

Registration and Student Records

OFFICE OF THE REGISTRAR

Registrar: Vacant

Associate Registrar: M. Siegel, K. Thomas

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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 available to students by accessing One Stop Shop E-Services (OSSES).

READMISSION

After one or more semesters (fall and/or spring) of absence from the College, a student must apply for readmission. Readmission applications are available in the Registrar's Office and a student must pay a \$10.00 non-refundable readmit fee to the Bursar's Office. Deadlines for the receipt of applications for readmission are: Fall Semester, August 15; Spring Semester, January 15; Summer Session, May 15. Readmitted students, who have been away from the College for more than a year must prove residency.

REGISTRATION

All students must register for courses during the official registration period each semester. Students must report for registration at the time designated for their classification. The *Schedule of Classes* is available before the announced registration period. Prior to and during registration each semester, students must meet with their academic advisor in order to register. Late registrants will be charged a late registration fee. The College reserves the right to cancel late registration.

Auditing Classes

A student may audit a course only with official approval. Audit request forms are available in the Registrar's Office. Approval of the Department Chairperson is required. Students must register for an audit class in the same manner prescribed for regular classes. Students must also pay the required fees as if registering for credit in the course. Once registration is completed as an auditor, no credit for that course can 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 use the E-Permit System. The E-Permit

system is a link between all CUNY schools found on the website (www.cuny.edu) through the CUNY Portal. In order to gain access to the E-Permit System, log onto the website and create a CUNY Portal account. A non-CUNY Permit Form is to be used for all students attending a CUNY college and wishing to register at a non-CUNY institution. 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 an approved e-permit may, subject to prior approval of the BCC Office of the Registrar, register at a time reserved for BCC matriculants in the *Registration Schedule*. Students with permits from colleges outside of City University must register as non-matriculants regardless of status in their own colleges.

Program Allowances and Course Loads

Programs Exceeding Limits - A matriculated student may apply to the Vice President of Academic Affairs or designee for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. Taking more than 18 credits will incur additional costs.

Enrolled Student: A student who has paid all tuition and fees or has a payment plan through Sallie Mae and 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” or “WN” with academic penalty for the course. See “Absence from class” in the “Academic Policies and Procedures” section of this catalog. 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.

CUNY Student Identification 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. ID cards must be validated every semester.

Please Note: Registration is not complete until satisfactory payment arrangements have been made with the Bursar’s Office.

MATRICULATION

Upon admission to the College, a student is designated as matriculant or non-degree. 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. A matriculant 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 (found in “The Curricula and Programs” section of this catalog. 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** carry 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 or U.S. Immigration Service.

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

Senior Citizens: Residents of New York City, 60 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 \$15 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 \$80 is considered a non-instructional fee.

Change of Curriculum

For a change of curriculum, a student must contact the Registrar’s Office and complete a Change of Curriculum form. This form can also be downloaded from the Bronx Community College website. A student may change a curriculum no later than 30 days after the refund liability period of each semester. 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 to the new curriculum. A determination of the transferability of credits from one curriculum to another rests with the new Curriculum Coordinator.

It is strongly recommended for students to conduct a preliminary degree audit (DegreeSolutions) to understand the impact of the change in curriculum.

WITHDRAWAL FROM COLLEGE

Students officially withdrawing from the College during the refund liability period may do so in person with the Registrar’s Office or online using the eSims system. Students who are unable to officially withdraw in person may do so by mail, by writing to the Office of General Counseling, Loew Hall, Room 432, or online using the official withdrawal system (when available). The date of withdrawal will be the date on which the letter is received by the College or the online withdrawal system post date. The letter should include:

The reason for withdrawal;

- A listing of the courses and sections;
- Name of each instructor; and
- Any supporting documentation.

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 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.

Withdrawal Procedure

Students wishing to officially withdraw from any course in which they are registered may do so at any time *through* to the 10th week of class. No grade is assigned if the student withdraws during the Refund Liability period (usually through the third week of classes). After the third week of classes, a student will be assigned a grade of “W.” To be eligible for a grade of “W,” a student must initiate the official withdrawal through a counselor or designee in the Department of Student Development, Office of General Counseling (Loew Hall, Room 432). No official withdrawal will be processed after the tenth week of classes.

Medical Emergencies

A student who experiences a medical emergency during the semester should consider discussing alternatives with a counselor 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.

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.*

TRANSCRIPTS

Transcripts may be requested from the Registrar’s Office or through the College’s website at www.bcc.cuny.edu. There is a charge of \$7 for each official transcript. Transcripts 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. Transcripts (official or unofficial) will be sent at the student’s request to other institutions or agencies. A student may print unofficial transcripts for personal use.

ACCESS TO STUDENT RECORDS

The Federal Education Rights and Privacy Act of 1974 and regulations grant 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.