

# Registration and Student Records

## ■ REGISTRAR'S OFFICE

*Registrar:* Regina Tobin

*Associate Registrar:* M. Siegel

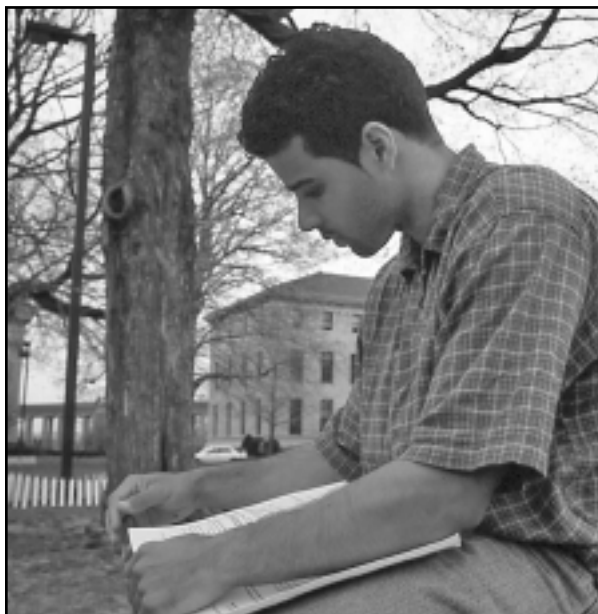
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The Registrar's Office supplies information to students about registration, grades, scholastic indexes and requirements for graduation. Grade reports that include information on scholastic index and matriculation status are mailed or distributed to each student.

## CUNY Student Identification Card

BCC uses the student social security number as the student's identification number. This number is recorded on the Bursar's Receipt and encrypted on the CUNY card.

Each student receives a CUNY ID card with his or her picture. This card must be carried and displayed at all times for purposes of identification. The ID card is also used as the College library card. A replacement fee is charged for lost or mutilated cards.



## Transcripts

Transcripts may be requested from the Registrar's Office on the special form provided by the Office or the [bcc.cuny.edu](http://bcc.cuny.edu) (Website). There is a charge of \$4 for each official transcript requested to be sent to designated colleges. Transcripts to be sent to colleges of The City University of New York are forwarded free of charge.

Official transcripts bear the seal of the College and the signature of the registrar. These transcripts will be sent at the student's request directly to other institutions or agencies. **An official transcript cannot be issued to a student.** Unofficial transcripts do not bear the College seal or signature. These are student copies for personal use.

Transcripts are not sent automatically at any time, whether for transfer, employment, or any other reason; each must be specifically requested.

## ■ REGISTRATION

All students must register for courses during the official registration period each semester, and at the time designated for that student's classification. The *Schedule of Classes* is available before the announced registration period.

A "registration" period for the following semester (for currently enrolled students only) takes place after midterm of the current semester.

Students must meet with their academic advisors in order to register. Students are advised to register at the time specified in order to take advantage of their registration priority. Late registrants (those registering after the close of the official registration period) will be charged a late registration fee. The College reserves the right to cancel late registration.

**Registration is incomplete until all financial obligations have been met.** A student's registration will be canceled if payment is not made on time.

Prior to registration for courses each semester, students must receive counseling and advisement from assigned faculty. (See page 39.)

## Auditing Classes

A student may audit a course only with official approval. An Application to Audit form is available from the Registrar's Office. Approval of the Department Chairperson is required.

After permission to audit has been received, an auditor-student must register for the audit class in the same manner and at the same time prescribed for regular classes, and is required to pay fees as if registering for credit in the course. Once registration is completed as an auditor, no credit for that course will be granted retroactively.

Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor.

## Requests to Take Courses at Other Colleges

A student desiring to take a course or courses at another college or at another unit of the City University while at Bronx Community College must fill out the required Permit Form issued by the Registrar's Office or use the permit system on the [cuny.edu](http://cuny.edu) web site. Permission will be granted according to College regulations.

## Students on Permit from Other Colleges

Students from other colleges are advised to secure written permission from their home colleges before applying to register for any courses at BCC.

City University of New York matriculants with permits may, subject to prior approval of the BCC Admissions Officer, register at a time reserved for BCC matriculants in the *Registration Schedule*. Students with permits from colleges outside of City University must register as nonmatriculants regardless of status in their own colleges.



## ■ MATRICULATION

Upon admission to the College, a student is designated as matriculant or nondegree.

Matriculation status determines the course load a student may carry during a semester and the order of priority in registration.

Official determination of scholastic index and certification of matriculation status of students already in attendance are made by the Registrar's Office, in accordance with standards set by the College's Committee on Academic Standing.

## ■ CLASSIFICATION AND CATEGORIES (Definitions)

**Matriculated Student:** A student who is a candidate for an associate degree or certificate and has met the basic College admission requirements is classified as a matriculant.

A matriculant may carry a full- or part-time program of courses leading to a degree, and may register for day and/or evening classes, according to choice and the availability of class space. A full-time course load is a minimum of 12 credits or equated credits up to the number listed for that semester on the curriculum in the Curriculum Patterns, pages 77–119. To graduate in four semesters, a minimum of 15 credits is to be taken and passed in each semester:

For purposes of Selective Service, state scholarships, and foreign student visa status, a student **must** be carrying a full-time load or its equivalent. Students taking fewer than 12 credits, or the equivalent, are not considered full time for purposes of Scholar Incentive Awards, Selective Service, U.S. Immigration Service, etc.

**Nondegree Student:** A nondegree student is one who is not admitted into a degree-granting program. A nondegree student may apply for matriculated status.

**Enrolled Student:** A student who has paid all tuition and fees or has an AMS (Extended Payment Plan provided by Academic Management Services) and is attending classes is considered enrolled. The College will debar from classes any student who has never attended during the first three weeks or did not attend for weeks four and five. The student will be given a grade of "WU" with academic penalty for the course. See "Absence from class" page 42.

A student maintains standing at the College as long as he or she is enrolled. A student on probation is considered to be warned that he or she is compiling a record that could lead to loss of matriculation and/or suspension. Students on probation have standing with the College.

**Senior Citizens:** Residents of New York City, 65 years and older, may enroll in undergraduate courses on a space-available basis, tuition-free at any unit of the University. Individuals enrolling under this waiver are charged \$65 per semester and a \$5 City University consolidated fee, as well as any penalty fees that may incur (e.g., late registration payment, reprocessing fees, library fines). They are not charged any other regular fees. The \$70 is considered a noninstructional fee.

## Withdrawal Procedure

Students wishing to withdraw from any course in which they are registered may do so at any time *prior* to the 10th week of class.

No grade is assigned if the student withdraws during the Drop Classes Only period (usually through the third week of classes).

After the third week of classes, a student will be assigned a grade of "W" or "WF." To be eligible for a grade of "W" or "WF," a student must initiate the withdrawal through a counselor in the Department of Student Development (Loew Hall). No official withdrawal will be processed after the tenth week of classes.

## Retention Rate

The semester-to-semester retention rate at BCC is approximately 85 percent.

## ■ WITHDRAWAL FROM COLLEGE

A student who plans to withdraw from the College should notify a counselor immediately by arranging a personal interview. Students withdrawing from the College during the first three weeks of class must do so in person. After that, students who are unable to withdraw in person may do so by mail, by writing to the Coordinator of Counseling, Loew Hall, Room 432. The date of withdrawal will be the date on which the letter is received by the College. The letter should include:

- the reason for withdrawal;
- a listing of the courses and sections;
- name of each instructor.

To avoid academic penalty, students should be certain to receive and keep written acknowledgment of their withdrawal.

Students are urged to seek guidance before withdrawing from the College. Counseling and advisement prior to the final decision to withdraw may solve their problem and make it feasible to remain in College. If a student does not withdraw officially, there may be financial and academic penalties. (See "Withdrawal Procedure" above.)

Under special circumstances, if withdrawal is made within the third week after opening of classes, proportional refunds of tuition fees only may be made according to a schedule prescribed by the Board of Trustees. Application for refund of tuition fees should be made to the Registrar.

## Military Leave

Students who enlist in the armed forces or who are inducted or recalled into service must present and place on file at the College a copy of the official induction notice indicating the exact date on which they must report for duty.

•Additional information regarding special provisions for students in the military can be found in Appendix C, pg. 202.

## Disability and Pregnancy

A student who becomes disabled or pregnant should consider discussing with a counselor alternatives regarding current and future academic plans. Some of these alternatives are continuation of attendance, a leave of absence, or a program adjustment. A recommendation from a physician will help in determining what options are feasible. This recommendation, which is filed in the Health Service Office, is useful information to the College and beneficial to the student should the student require any medical services while on campus.

## ■ PROGRAM ALLOWANCES AND COURSE LOADS

### Programs Exceeding Limits

A matriculated student may apply to the Vice President of Academic Affairs for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. Note fees for over 18 credits on page 21.

## ■ CHANGE OF CURRICULUM

For a change of curriculum, a student must contact the Registrar's Office and complete a Change of Curriculum form. Once the change has been approved, a student must meet the prescribed requirements for the new curriculum. Credits taken and earned in the student's former curriculum may not necessarily be applicable in the new curriculum. Determination of transferability of credits from one curriculum to another rests with the new Curriculum Coordinator.

## ■ ACCESS TO STUDENT RECORDS

The Federal Education Rights and Privacy Act of 1974 and regulations (See Appendix E, pg. 203) pursuant thereto, grants students the right to be advised of:

1. The types of student records and the information contained therein which are maintained by the college.
2. The name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
3. The policies of the college for reviewing and expunging those records.
4. The procedures for granting students access rights to their student records.
5. The procedures for challenging the content of their student records.
6. The cost, if any, which will be charged to students for reproducing copies of their records.

**A student must file a Directory Information Non-Disclosure Form with the Registrar's Office to prevent the disclosure of directory information such as name, address, telephone number, etc.**

## ■ FREEDOM OF INFORMATION – RECORDS ACCESS

To contact the person regarding access to College records, see Appendix F, pgs. 203, 204.