

**Brooklyn
College**

The background of the cover is a photograph of the Brooklyn College building at dusk. The building is a large, modern structure with a prominent glass facade that is brightly lit from within, contrasting with the darkening sky. A tall, narrow glass tower rises from the center of the building. In the foreground, a paved walkway leads towards the building, and several students are walking. Two students in the immediate foreground are slightly out of focus, adding a sense of movement and life to the scene. The overall atmosphere is one of a vibrant, active academic environment.

BROOKLYN COLLEGE
STUDENT HANDBOOK

2026/2027

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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

A handwritten signature in black ink, appearing to read 'Yasmin Ali', with a stylized flourish at the end.

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 New York City's first public coeducational liberal arts college, created to provide affordable, high-quality education to immigrants and working-class families. After quickly outgrowing its original downtown Brooklyn location, the college moved to its current Midwood campus in 1937. Designed by architect Randolph Evans in the Georgian style, the campus was built with support from federal New Deal funding during the Great Depression.

Brooklyn College developed a reputation for academic excellence, distinguished faculty, and student achievement. In 1961, it became part of the City University of New York (CUNY). The late 1960s and early 1970s were marked by student activism surrounding civil rights and the Vietnam War, while CUNY's open-admissions policy expanded educational access across the city.

Since the 1980s, the college has strengthened its academic programs and modernized its facilities, including renovations to the Library, construction of the West Quad Center, and the 2011 reorganization into five academic schools. Recent milestones include the naming of the Murray Koppelman School of Business (2015), the opening of the Barry R. Feirstein Graduate School of Cinema (2015), the Leonard & Claire Tow Center for the Performing Arts (2018), and AACSB accreditation for the Koppelman School of Business (2019), reinforcing Brooklyn College's standing as a leader in higher education.

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

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 eMall. 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.

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

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

- BC, BC affiliate, or CUNY ID required to enter the library
- Search books, articles, music, and archives with OneSearch and databases
- Reserve textbooks, and calculators, at the 1st-floor Circulation Desk
- Request books from other CUNY campuses using your CUNYFirst login
- Access other CUNY libraries in person 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, and Wi-Fi
- Borrow laptops, cameras, audio gear, and more at the New Media Center (2nd floor)
- Print at multiple stations; 150 black & white prints included, and color printing is available for a fee
- Use free scanning stations to save or print documents
- Student podcasting room (lower level)
- Eduroam Wi-Fi access available at worldwide institutions with CUNY login



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, Brightspace, AI, etc.)—no registration needed
- Workshop info sent via BC email and posted online



Food & Drink

- To protect our materials, no food is allowed in the library, please eat before you come in!

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 Email

- All students get a BC email hosted on Microsoft 365.
- Your email format is based on your **CUNY Login username**: `firstname.lastname##@login.cuny.edu`
- You also have branded email addresses (aliases) that forward to your primary mailbox:
 - Your Brooklyn College branded email alias is:
✧ `firstname.lastname##@stu-mail.brooklyn.cuny.edu`
 - Your CUNY branded email alias is: **`firstname.lastname##@cuny.edu`**
 - If you attend or work at other CUNY colleges, you will receive additional branded email aliases for those colleges.

- **You do not have a separate email password. You use your [CUNY Login](#)** to sign in to your CUNY student mailbox. You will have the option to use any of your available CUNY email aliases as your preferred email address for sending email. 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 using your [CUNY Login](#).

 [Learn more about Microsoft 365.](#)

Adobe Express

Adobe Express is a powerful suite of media and content creation tools designed to support academic projects and creative work, including tools for:

- Creating visual content for social media, the web, and print using professionally designed templates, creative elements, and Adobe Firefly generative AI.
- Editing PDF files
- Designing resumes
- Developing slideshows, presentations, videos, and character animations for academic and creative projects.
- Building web pages using templates and multimedia elements.

 [Learn More About all the tools available on Adobe Express.](#)

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)

- 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) 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.

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

✉ Email | 🔗 [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.

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.
- 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 [email](#) or online at [Office of Testing](#) for questions or appointments.

Student Financial Services

Student Financial Services is 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
- For payment advisement, use the EAB Navigate app:

 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

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

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 and Outreach

Events & Involvement

Make memories and celebrate:

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

The Office of Judicial Affairs promotes a safe, respectful, and inclusive campus community by addressing alleged violations of college policies and helping students understand their rights and responsibilities. If you are concerned about a student's behavior, well-being, or potential violation of college rules, submit a [Student Behavior Form](#). Reports may be submitted by students, faculty, or staff and are reviewed by the appropriate college officials.

The Behavioral Education and Support Team (BEST) works closely with Judicial Affairs to assist students who may be experiencing personal, emotional, behavioral, or academic challenges. BEST is a non-disciplinary resource focused on early intervention, support, and connecting students with campus resources.

Questions, concerns, or Student Behavior Form submissions may be directed to:

 studentconduct@brooklyn.cuny.edu

 718.951.5352

Note: Reports involving sex-based misconduct, sexual harassment, sexual assault, domestic or dating violence, stalking, or other Title IX matters should be reported to the Title IX Coordinator.

Dean's Certification Forms

Some colleges, graduate schools, professional programs, and employers require a Dean's Certification to verify disciplinary history. Requests and completed forms should be submitted to Student Affairs at least 10 business days before the deadline.

 studentaffairs@brooklyn.cuny.edu

Student Support Services

Center for Student Disability Services (CSDS)

Supports students with disabilities by providing reasonable accommodations that promote equal access to academic programs, services, 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:

To receive accommodations, you must register with CSDS using CUNY's Management System [CUNY Accommodate](#) and upload documentation into the system. If you are new to the Office of Disability Services within CUNY, please complete the Student [Accommodation Request form](#) to create an accommodation record within CUNY.

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 | 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:

- 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/advisement/first-year/peer-mentor/>

TransferNation

Supports first-semester transfer students with help from 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

- Admissions, scholarships, financial aid, tuition deferment, and GI Bill support
- Tutoring, counseling, priority registration, and mentorship
- Career guidance and internships

 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

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 | 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 | 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 | 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 | 718.951.4111
- Websites: brooklyn.edu/prepcenter | 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 Campus 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 Campus 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 Campus Safety

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

Emergency Medical Squad (EMS)

- Student volunteer EMS service
- 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:

- Henderson Rules
- Brooklyn College Events Protocol
- CUNY Sex-Based Misconduct Policy
- CUNY Social Media Guidelines
- 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

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
- Unauthorized use of AI tools or other resources in violation of course or instructor policies.

 [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 / 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 Campus 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](#)

Email 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

Requests to inspect public records at the college should be made to the records access officer and director for legal services, 1405 Boylan Hall, 718.951.3118. Public records are available for inspection and copying by appointment only.

 [Freedom of Information Law Notice](#)

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/>

Student Concerns About Faculty

- For concerns about faculty behavior not protected by academic freedom (e.g., neglect of duty or unprofessional conduct), first try to resolve the issue with the faculty member.
- If needed, seek assistance from the department chair or campus ombudsman.
- If the issue remains unresolved, submit a formal complaint through the appropriate academic department or dean's office.
- If you are unsure which process applies, contact the Office of the Vice President for Student Affairs for guidance.
- Questions about the policy, investigation, or appeals process may be directed to the department chair, dean, Office of the Provost, or Office of the Vice President for Student Affairs.
- Review the Faculty Conduct Policy on the college website for complete details.

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

Student Concerns About Staff

If you have concerns about the conduct or behavior of a Brooklyn College staff member, here's what you should do:

- Report your concern to the Office of Human Resource Services (HRS).
- HRS will review the information and assess the matter in accordance with applicable College policies and procedures.
- Based on its review, HRS will determine the appropriate next steps.
- As needed, HRS may work with other College offices to ensure the concern is addressed through the appropriate process.

Office of Human Resource Services

 1219 Boylan Hall

 718-951-5377

Hate Crimes

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

 <https://www.brooklyn.edu/diversity-andequity/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](#)

- ✓ **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 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.

 [CUNY Religious Accommodations Policy](#)

Notice of Nondiscrimination and Title IX

The City University of New York (CUNY) and Brooklyn College are committed to maintaining a learning and working environment that is free from discrimination, harassment, and retaliation. The university does not discriminate on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital or partnership status, disability, pregnancy, genetic information, citizenship, military or veteran status, status as a victim of domestic violence, stalking, or sex offenses, or any other legally protected characteristic.

CUNY's Policy on Equal Opportunity and Nondiscrimination and Policy on Sexual Misconduct prohibit all forms of discrimination, harassment, and sex-based misconduct, including sexual harassment, sexual assault, dating or domestic violence, stalking, and other unwelcome sexual behavior. Retaliation against anyone who reports discrimination, participates in an investigation, or requests accommodation is also prohibited.

Students who experience discrimination, harassment, or sex-based misconduct are entitled to support, information about their rights, and access to reporting options and supportive measures. Inquiries, reports, or complaints related to discrimination, sex-based misconduct, or Title IX may be directed to the individuals listed below.

CUNY also provides reasonable accommodations and academic adjustments, when appropriate, for individuals with disabilities, pregnancy- or childbirth-related medical conditions, religious observance needs, and victims of domestic violence, stalking, or sex offenses.

Brooklyn College Contacts

Michelle Mendez

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

Danielle Haynes

Chief Diversity Officer
1430 Boylan Hall
718-951-4128

For additional information about policies, reporting options, resources, and student rights, visit the Office of Diversity and Equity website.

External Agencies

The following agencies also enforce laws prohibiting 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](#)

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

 [CUNY Policy on Submission of Fraudulent Documents](#)

Tobacco-Free Campus

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

 https://policy.cuny.edu/general-policy/article-iv/#policy_4.06

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 Campus 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, staff, and visitors, Brooklyn College has established the following media access protocol. This protocol is intended to facilitate media access while protecting privacy, maintaining campus operations, and ensuring compliance with applicable laws and college policies.

Media Access and Interview Requests:

All media inquiries, including requests for interviews with fac Media representatives seeking access to campus buildings, restricted areas, classrooms, offices, residence facilities, or other nonpublic spaces must coordinate their visit through the Office of Marketing and Communications. Whenever possible, requests should be submitted at least 24 hours in advance.

Media representatives who have been approved to visit campus may be required to be accompanied by a representative of the Office of Marketing and Communications or another designated college official.

The Office of Marketing and Communications is open Monday through Friday from 9 a.m. to 5 p.m. Requests should be sent via email to communications@brooklyn.cuny.edu and must include:

- Name(s) of the media representative(s)
- Affiliated news outlet or organization
- Purpose of the request and proposed topic or questions (if applicable)
- Requested date and time of visit
- Names and roles of individuals to be interviewed, photographed, and filmed
- Intended use of the interview, photograph, recording, or footage

In emergencies or time-sensitive situations, media representatives should contact the Office of Marketing and Communications as soon as possible. The college may establish additional procedures or designated media areas during emergencies or public safety incidents.

Access to Administration, Students, Faculty, and Staff:

In accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy requirements, media requests involving students should be coordinated through the Office of Marketing and Communications. Members of the Brooklyn College community retain the right to speak with media representatives in their personal capacities. However, media representatives may not disrupt classes, academic activities, college operations, or events, and may not access restricted areas without authorization.

Requests for interviews conducted as part of an official college response or involving college business should be coordinated through the Office of Marketing and Communications.

Faculty members retain their rights to engage with media as scholars, researchers, and private citizens. Nothing in this protocol is intended to restrict academic freedom or individual expression protected by law or university policy.

Photography, Video Recording, and Livestreaming

Photography, audio recording, video recording, livestreaming, and similar media activities conducted on campus for news-gathering purposes should be coordinated through the Office of Marketing and Communications.

The college may limit recording activities in classrooms, laboratories, offices, student support spaces, healthcare facilities, or other locations where privacy, safety, security, or educational activities could be affected.

The use of drones or other aerial recording equipment on college property is prohibited unless expressly authorized by the college and conducted in compliance with applicable laws and regulations.

Identification and Campus Access

Approved media personnel must check in with Campus Security or another designated location upon arrival and present valid government-issued photo identification, a CUNY identification card, or a Brooklyn College identification card. Media representatives may be required to wear a visitor credential or temporary identification badge while on campus. Access to certain areas may be restricted due to safety, security, operational needs, privacy concerns, or legal requirements.

Event Coverage

Media representatives covering public or college-sponsored events should provide advance notice to the Office of Marketing and Communications whenever possible. Media access to events may be subject to space limitations, credentialing requirements, safety measures, or event-specific guidelines. Coverage activities must not interfere with the event, classroom instruction, research activities, or the regular operations of the college.

Official College Statements

Official statements on behalf of Brooklyn College may be made only by designated college spokespersons or individuals specifically authorized to speak on the institution's behalf. Employees and students who speak in a personal capacity should not represent their views as official positions of the college unless authorized to do so.

Student Media Organizations

Brooklyn College recognizes the important role of student media organizations in supporting campus engagement, journalistic inquiry, and the free exchange of ideas.

Representatives of officially recognized student media organizations, including The Vanguard, may gather news, conduct interviews, photograph, and record activities on campus in accordance with applicable college policies and procedures. Student media representatives are not required to route routine reporting requests through the Office of Marketing and Communications. However, requests for official college statements, interviews with senior administrators regarding institutional matters, access to restricted or nonpublic areas, or coverage involving confidential, personnel, legal, or emergency matters should be coordinated through the Office of Marketing and Communications.

Student journalists must comply with applicable laws, including FERPA, and are expected to conduct their activities in a manner that does not disrupt classes, events, administrative operations, or the educational environment. For safety, security, and operational reasons, student media representatives may be required to present a valid Brooklyn College identification card when requested by college officials or Campus Security while engaged in reporting activities on campus.

Nothing in this protocol is intended to restrict the editorial independence of recognized student media organizations or the rights of students to engage in lawful journalistic activity consistent with CUNY policies, college regulations, and applicable law.

Enforcement

Failure to comply with this protocol may result in restrictions on media access, removal from restricted areas, revocation of visitor privileges, or referral to Campus Safety as appropriate. Brooklyn College reserves the right to modify media access procedures as necessary to address safety, operational, legal, or emergency circumstances.