BCC Continuing Students

Advisement/Registration

for Winter and Spring 2021 is Happening Now!

Winter 2021
January 4, 2021 - January 25, 2021

Spring 2021
January 29, 2021 - May 25, 2021

Please contact your Departmental Advisor or Academic Success Coach

Note: Students who have left BCC for one or more semesters must apply for readmission at the Office of the Registrar. For more information, http://www.bcc.cuny.edu/registrar/how-to-readmit/

Office of the Registrar
718.289.5710
registrar@bcc.cuny.edu
Mission Statement

The Office of the Registrar supports the instructional and student experience by providing timely, cost-effective, quality services to the entire college community.

We are committed to fostering student academic progress by ensuring the proper maintenance of academic records from admission to and graduation from Bronx Community College.

http://www.bcc.cuny.edu/services/registrar/

Due to the current health crisis, there has been a change in our business practices. The Office of the Registrar at Bronx Community College is temporarily closed on campus and it is operating virtually. We will make every effort to address your inquiries via phone 203-402-8460 or email us at registrar@bcc.cuny.edu. The Registrar operational hours are Monday through Friday 9am to 5pm. You may direct questions or concerns via email to specific units. The emails are as follows:

Registrar email: Registrar@bcc.cuny.edu
International Students: Internationalstudent@bcc.cuny.edu
Registrar appeals: Registrarappeals@bcc.cuny.edu
Graduation Project/Reverse Transfer: GradProj.revtrans@bcc.cuny.edu
Transcripts: Registrar@bcc.cuny.edu

Degree Works email: DW@bcc.cuny.edu
Epermit: Epermit@bcc.cuny.edu
Graduation: Gradunit@bcc.cuny.edu

Office of the Registrar Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Thomas</td>
<td>Registrar</td>
<td><a href="mailto:Karen.Thomas@bcc.cuny.edu">Karen.Thomas@bcc.cuny.edu</a></td>
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</table>
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5 Easy Steps to Register

1 – Print Your DegreeWorks Audit
Review your Degree Audit to learn which classes are needed for your major and make a list of courses you wish to take.

To access your student audit go to: DegreeWorks (https://degreeworks.cuny.edu/)

Log-in using your CUNYfirst username (followed by @login.cuny.edu) and your CUNYfirst password.

If you notice any issues with your audit, please email the DegreeWorks Coordinator at dw@bcc.cuny.edu.

DegreeWorks is a computerized degree audit program and academic advising tool designed to assist in reviewing your degree progress. DegreeWorks reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and those courses you still need to fulfill your degree requirements.

For more information, visit: Online Advisement – DegreeWorks (http://www.bcc.cuny.edu/registrar/online-advisement-degreeworks/)

2 – Log in to OSSES to View Your Department’s Advising Schedule
Login here: (https://wa01.bcc.cuny.edu/)

If you are unable to keep an advisement appointment, you must consult with your department for alternate advisement times.

3 – Contact your Departmental, Program or Academic Advisor
Students must contact an advisor to discuss the required courses needed for the upcoming semester. Be sure to bring your printed degree audit with you to the advisement meeting. Once you have met with an advisor, your advisement service indicator (hold) will be cleared for registration.

4 – Search for Your Classes and then Register
Explore our on-campus and online offerings (http://www.bcc.cuny.edu/course-finder/) available for in-demand subjects, such as cybersecurity, business, science, and more! Check out all the term options available when you’re planning your schedule.

Log in to CUNYfirst (https://cunyfirst.cuny.edu/) to see the date and time that you may begin to register for classes. To register, select the enroll link on the Student Center page to open up the registration component. You can register online from home or an on-campus computer lab. All holds that affect enrollment must be cleared prior to enrolling.
Registration Navigational Steps
1. **HR/Campus Solutions > Self Service > Enrollment > Enrollment: Add Classes**
2. Choose your registration term (e.g., Spring 2021) and select **Continue**.
3. Click the green **Search** button to search the schedule of classes.
4. Under **Search Criteria**, select at least 2 search fields (subject, course number).
5. To further refine your search, select **Additional Search Criteria**. Select **Search**.
6. Review the search result and choose the sections that best fit your schedule.
7. Once you have made your selection, choose **Select Class**.
8. Select **Next** to add the class to your Shopping Cart.
9. Keep adding classes to your Shopping Cart until you have selected all the classes needed for registration.
10. Confirm your classes by clicking **Finish Enrolling**.

**Important Note:** Adding classes to your shopping cart does not confirm enrollment. Your registration is not complete until you click **Finish Enrolling**.

**5 – Pay Your Tuition and Fees**
Tuition charges will be billed to your student account and may be viewed online through CUNYfirst ([https://home.cunyfirst.cuny.edu/](https://home.cunyfirst.cuny.edu/)) after registering for classes. All students must pay their bill by the due date on the bill. Visit [http://www.bcc.cuny.edu/campus-resources/bursars-office/](http://www.bcc.cuny.edu/campus-resources/bursars-office/) for Tuition and Fees and Payment Options.
Advisement

In response to the COVID-19 pandemic and while staff are not on campus, academic advising will take place online. All BCC advisors will conduct virtual/online meetings with their assigned students via phone, video conference or email. Academic advisors are available Monday through Thursday from 8 a.m. to 6 p.m.

Continuing students can make an appointment with their assigned academic advisor in Starfish: [https://bcc.starfishsolutions.com/starfish-ops/](https://bcc.starfishsolutions.com/starfish-ops/) To log in, please use your full BCC email address (Jane.Smith@stu.bcc.cuny.edu) and password.

If you need assistance by phone or email please refer below:

- **ASAP** students: call: 718.289.5166; email: asap@bcc.cuny.edu
- **College Discovery** students: call: 718.289.5882; email: collegediscovery@bcc.cuny.edu
- **PTI** (APEX) students: call 718.289.5166; email: PTI@bcc.cuny.edu
- Students not assigned to any special program: call: 718.289.5401
  - email: academic.advisement@bcc.cuny.edu
- Newly enrolled freshman and transfer students: call 718.289.5120
  - email: FYP@bcc.cuny.edu

**Schedule an appointment using STARFISH**

Starfish is an online platform that brings together students, faculty and advisors with a common goal of supporting student success. Starfish includes an early alert system where faculty can raise awareness about the challenges that students may be facing in their classes early enough in the semester. Academic advisors and other student support staff can then plan strategic and personalized interventions to support students who may be experiencing a variety of challenges.
What is Schedule Builder?
Schedule Builder is a real-time class scheduling tool that enables students to plan and register for courses that meet their schedules and other needs. With this tool, students can easily arrange class schedules that fit their personal and academic lives. For more information on Schedule Builder

Key Benefits:

- Add Courses
- Add Breaks
- Compare Schedules
- Create a personalized class schedule that works for you

Winter and Spring 2021 Registration!

Schedule Builder Access
You may access the Scheduler Builder tool online via your CUNYfirst account using the following navigation:

- Log onto CUNYfirst
- Log in using your CUNYfirst credentials and proceed to your ‘Student Center’
- From your Student Center, click the ‘Launch Schedule Builder’ link located under the Academics Tab, to access the application

For more information on Schedule Builder, Visit https://www.cuny.edu/about/administration/offices/registrar/resources/schedulebuilder/
Uploading a Student Document through CUNYfirst

There may be times when you are required to upload a scanned document, completed form, file or record to securely submit the following types of information to your college or the University:

- Financial aid documents
- Health services documents
- Registrar/student record documents

Note that file names for your uploaded documents should be descriptive and include your name so they are easier for administrative staff to work with—especially if multiple files are uploaded concurrently. Avoid file names like Scan-129-04042020.pdf or 20200404_133911.jpg.

To upload and submit documents using CUNYfirst:

1. Log into CUNYfirst.

2. Select Campus Solutions > Self Service > Document Upload. The Document Upload page is displayed with your name and emplid.

3. Using the Document Class drop-down menu, select one of the following document classes corresponding to the document to be uploaded:
   - Financial Aid
   - Health Services
   - Registrar
   A Document Type drop-down menu is added to the Document Upload page.
4. Using the Document Type drop-down menu, select the type of document being uploaded.

5. Click on the >> (“Go”) button to the right of the Document Type drop-down menu.

A message displays to inform you that you are transferring to the Student Documents Repository system.

6. Click the OK button to continue with the document upload.

If you are presented with a Student Documents Repository login prompt, enter your CUNY Login credentials and click Log In.

A Student Documents Repository page is displayed with your name, EMPLID and the document class and type selections from CUNYfirst.

7. Click the Choose Files button to open your computer’s file manager/explorer tool.

Notes:
You can select multiple files to upload for the document type selected. Each file to be uploaded must be less than 20 MB.

The selected file name is displayed next to the Choose Files button.

8. If you need to confirm or change the document type before uploading the file, click the Document Type drop-down menu.

9. Click the Add button at the lower right of the window to upload the file.

If you encounter an error message during the file upload, contact your campus help desk or wait a while before trying to upload the file again.

10. Click Close when the upload confirmation message is displayed.

11. After the file is uploaded, do one of the following:
   - Return to CUNYfirst to upload another document without having to log into the Student Documents Repository again
   - Close the Student Documents Repository page if you are done uploading files and want to return to other applications in the browser window
   - Click on your CUNY Login username at the top of the Student Documents Repository page and select Logout
Tuition Payment

Payment, Payment Plan and Payment Refund Deadlines

WINTER 2021 TERM ~ FIRST DAY OF CLASSES BEGIN JANUARY 4, 2021

For more information, visit: http://www.bcc.cuny.edu/services/bursars-office/.

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<td>12/07/20</td>
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<tr>
<td>12/28/20 and after</td>
<td>Immediately</td>
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REFUND DEADLINES

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<th>DAY</th>
<th>EVENT</th>
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<tr>
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<td>Sunday</td>
<td>Last day to drop course(s) with a 100% refund tuition</td>
</tr>
<tr>
<td>January 4, 2021</td>
<td>Monday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January 4, 2021</td>
<td>Monday</td>
<td>Last day to drop with a 50% refund of tuition</td>
</tr>
<tr>
<td>January 6, 2021</td>
<td>Wednesday</td>
<td>Last day to drop with a 25% refund of tuition</td>
</tr>
<tr>
<td>January 7, 2021 and after</td>
<td>Thursday</td>
<td>No refund. 100% tuition liability</td>
</tr>
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# Payment, Payment Plan and Payment Refund Deadlines

## SPRING 2021 TERM

**FIRST DAY OF CLASSES BEGIN JANUARY 29, 2021**

For more information, visit: [http://www.bcc.cuny.edu/services/bursars-office/](http://www.bcc.cuny.edu/services/bursars-office/).

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## REFUND DEADLINES

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<td>Thursday</td>
<td>Last day to drop course(s) with a 100% refund tuition</td>
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<tr>
<td>January 29, 2021</td>
<td>Friday</td>
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<tr>
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<td>Last Day to drop with a 50% refund of tuition</td>
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<tr>
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<td>Friday</td>
<td>No refund. 100% tuition liability</td>
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## PAYMENT PLAN ENROLLMENT DEADLINES FOR SPRING 2021

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<th>MONTHS OF PAYMENTS</th>
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<td>January – April</td>
</tr>
<tr>
<td>February 3, 2021</td>
<td>3</td>
<td>February – April</td>
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Office of the Registrar
General Information

How to Readmit
Readmission is the process for previously enrolled students who have been inactive for at least one semester to officially return to continue their educational pursuits. All students interested in reapplying to Bronx Community College must pay a non-refundable fee of $20 to the Office of the Bursar. Prior to submitting the readmission application, students must clear any holds (Bursar, Financial Aid, Library or Satisfactory Progress).

To apply, visit: http://www.bcc.cuny.edu/registrar/how-to-readmit/

Readmit students (students who have been gone from the College for more than one year) must also submit a Residency Application: http://www.bcc.cuny.edu/services/registrar/residency/.

New York City Residency Requirements
A student may be eligible for the residency tuition rate if the student has continuously maintained his/her principal place of residence in the City of New York for:

1. At least six consecutive months immediately preceding the first day of classes

   AND

2. At least 12 consecutive months in the State of New York immediately preceding the first day of classes.

To download the Residency Application, visit http://www.bcc.cuny.edu/services/registrar/residency/.

New York State Residency Requirements
To be eligible for the out-of-city New York State residency tuition rate, the student must have continuously maintained his/her principal place of residence in the State of New York for at least 12 consecutive months immediately preceding the first day of classes.

All New York State residents who reside outside of New York City and plan to register at Bronx Community College must complete Residence Forms B80 and B81 before registration. The forms are available in the Bronx Community College Bursar’s Office.

Tuition for out–of–city New York State residents who have a valid Certificate of Residence on file, issued by their county of residence, will be charged the same tuition as New York City residents. Certificates of Residence are normally valid for one year from the date of issue and must be renewed each year.
Office of the Registrar

Transfer Credit Evaluation Guidelines

- Bronx Community College (BCC) will accept a maximum of 30 transfer credits from an appropriately accredited institution.
- Only college level courses, from an accredited institution, will be evaluated for transfer credits. Remedial, Developmental, Freshman Studies, English as a Second Language (ESL), and College Prep courses are not transferable.
- Students should not repeat transfer courses unless advised by their Academic Departments in accord with published policies.
- Grades of transferred courses will not be included in the BCC GPA.
- Students transferring credits from CUNY colleges can receive transfer credit for courses completed with any passing grade.
- Students transferring credits from colleges outside of CUNY must have earned a grade of “C” or above in order for courses to be accepted at BCC.
- Students who have completed an Advanced Placement (AP) exam with a score of 3 or higher are eligible for credit per these equivalencies.
- For the full BCC transfer credit policy, please see section 10 of the codification of BCC Academic Rules and Regulations (http://www.bcc.cuny.edu/academics/academic-rules-regulations/)

For more information, visit: http://www.bcc.cuny.edu/services/registrar/transfer-credit-evaluation/

Enrollment Verification Letter

On occasion, your employer, health care provider, landlord, or other entity will request proof that you are registered student at BCC. This is done via an “Enrollment Verification Letter.”

An enrollment verification letter can be obtained and printed via CUNYFirst through the self-service feature.

Please note, if your record has a financial hold/negative service indicator, you will be prohibited from generating a letter until all financial obligations and/or the hold has been resolved/removed.

For more information, visit: http://www.bcc.cuny.edu/services/registrar/enrollment-verification/
Office of the Registrar

E-Permit Information and Instructions

Eligibility

- You must be a matriculated student currently in attendance at a CUNY college (Home College).
- Undergraduate students must have a minimum cumulative GPA of at least 2.00.
- A student cannot have any holds on his/her record by the bursar, library, advisement etc.
- A student must meet all Home College registration requirements, such as completed immunization.
- Courses taken on permit must meet a specific degree requirement.
- You cannot take a course on permit if you are a non-degree student at BCC.
- First-semester and transfer students are not eligible to take courses on permit during their first semester at BCC.

Make sure you apply for an e-permit before the deadline. E-permit forms submitted after the deadline WILL NOT be processed. The deadline to submit a permit is the day before the semester begins.

Courses and grades on permit cannot be used towards the “F” policy. Courses must be taken at the same institution that issued the “F” grade.

Please allow 10 business days for the processing of your e-permit.

Please make sure there is a valid email address on your permit request.

For more information, visit: http://www.bcc.cuny.edu/services/registrar/e-permit/

How to Audit a Course

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 tuition and fees as if registering for credit in the course. Audited courses are not covered by financial aid. 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. The form is available via https://www.bcc.cuny.edu/registrar/forms-resources/
Office of the Registrar

Office of International Student Services (OISS)
Advisor/DSO: Esteban Rodriguez esteban.rodriguez@bcc.cuny.edu

The Office of International Student Services (OISS) advises and assists students with F-1 visa status.

Become an F-1 Student
Once you have been granted admission to Bronx Community College, you will need to apply for an I-20 form. For the I-20 application form and instructions, please contact us at internationalstudent@bcc.cuny.edu. Once you receive your I-20, you have to pay the I-901 SEVIS fee (https://www.fmjfee.com/i901fee/index.html) and apply for an F-1 visa.

Maintaining Your Immigration Status
- You must remain a full-time student each fall and spring semester.
- To maintain your immigration status, you must make sure that your passport and I-20 remain valid all the time. Your visa needs to be valid each time you enter the U.S.
- You must consult your International Student Advisor if you need additional time to complete your program, at least 30 days before the completion date listed on your I-20.
- Meet with your advisor before you leave the U.S. to obtain the advisor’s travel authorization to re-enter the U.S.
- Notify your International Student Advisor within 10 days if there are any changes in your name, citizenship, address, degree level, major, sources of funding or anticipated graduation date.
- Contact your advisor if you plan to leave your college temporarily or permanently.
- Do not accept any employment unless you have written work authorization. As an international student, you can work throughout the CUNY system for a maximum of 20 hours per week while school is in session, and 40 hours a week during the summer and winter breaks.
- Following graduation, F-1 international students are allowed to work full time for up to one year to gain work experience in their field of study before returning to their home country.
- It is highly recommended that F-1 students and their dependents purchase health insurance.

Contact Information
Email: Internationalstudent@bcc.cuny.edu
Advisor/DSO: Esteban Rodriguez
Email: esteban.rodriguez@bcc.cuny.edu
DSO: Nahid Sultana
Email: nahid.sultana@bcc.cuny.edu

For more information, visit: http://www.bcc.cuny.edu/services/international-student-services/
Graduation

Degree Requirements
To be eligible to graduate you must have:

- Passed all required courses
- Earned the minimum degree requirements required
- Achieved a grade point average (GPA) of 2.0 or higher
- Completed two designated writing intensive course (for students who entered BCC in Fall 2004 or later)
- Met with faculty/academic advisors
- Reviewed the DegreeWorks audit (Student Advisement Degree Audit)
- Applied for graduation via CUNYfirst
  - Conferral Dates:
    - Summer – September
    - Fall – January
    - Winter – February
    - Spring – June

How to Apply for Graduation
You will be eligible to apply for graduation on the first day of your last semester. You will have to apply for graduation through CUNYfirst. Here are the steps to apply:

1. Log into your CUNYfirst account.
2. Click on Campus Solutions ➔ Self-Service.
3. Click Degree Progress/Graduation in the menu bar.
4. Select the first option to Apply for Graduation.
5. Choose Apply for Graduation in the Undergraduate Program section.
6. Select desired term and click continue.
7. Confirm term and submit application.

The deadlines to apply for graduation for Winter 2021 will be January 18, 2021 and Spring 2021 will be March 12, 2021.

Please be advised that if you missed the official deadline, you will be required to complete the late Application for Graduation which can be found at http://www.bcc.cuny.edu/wp-content/uploads/2020/06/application-for-graduation-form-5-29-2020.pdf

Graduation Status Levels
- Eligible to Apply – Based on credits earned, you are eligible to submit an application for graduation.
- Applied for Graduation – Application has been received and is currently on queue for evaluation.
- Program In Review – Awaiting further action from student
- Needs to Finish Pending Work – On track for graduation
- Degree Awarded – Congratulations, you have officially graduated!
**Diplomas**
You will be notified when your diploma is available to be picked up.

*Please review your home address, telephone number and email account in CUNYfirst to ensure that all of your contact information is current.*

**Reverse Transfer Program and Graduation Project Initiative**

**Reverse Transfers**
Reverse transfer is a process by which credits earned by a student at a baccalaureate institution that meet and complete the academic credentials of an associate degree at a previously attended community college are transferred from the four-year institution to the two-year institution; thus, providing the student with the awarded associate degree from the community college.

**Graduation Project**
Graduation Project is a process by which formerly enrolled students, who have not graduated, are able to return to Bronx Community College and complete the missing requirements to graduate.

**For more information, please contact the Graduation Unit**

Contact Information:

Phone:  
(718) 289 – 5718

Email:  
gradunit@bcc.cuny.edu
gradproj.revtrans@bcc.cuny.edu

**How to Request a Transcript**
To order a transcript online, the student may place an order through the link found on the Bronx Community College’s website at [http://www.bcc.cuny.edu/services/registrar/transcripts/](http://www.bcc.cuny.edu/services/registrar/transcripts/). Once processed, transcripts are mailed out the following day. Older transcripts may take longer to be processed.

Please note, with both request methods, official transcripts cannot be printed with the student’s address.

- When requesting in person, please provide the name and address of the business or institution for which the transcript is intended.
- When requesting online, there is an option in the ordering process to have the official transcript delivered to the student for a third party, a business or institution of their choosing.

CUNY reserves the right to pass through to the student (or other requestor) any third-party fees or charges assessed against CUNY in connection with a transcript order. Any such fees and charges will be due and payable upon CUNY’s request and will be in addition to the Transcript Fee.
How to Print Your DegreeWorks Audit

Navigating DegreeWorks

- Click on the Log in link, then select Student Center.
- Click on the DegreeWorks link located in the right-hand side.

What If

- Click the What If tab.
- Select the desired degree, catalog year, and plan/subplan from the drop-down menu.
- Click Process Audit to see how the courses you have completed meet the new major requirements.
- If you decide to change your major, submit the Application for Change of Major (Plan & Option) form to the Registrar’s Office, Colston Hall, room 513.

Transfer What If

- Select the desired degree that transfers to another institution. Select the desire college.
- Click “Run Transfer What-If” to see where you stand in continuation of your degree or in a new curriculum at another institution.

GPA Calc

The GPA Calc offers 3 types of calculators:
- The GPA Calculator for GPA average needed to maintain to graduate.
- The Term Calculator for the current semester grades GPA.
- The Advice Calculator grade for average needed to reach your desired GPA.

Worksheet

The degree audit report divides information into blocks:
- Student View - General Information: Displays Student’s Name,EMPLID, Transfer Credits, Academic Status, Student Group, CUM GPA, Degree, Academic Year, Credits Required, Credits Applied.
- Degree – Summary of degree requirements: GPA, Remedial, OCD/FYS, Pathways, Plan/SubPlan, Writing Intensive.
- CUNY Skills Requirements
- Pathways General Education
- Required Common Core
- Flexible Common Core
- Courses not applicable to this major
- Insufficient Grades (Courses without a passing grade)
- In-progress courses
A legend at the top or bottom of the audit screen provides an explanation for the icons used by DegreeWorks.

Plans Tab

Student Academic Planner: estimate how many semesters it will take you to graduate.

Note: The Degree Audit gives you a description of the course content, co-requisites, pre-requisites, the course you still need to complete and the courses you completed towards your degree.

Continuing students before Fall 2013 have a choice to opt-in or opt-out of Pathways. Students must meet with an advisor to plan the fastest path to graduate.
How to Update Your Contact Information

- Log into your CUNYfirst account
- Click on “HR/Campus Solutions” > “Self Service” > “Student Center”
- Click on “Personal Information”

Updating your ADDRESS *
- Your address will appear on the “Personal Information” screen
- Click on the “Add a new address” button
- Type in your new address on the “Edit Address” page
  - Click “OK”
- This will bring you to the “Add a new address” page
  - On the “Add a new address” page, please make sure that the new address that you entered is accurate and edit as needed
- Click “Save”
- On the “Confirmation Message” screen, click “OK.”

To update your E-MAIL ADDRESS
- In the “Personal Information” drop down menu, click on “E-mail Address”
- Multiple E-mail addresses will come up on the screen. You may edit the “Other” e-mail address or you may “Add an e-mail address” by clicking on the button.
- Once you have made your changes, click “Save.”
- On the Confirmation Message, click “OK.”

To update your PHONE NUMBER
- In the “Personal Information” drop down menu, click on “Phones”
- Multiple Phone numbers may be listed. You may modify your phone number on file or you may “Add a phone number” by clicking on the button.
- Upon making your changes, click “Save.”
- On the confirmation message screen, click “OK.”

To update your PERMANENT address, NAME or SSN, visit https://www.bcc.cuny.edu/registrar/forms-resources/, fill out the Change of Personal Information Form and send to registrar@bcc.cuny.edu
Withdrawal/VOE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD</td>
<td>Officially withdrew a class after the financial aid certification date and prior to the end of the refund period.</td>
</tr>
<tr>
<td>W</td>
<td>Officially withdrew from course. No Penalty. Student had participated in an academically related activity at least once.</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew unofficially and/or Excessive Absence (counts as a failure). Student had participated in an academically related activity at least once.</td>
</tr>
<tr>
<td>WA</td>
<td>The grade applied to students who are excluded from classes for reasons of non-compliance with immunization regulations.</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrew unofficially and never attended or participated in an academic related activity at least once</td>
</tr>
</tbody>
</table>

What is Verification of Enrollment (VOE)?

- Federal Regulations require that Faculty submit a VOE Roster, "Verification of Enrollment” in CUNY FIRST each semester. The VOE Roster is important as it provides verification that the student has attended or participated in an academically related activity at least one time, which is necessary for the student to be eligible for Financial Aid.

- If a student is assigned a WN Grade on the VOE ("No for Never Attended") it will have an impact on both Financial Aid and the student's ability to access their class in Blackboard.
  - One a WN has been entered, the Student will not longer have access to the course in Blackboard.
  - Blackboard Access is restored for the student only when the WN is officially removed from the Students Record in CUNY FIRST and can take 24 to 48 hours to occur.
    - CTLT will not be able to override the system and place the student back into Blackboard.

- If it becomes necessary for a faculty member to reverse the WN Grade for a student (ex. clerical error), this can be initiated through the WN Attendance Reversal Link in OSSES under Academic Tools.

- The WN Reversal Form in OSSES is a request for the WN grade to be reversed and does not have any impact on the actual reversal process in the CUNY FIRST System. The reversal process in CUNY FIRST is a manual process that involves many steps.

- The WN Reversal OSSES Email acknowledges the receipt of the request and does not indicate it was acted upon in CUNYFIRST.

- Reversing a WN Grade indicates that the Student has attended your class or participated in an academically related activity at least one time.
Class Participation

What is constitutes as class participation?
Below are examples of Academically related activities that were included in a Memorandum dated October 20, 2017 from Executive Vice Chancellor and University Provost, Vita Rabinowitz.

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the faculty;
- participating in an online discussion or activity about academic matter;
- Note: Logging into an online class is not sufficient, by itself, to demonstrate participation in an academically related activity by the student".

Winter/Spring 2021 Hours of Operation
* Subject to Change

OFFICE OF THE REGISTRAR
Hours of Operation:
- Monday, Tuesday, Wednesday, Thursday and Friday: 9:00 a.m. – 5:00 p.m.
Main Number (718) 289-5710
Email registrar@bcc.cuny.edu

ADMISSIONS AND RECRUITMENT
Hours of Operation:
- Monday, Tuesday, Wednesday, Thursday and Friday: 9:00 a.m. – 5:00 p.m.
Main Number (718) 289-5895
Email admission@bcc.cuny.edu

FINANCIAL AID
Hours of Operation:
- Monday, Tuesday, Wednesday, Thursday and Friday: 9:00 a.m. – 5:00 p.m.
Main Number (718) 289-5700
Email financialaid@bcc.cuny.edu

OFFICE OF THE BURSAR
Hours of Operation:
- Monday, Tuesday, Wednesday, Thursday and Friday: 9:00 a.m. – 5:00 p.m.
Main Number (718) 289-5617
Email bursar@bcc.cuny.edu
## ACADEMIC CALENDAR – WINTER 2021

### December 2020

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31</td>
<td>Thursday</td>
<td>Last day to file E-Permit request for Winter Session</td>
</tr>
</tbody>
</table>

### JANUARY 2021

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Friday</td>
<td>Fall 2020 Degree Conferral Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College Closed</td>
</tr>
<tr>
<td>January 3</td>
<td>Sunday</td>
<td>Last day to drop for 100% tuition refund</td>
</tr>
<tr>
<td>January 4</td>
<td>Monday</td>
<td>Start of Winter Session - Classes Begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop for 50% tuition refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to add a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Day to Apply for Graduation, February 2021 Candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(in person at the Registrar’s Office)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Aid Certification Enrollment Status Date</td>
</tr>
<tr>
<td>January 5</td>
<td>Tuesday</td>
<td>Grade of “WD” is assigned to students who officially drop a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters Available to faculty</td>
</tr>
<tr>
<td>January 6</td>
<td>Wednesday</td>
<td>Last day to drop with 25% refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Census date – Winter Session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>January 7</td>
<td>Thursday</td>
<td>Grades of “WN” Assigned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade of W is assigned to students who officially withdraw from a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100% Tuition obligation for course drops</td>
</tr>
<tr>
<td>January 17</td>
<td>Sunday</td>
<td>R2T4 60% Winter Session</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>College Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to withdraw from classes with a grade of “W”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to apply for graduation – February 2021 Candidates</td>
</tr>
<tr>
<td>January 25</td>
<td>Monday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade rosters available for faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Winter Term</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to file E-Permit request – Spring</td>
</tr>
<tr>
<td>January 28</td>
<td>Thursday</td>
<td>Deadline for Winter Session 2021 grades to be submitted in CUNYFirst</td>
</tr>
<tr>
<td>February 1</td>
<td>Monday</td>
<td>Winter Session 2021 Degree Conferral Date</td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR – SPRING 2021

## JANUARY 2021

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28</td>
<td>Thursday</td>
<td>Last day to drop with <strong>100% tuition refund</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to file E-Permit request</td>
</tr>
<tr>
<td>January 29</td>
<td>Friday</td>
<td><strong>First day of classes – Spring 2021</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apply for Graduation, June 2021 Candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Submit applications online via CUNYfirst)</td>
</tr>
</tbody>
</table>

## FEBRUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>Monday</td>
<td>Spring Term/Winter Session 2021 Degree Conferral Date</td>
</tr>
<tr>
<td>February 4</td>
<td>Thursday</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop for 75% tuition refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Aid Certification Enrollment Status Date</td>
</tr>
<tr>
<td>February 5</td>
<td>Friday</td>
<td>Drop Withdrawal (WD) period begins. Grade of “WD” assigned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters (VOE) available to faculty in CUNYfirst</td>
</tr>
<tr>
<td>February 11</td>
<td>Thursday</td>
<td>Last day to drop with 50% refund of tuition</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>Lincoln’s Birthday – College Closed</td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td>President’s Day – College Closed</td>
</tr>
<tr>
<td>February 18</td>
<td>Thursday</td>
<td>Last day to drop with 25% refund of tuition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to Change or Declare a Major to be effective Spring 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Census date – Form-A cutoff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters (VOE) Due from faculty</td>
</tr>
<tr>
<td>February 19</td>
<td>Friday</td>
<td><strong>WN Grades assigned</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade of W is assigned to students who officially withdraw from a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>100% Tuition obligation for course drops</strong></td>
</tr>
<tr>
<td>February 28</td>
<td>Sunday</td>
<td>WA Grade Assigned- Immunization non-compliance</td>
</tr>
</tbody>
</table>

## MARCH

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 12</td>
<td>Friday</td>
<td>Last day to Apply for Graduation, June 2021 Candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Submit application online via CUNYfirst)</td>
</tr>
<tr>
<td>March 15 – 22</td>
<td>Monday – Monday</td>
<td><strong>Midterm Examination Period</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midterm Grade Rosters Available in OSSES.</td>
</tr>
<tr>
<td>March 22</td>
<td>Monday</td>
<td><strong>Registration for Summer and Fall 2021 begins</strong></td>
</tr>
<tr>
<td>March 26</td>
<td>Friday</td>
<td><strong>Midterm Grades Due – Submit Electronically in OSSES</strong></td>
</tr>
<tr>
<td>March 27 - 31</td>
<td>Saturday-Wednesday</td>
<td><strong>Spring Recess – No Classes Scheduled</strong></td>
</tr>
</tbody>
</table>

## APRIL

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1- 4</td>
<td>Thursday-Sunday</td>
<td><strong>Spring Recess</strong></td>
</tr>
<tr>
<td>April 12</td>
<td>Monday</td>
<td><strong>R2T4 60% Regular Session</strong></td>
</tr>
</tbody>
</table>
### MAY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17</td>
<td>Monday</td>
<td>Last day to withdraw from course with a grade of W</td>
</tr>
<tr>
<td>May 18</td>
<td>Tuesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 19-25</td>
<td>Wednesday-Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 25</td>
<td>Tuesday</td>
<td>End of the Spring 2021 Term</td>
</tr>
<tr>
<td>May 28</td>
<td>Friday</td>
<td>Deadline for Spring 2021 grades to be submitted in CUNYFirst</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>Memorial Day – College is Closed</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>COMMENCEMENT</td>
</tr>
</tbody>
</table>

### JUNE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Tuesday</td>
<td>Spring 2021 Degree Conferral Date</td>
</tr>
</tbody>
</table>

The Office of the Registrar
Wishes You a Successful Semester