

BC Guidepost

Your Guide to Campus Life and College Services

Brooklyn College Division of Student Affairs



For general information-visit the Information Booth, 1139a Boylan Hall, the web: studentaffairs.brooklyn.cuny.edu or e-mail info@brooklyn.cuny.edu. To call an office from off campus use (718) 951 + extension listed, unless otherwise noted.

Connect with Faculty
Study Skills Workshops
Know about Student Services
Time Management Workshops
Study 20 Hours a Week



If You Need Information About (A-Re)

Accessing Resources & Problem Solving
After Hours Access to Campus
Bulletin Boards
CLASE Passport Activities/Civic Engagement
Child Care
Clubs/Joining a Club/Starting a Club
Commencement Ceremony Information
Emergency Contact Request
Emergency Medical Services (EMS)
Emergency Personal Resource Assistance
Events Calendar
Fitness Center
Flyers (Posting Information for Student Activities)
Food Services
Housing Referral
Immunization & Health Insurance Info
International Students
Internships/Jobs
Legal Services
Lost and Found
Orientation Program for New Students
Personal Counseling & Social Services
Planning Events
Primary Health Care
Religious Holidays

Call or See

S.A.R. (2106B, x 5352)
Judicial Affairs (2113B, x 5352)
Campus Beautification Project (2113B, x 5352)
Civic Engagement and Voter Empowerment (2110B, x 5352)
Early Childhood Center (1604J, x 5431)
Student Activities Central (302BCSC, x 5712)
<http://www.brooklyn.cuny.edu/pub/commencement.htm>, Info Booth (1139aB x 4748)
Campus Security and Public Safety (0202N, x 5511)
Volunteer Emergency Medical Squad (021NE, x 5858)
S.A.R. (2106B, x 5352)
Information Booth/Web Portal/BCNN/"What's Happening" (1st Fl. BCSC, x 5842)
Athletics, Recreation and Intramurals (426WQ, x 5366)
Student Activities Central (302BCSC, x 5712)
Student Center Café (1st Fl. BCSC)/Cafeteria (Lower Level Boylan Hall, x 4348)
Office of Student Life and Housing Referrals (219BCSC, x 6534)
Health Programs Office (0710J, x 4505)
International Students Office (1600J, x 4477)
Magner Center (1303J, x 5696, x 5774)/Human Resources (1219B, x 5277)
Lay Advocate (139NE, x 5360)
Campus Security and Public Safety (0202N, x 5511)
G.O.L.D. (314BCSC, x 5964)
Personal Counseling (0203J, x 5363)
For Students (302BCSC, x 5712)/All Others (1st fl. BCSC, x 5528)
Health Clinic (114R, x 5580)
Schedule of Classes (www.brooklyn.cuny.edu/portal)

D.O.S.A.: Division of Student Affairs
S.A.R.: Office of Student Assistance & Referral
G.O.L.D.: Governance, Orientation & Leadership Development Office

B=Boylan Hall J=James Hall N=Ingersoll Hall NE=Ingersoll Hall Ext. R=Roosevelt
BCSC=Student Center WEB=West End Building WQ=West Quad Center

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TIPS TO GETTING INVOLVED IN CAMPUS LIFE:



Become our friend on Facebook. Search for "Brooklyn-College Student-Affairs".

If You Need Information About (Ru-Z)

Rules and Expectations
Safety/Security/Workplace Violence
Shuttle Service to bus/subway
Sports/Recreation
Student Affairs
Student Filming on Campus
Student Government
Student Grievances (non-academic)
Student Media (Newspapers, Radio Station, etc.)
Study Skills/Test Anxiety Workshops
Substance Abuse Information
Time Management Workshops
Transfer Credits Information
Transfer Credit Sheet & Equivalencies
Transfer Credits within CUNY
Transfer Credit Tool (Non-CUNY)
Transfer Information/Evaluations
Transfer Orientation
Transfers Facebook site
Transfer Student Admission Requirements
Transfer Student Advisement
Transfer Student FAQ
Veterans Affairs and Counseling
Volunteer Service Recognition (SERVA)
Voter Registration /U.S. Citizenship/Poll Workers
Yearbook

Call or See

Judicial Affairs (2113B, x 5352)/Brooklyn College Student Handbook
Campus Security and Public Safety (0202N, x 5511)
Campus Security and Public Safety (0202N, x 5511)
Athletics, Recreation and Intramurals (426WQ, x 5366)
<http://studentaffairs.brooklyn.cuny.edu>
Student Affairs Office (2113B, x5352), Judicial Affairs (2113B, x 5352)
SG Offices, 3rd Floor BCSC/ G.O.L.D. (314BCSC, x 5964)
S.A.R. (2106B, x. 5352)
Student Activities Central (302BCSC, x 5712)
Personal Counseling (0203J, x 5363)
Personal Counseling (0203J, x 5363)
Personal Counseling (0203J, x 5363)
<http://www.brooklyn.cuny.edu/pub/200.htm>
http://www.brooklyn.cuny.edu/pub/departments/documents/faculty_council/AttachCp2.pdf
TIPPS website: <http://www.tipps.cuny.edu>
<http://websql.brooklyn.cuny.edu/transferbc>
Transfer Evaluation Office (306WQ, x 5911)
G.O.L.D. (314BCSC, x 5964)
<http://www.facebook.com/bc.transfers>, S.A.R. (2106B, x. 5352)
<http://www.brooklyn.cuny.edu/pub/521.htm>
Transfer Student Services (3207B, x 5471)
<http://www.brooklyn.cuny.edu/pub/723.htm>
Veterans Office (0303J, x 5105)
Peer Education Service Office/SERVA (524 BCSC, x 5004, x 5352)
Civic Engagement and Voter Empowerment (2110B, x 5352)
G.O.L.D. (314BCSC, x 5964)/Broeklundian (152NE, x 5910)



BC Graduate Guidepost








Your Guide to Academic College Services

Brooklyn College – Office of the Dean of Graduate Studies and Research



Find Success at Every Turn

For general information visit the Information Booth at 1139a Boylan Hall.
You can also visit the Office of the Dean of Research and Graduate Studies at 3238 Boylan Hall.

If You Need Information About	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
Academic Advisement/Academic Concerns	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Admissions	Admission Office (222 West Quad Building, x5001)	M, TH, & F, 9 – 5; T & W, 9 – 7
Commencement Ceremony	Dean of Student Affairs (2113B, x5352)	M, T W, & F, 9 – 5; & TH, 9 – 7
Comprehensive Exams	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Computer Help 	Help Desk (4 th Floor ITS L, x4188)	M - F: 9 – 5
Disability Services	Student Disability Services(138R, x5538)	M to F, 9 – 4:45
Diversity, Center for	Diversity/Multicultural Studies (3309J, x5766)	M to F, 10 – 6
Emergency Medical Services 	Emergency Medical Squad (021NE, x5859)	M to F, 9AM – 10PM
E-Permits	www.cuny.edu ; Enrollment Services Center (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun 10 – 3
Filing for Graduation 	Enrollment Services Center (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Financial Aid	Enrollment Services Center (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Grade Appeals	Contact Instructor/Academic Department	Hours Vary
Grades/Degree, Audit/Graduation	Enrollment Services Center (West Quad Building, x8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Graduate Investment Program	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Graduate Dean's Honors List	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
I.D. Card	Enrollment Services Center (West Quad Building, x8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Internships/Jobs/Career Training	Magner Center (1303J, x5696, 5774)	M, T, & F, 9 – 5; W & TH, 9 – 7:45
Internet/Computers 	WEB (1 st Floor WEB, x5787), Library (Lobby, x5340), & Library Café (1 st Floor A, x4672)	WEB M to TH, 8 to 11PM; F, 8 to 5PM Library M to TH, 9 – 9; F, 9 – 5; Library Café 24/7
Leave of Absence/Petitions*(Except the School of Education)	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6; T & W, 9 – 7; & F, 9 – 5
Legal Services 	Lay Advocate Office (139NE, x5360)	Hours May Vary (call for more information)
Library	Circulation, x5335 /Hours, x5336 / Reference, x5628	M to TH, 9 – 9; F, 9 – 5; Sat & Sun, 10 - 6
Name/Address Changes	Enrollment Services Center (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Paying your Tuition Bill/Fees	Enrollment Services Center (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Refunds	Office of the Bursar (1 st Floor, Lobby, West Quad Building, x5200)	M to F, 9 – 4:45
Registration	Office of the Dean of Research & Graduate Studies (3238B, x5252)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Required Textbooks	Bookstore (0400B, x5150) (Ask instructor for book listings)	M to TH, 9 – 7; & F, 9 – 2
Scholarships 	Scholarships Office (208 West Quad Building, x4796)	M to TH, 9 – 5; & F, 9 – Noon
Transfer Information/Evaluations	Office of Transfer Evaluations (306 West Quad Building, x5911)	M to TH, 10 – 4; F, By Appointment Only
Transcripts	Enrollment Services Center (West Quad Building, 718-758-8150)	M & TH, 9 – 6:45; T & W, 9 – 8:30; & F, 9 – 3; Sat & Sun, 10 – 3
Tuition Monthly Payment Plan	TuitionPay (866-267-CUNY)	www.tuitionpay.com/cuny
Tutoring/Writing 	Learning Center (1300B, x5821)	M to TH, 10 – 4; F, 10 – 3
Women's Services	Women's Center (227NE, x5777)	M to TH, 10 – 6; F, 10 – 5

B=Boylan Hall J=James Hall N=Ingersoll Hall NE=Ingersoll Hall Ext. R=Roosevelt BCSC=Student Center
WEB=West End Building WQ= West Quad Building CSDLP: Center for Student Development and Leadership Programs

09/09 Printed: Student Affairs/JU

Unless otherwise noted, all phone numbers above are 718-951+extension

OVER FOR GUIDE TO CAMPUS LIFE AND COLLEGE SERVICES

BC Graduate Guidepost

Your Guide to Campus Life and College Services
Brooklyn College Division of Student Affairs

For general information-visit the Information Booth, 1139a Boylan Hall, the web: www.brooklyn.cuny.edu/studentaffairs/ or e-mail us at info@brooklyn.cuny.edu.



Find Success at Every Turn

If You Need Information About	Call or See (Off-Campus Use 718-951+Extension)	Office Hours
After Hours Access to Campus	Student Affairs Office (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Bulletin Boards	Campus Beautification Project (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Child Care	Early Childhood Center (1604J, x5431)	M to TH, 8:30 – 6:30; & F, 8:30 – 3:30
Civic & Cultural Events Calendar	Web Portal/BCNN & “What’s Happening” (1 st Fl. BCSC, x5842)	M to TH, 9 – 10:30; & F, 9 - 4
Civic Engagement/Disaster Relief	Civic Engagement Committee/Planning (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Clubs/Joining a Club/Starting a Club	CSDLP (302BCSC, x5712)	M, T, TH, & F, 9 – 5; & W, 9 – 7:30
Commencement Ceremony	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
CUNYCAP Internships	Student Affairs (2113B, x5352)	M, T, W, & F, 9 – 5; & TH, 9 – 7
Doctoral Programs	CUNY Graduate Center (212-817-7000)	www.gc.cuny.edu
Emergency Contact	Public Safety (0202N, x5511)/Student Affairs (2113B, x5352)	<u>Student Affairs</u> (M, T W, & F, 9 – 5; & TH 9 – 7) <u>/Security</u> (24/7)
Emergency Medical Services (EMS)	Emergency Medical Squad (021NE, x5859)	M to F, 9AM – 10PM
Filming on Campus 	Student Affairs (2113B, x5352)/Office of Communications (2118B, x5882)	<u>Student Affairs</u> (M, T, W, & F, 9 – 5; & TH, 9 – 7) <u>Comm.</u> (M to F, 9 – 5)
Fitness Center	Athletics, Recreation and Intramurals (426 West Quad Building, x5366)	M to F, 9 – 9
Flyers (Posting Information)	CSDLP (302BCSC, x5712)	M, T, TH, & F, 9 – 5; & W, 9 – 7:30
Food Services 	Cafeteria (Lower Level B, x4348) Student Center Café (1 st fl. BCSC)	<u>Cafeteria</u> M to F, 7 – 7 <u>BCSC</u> M to F, 12 – 8
Health and Family Planning	Health Clinic (114R, x5580)	M, T, TH, & F, 9 – 6; & W, 9 – 7
Housing Referral 	Personal Counseling (0203J, x5363) http://pc.brooklyn.cuny.edu/housing.htm	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Immunization Compliance/Health Insurance Info	Health Programs Office (0710J, x4505)	M, T, & TH, 9 – 5; W, 9 – 7; & F, 10 – 3
International Students	International Students Office (1600J, x4477)	M, 9:15 – 5:15; T, 10:30 – 6:30; W & TH, 9 – 5; & F, 9:30 – 4:30
Internships/Jobs	Magner Center (1303J, x5696, 5774) Human Resources (1219B, x5277)	<u>MC</u> M, TH & F, 9 – 4:45; & T/W, 9 – 7:45 <u>HR</u> M to F, 9 – 5
Legal Services	Lay Advocate (139NE, x5360)	Hours May Vary (call for information)
Lost and Found	Public Safety (0202N, x5511)	24 hours, 7 days a week
Media (Newspapers, Radio Station, etc.)	CSDLP (302BCSC, x5712)	M, T, TH, & F, 9 – 5; & W 9 – 7:30
Personal and Social Services	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 - 4
Problem Solving	Information Booth (1139aB, x4748)	<u>Info Booth</u> M to TH, 8 – 8; F, Sat, Sun, 8 – 4
Religious Holidays/No Classes	Schedule of Classes	https://portal.brooklyn.edu
Reserving/Renting Rooms for Events	Students (CSDLP, 302BCSC, x5712)/All others (1 st fl. BCSC, x5528)	<u>CSDLP</u> M, T, TH, & F, 9 – 5; & W, 9 – 7:30 <u>BCSC</u> M to F, 9 – 5
Rules and Expectations	B.C. Student Handbook; Judicial Affairs Office (2113B, x5352)	M, T, W & F, 9:30 – 5; & TH, 9:30 – 7
Safety/Security/Workplace Violence	Campus Security (0202N, x5511) Anonymous Hotline (x4628)	24 hours, 7 days a week
Sexual Harassment/Assault	Sexual Harassment Panel (412L, x5221) Anonymous Hotline (x4628) Security (0202N, x5511)	24 hours, 7 days a week
Shuttle Service to bus/subway	Campus Security and Public Safety (0202N, x5511)	M to F, 7AM – 11:30PM
Sports/Recreation 	Athletics, Recreation and Intramurals (426 West Quad Building, x5366); BCSC (1 st fl, x5842)	<u>Athletics</u> M to F, 9–9; <u>BCSC</u> M to TH, 9–9; F, 9–4
Student Government	Graduate Student Organization (GSO) (308 – 309 BCSC, x5503)	M to TH, 1PM – 8PM; & F, 1PM – 5PM
Student Grievances	Student Affairs Office (2113B, x5352); studentaffairs@brooklyn.cuny.edu	M, T W, & F, 9 – 5; & TH, 9 – 7
Study Skills/Test Anxiety/Time Mgmt	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Substance Abuse Information	Personal Counseling (0203J, x5363)	M to TH, 9 – 7; & F, 9 – 4:30; Sat & Sun, 10 – 3
Veterans Affairs & Counseling	Veterans Office (0303J, x5105)	M, T, W, & F, 9 – 5 & TH, 9 – 7
Volunteer Service Recognition (SERVA)	Peer Education Service Office (Harambee Room-BCSC, x5004)	M, T, W, & F, 9 – 5; TH, 9 – 7
Voter Registration / U.S. Citizenship/Poll Workers	Information Booth (1139aB, x4748)	<u>Info Booth</u> M to TH, 8 – 8; F, Sat, Sun, 8 - 4
Yearbook	Central Depository (314 BCSC, x5550)	M, T, W, F, 9 – 5; & W, 9 – 7

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