless you opt out.
- To inspect records, contact the Office of the Registrar or the appropriate college office.

🔗 [CUNY's Guidelines for the Implementation of the Student Records Access Policy and the Federal Family Education Rights and Privacy Act \(FERPA\).](#)

## File Sharing & Copyright

- Sharing music, movies, or software via P2P programs without permission is illegal and violates CUNY policy.
- Consequences include fines, criminal charges, and disciplinary action.

🔗 [Notice to the CUNY Community Regarding File Sharing and Copyright Infringement.](#)

## Freedom of Information

You may request to see public college records by visiting 2147 Boylan Hall or calling 718.951.3118.

🔗 [CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law.](#)

## Freedom of Speech & Demonstrations

- Peaceful demonstrations are allowed but cannot disrupt classes or campus operations.
- No blocking hallways, entrances, or using amplified sound without permission.
- Signs must be made from foam or cardboard—no wood or sharp objects.
- Free expression must not threaten others or violate safety rules.

 [Brooklyn College Events Protocol](#)

 <https://www.brooklyn.edu/dosa/administrative-services/judicial-affairs/>

 <https://www.brooklyn.edu/policies/>

## Grievance Procedures

If you have a complaint against a faculty member, staff, or another student, contact:

- Office of the VP for Student Affairs: [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu)
- You can also consult the Judicial Affairs website for complaint procedures.

 <https://www.brooklyn.edu/dosa/administrative-services/judicial-affairs/>

## Hate Crimes

Hate crimes (e.g., based on race, gender, religion) are illegal and can result in criminal charges.

 <https://www.brooklyn.edu/diversity-and0equity/hate-crimes/>

## Hazing Policy

- Zero tolerance. Hazing of any kind (mental, physical, cyber, etc.) is prohibited.
- This applies to all students, not just members of fraternities or sororities.
- Not reporting known hazing can result in disciplinary action.
- Organizations involved may have their charters revoked.

 [Brooklyn College Statement on Hazing](#)

 <https://www.brooklyn.edu/policies/>

- ✓ **Summary of Key Policies**
- ✓ Rules for the Maintenance of Public Order (Henderson Rules): How all CUNY members are expected to behave
- ✓ Article XV of CUNY Bylaws: Student disciplinary procedures and due process
- ✓ FERPA: Your education records and privacy rights
- ✓ Drug/Alcohol Policy: Zero-tolerance and support services
- ✓ Computer Use: Respect the network and others' rights

## Immunization Requirements

You must provide proof of:

- MMR (measles, mumps, rubella)
- Meningitis response form

📍 Visit 0710 James Hall or 📞 Call 718.951.4505 / 4266

## Infectious Disease Protocol

If you contract a contagious disease, report it to:

- The Health Services director
- Or, if unavailable, the VP for Student Affairs or Campus Public Safety
- Your privacy will be protected.

🔗 [CUNY Infectious Disease Protocol](#)

## Medical Release & Withdrawal

Students with serious physical or mental health conditions can:

- Request a medical release from classes.
- Return in a future semester once cleared.
- Contact the Student Ombudsperson for help.

🔗 [Medical Release Process](#)

## Medical Withdrawal based on Behavior and Re-enrollment Policy

CUNY is committed to helping students succeed while keeping the campus safe for everyone. Sometimes, a student's medical condition may lead to behavior that puts others at risk or seriously disrupts the campus environment. When that happens, the college's top priority is safety—for the student and the community. Campuses may take immediate steps like calling emergency services if there's a serious threat. They may also review the student's behavior to decide what action is necessary.

🔗 [CUNY Behavior-Related Medical Withdrawal Policy](#)

## Religious Beliefs & Absences

- You won't be penalized for missing class or exams for religious reasons.
- Professors must allow you to make up missed work without extra fees.

## Disability Accommodations

- Brooklyn College offers reasonable accommodation for qualified students with disabilities.
- Contact the Center for Student Disability Services:

📍 138 Roosevelt Hall | 📞 718.951.5538

## Notice of Nondiscrimination

It is the policy of The City University of New York—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited

basis in accordance with federal, state, and city laws. This policy is set forth in CUNY's [Policy on Equal Opportunity and Nondiscrimination](#).

CUNY's [Policy on Sexual Misconduct](#) prohibits all forms of sex-based misconduct, including sexual harassment, gender harassment, and sexual violence. Inquiries concerning sex-based misconduct or sex discrimination may be made to the individuals specified in that policy or may be referred to the U.S. Department of Education, Office for Civil Rights.

It is also the university's policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, observing religious practices, who have pregnancy or childbirth-related medical conditions, and who are victims of domestic violence/stalking/sex offenses. The process for addressing these issues is set forth in CUNY's [Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#).

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited.

The following people have been designated at Brooklyn College to handle inquiries and complaints relating to the policies described above:

Michelle Mendez

Title IX Coordinator  
Office of Diversity and Equity Programs  
2147 Boylan Hall  
718-951-4128

Jaclyn Helms

General Counsel  
2147 Boylan Hall  
718-951-4128

The following federal, state, and local agencies enforce laws against discrimination:

- [New York City Commission on Human Rights](#)
- [New York State Division of Human Rights](#)
- [U.S. Equal Employment Opportunity Commission](#)
- [United States Department of Justice](#)
- [United States Department of Education, Office for Civil Rights](#)

## Sale of Term Papers

Title I, Article 5, Section 213-b of the New York State Education Law provides in pertinent part that: "No person shall, for financial consideration, or the promise of financial consideration, prepare, offer to prepare, cause to be prepared, sell or offer for sale to any person any written material which the seller knows, is informed, or has reason to believe is intended for submission as a dissertation, thesis, term paper, essay, report, or other written assignment by a student in a university, college, academy, school, or other educational institution to such institution or to a course, seminar, or degree program held by such institution."

## Service Animals

Several federal, state, and city laws govern CUNY's obligations to accommodate disabled persons using service animals in its facilities.

 [Center for Student Disability Services](#)

## Student Complaints About Faculty

- First, try to resolve issues informally with the professor or department chair.
- If unresolved, file a formal written complaint with the department or academic dean.
- This process applies to behavior not protected by academic freedom (e.g., neglect, unprofessional conduct).

 <https://www.brooklyn.edu/policies/faculty-conduct/>

## Submission of Fraudulent Documents in Support of an Application for Admission

Submitting fake or altered admissions documents (e.g., transcripts, diplomas) is prohibited and punishable by:

- Suspension, expulsion, or
- Being barred from applying again

 <https://www.cuny.edu/wpcontent/uploads/sites/4/pageassets/admissions/undergraduate/downloads/admissionsfraudfinal9-25-06-4.pdf>

## Title IX—Combating Sexual Assault and Other Unwelcome Sexual Behavior

It is the policy of CUNY and Brooklyn College to promote a diverse and respectful academic and work environment for students, faculty, and staff. Harassment, including sexual violence, of employees or students is inconsistent with this objective and contrary to the university's [Policy on Equal Opportunity and Nondiscrimination](#). Sex-based misconduct, including sexual harassment, sexual assault, intimate partner/domestic/dating violence, voyeurism and stalking are illegal under federal, state, and city laws. The college is committed to responding to reports of sexual harassment and gender discrimination in a professional manner that is respectful of the rights of all parties. The CUNY [Policy on Sexual Misconduct](#) includes information on prohibited conduct, how to file a complaint, and processes and procedures for investigating complaints.

Anyone—of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class, or educational level—can suffer from sexual harassment, including sexual violence. The goal of the [Combating Sexual Assault and Other Unwelcome Sexual Behavior](#) website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment, gender harassment, and sexual violence.

CUNY students who experience sexual or gender-based harassment or sex-based misconduct, including sexual harassment, sexual assault, intimate partner/domestic /dating violence, voyeurism and stalking, are entitled to rights as outlined in The City University of New York [Student Bill of Rights](#). On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and sexual violence. We urge you to contact this person (who is known as the "Title IX Coordinator") for guidance, information, or an explanation of options including filing a report and receiving information about supportive services.

Brooklyn College's Title IX Coordinator's contact information is listed below. Other offices that can accept reports of sexual harassment or sex-based misconduct are Campus and Community Safety Services, Human Resource Services, and the Office of the Vice President for Student Affairs. Information on how to report discrimination and sex-based misconduct, policies and procedures, resources, and training can be found on the Brooklyn College website under the [Office of Diversity and Equity](#).

📍 Michelle Mendez (Title IX Coordinator) –2147 Boylan Hall | 📞 718.951.4128

## Tobacco-Free Campus

No smoking or tobacco use (including e-cigarettes) anywhere on campus—indoors or outdoors—since 2012.

🔗 <https://www.brooklyn.edu/policies/tobacco/>

## Withholding Student Records

Students who have not completed exit interviews, as required by the National Direct Defense Student Loan (now Perkins Loan) Program and the Nursing Student Loan Program, are not to be permitted to register or obtain a copy of their grades, financial aid transcripts, transcripts of their academic records, or certificates or degrees, nor are they to receive funds under the federal campus-based student assistance programs or the Pell (Basic) Grant Program unless the Financial Aid Office waives this regulation in writing due to cases of exceptional hardship, consistent with federal and state regulations.

## Workplace Violence

- Violence, threats, or harassment are not tolerated.
- Students should report concerns to Public Safety.

🔗 [Office of Campus and Community Safety Services](#)

🔗 [City University of New York Workplace Violence Policy and Procedures](#)

## Brooklyn College Media Protocol

To ensure an orderly, safe, and respectful environment for students, faculty, and staff, Brooklyn College has established the following media access protocol.

*Media Access and Interview Requests:* All media inquiries, including requests for interviews with faculty, staff, or students, must be directed to the Office of Marketing and Communications. Media visiting to report from campus property must have an escort from the Office of Marketing and Communications. We ask that media outlets submit requests to visit campus at least 24 hours in advance of any interview. Media representatives must have a confirmed appointment, interview, or business purpose approved by the Office of Marketing and Communications prior to entering college grounds or they will be denied access.

The Office of Marketing and Communications is open regular business hours, Monday through Friday from 9 a.m. to 5 p.m. and asks that inquiries are made within those whenever possible. Requests should be sent via email to the Office of Marketing and Communications at [communications@brooklyn.cuny.edu](mailto:communications@brooklyn.cuny.edu) and must include:

- The name of the media representative(s)
- Affiliated outlet or organization
- Purpose of the request and proposed questions (if applicable)
- Desired date and time (within the minimum 24-hours advanced notice)



- Names and roles of individuals they wish to interview or film
- The intended use of the interview or footage

*Access to Administration, Students, Faculty, and Staff:* Out of respect for student privacy and safety and in compliance with the Family Educational Rights and Privacy Act (FERPA) regarding students, all interviews must be arranged through the Office of Marketing and Communications. No direct solicitation or unscheduled interviews are permitted on campus without prior authorization with students, faculty, or staff.

*Identification and Escort:* Approved media personnel are required to check in at the campus security office, show a valid government issued photo ID, or a CUNY, or Brooklyn College ID card.

*Event Coverage:* For coverage of public or college-sponsored events, prior notification and coordination through the Office of Marketing and Communications are still required. Media access to campus property may be limited based on space, security, or event-specific guidelines, and must not disturb classes or the regular business of the college.