

A student with dreadlocks, wearing a colorful striped shirt, a pink scarf, and a backpack, is walking on a paved path. In the background is a large, multi-story brick building with many windows. The sky is clear and blue. The image is overlaid with a purple triangle on the left and a green triangle on the right.

# REGISTRATION GUIDE

SUMMER/FALL 2022

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FOR STUDENTS, FACULTY AND STAFF  
A REGISTRAR DOCUMENT | KAREN THOMAS, REGISTRAR

# BCC CONTINUING STUDENTS ADVISEMENT REGISTRATION FOR SUMMER AND FALL 2022 Is Happening Now!

## SUMMER 2022

**Session I (3W1)** June 6 - June 24  
**Session II (5W1)** June 27 - July 28  
**Session III (8W1)** June 6 - July 28  
**Session IV (4W1)** Aug 1 - Aug 22

## FALL 2022

August 25 – December 21



Please contact your Departmental Advisor, Success Program Advisor or Academic Success Coach.  
<https://www.bcc.cuny.edu/registrar/special-reg-adv-instructions/>



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



CUNY mandates all students taking in-person and hybrid classes get vaccinated and upload proof of vaccination in CUNYfirst. Getting the COVID-19 vaccine is the single most important step you can take to end this pandemic for good.  
<https://www.bcc.cuny.edu/4-four-must-dos-to-attend-classes-summer-fall2022/>

Office of the Registrar  
Colston Hall [CO] Room 513  
Remote Number 203.402.8460  
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 open on campus via appointments only (Tuesdays – Thursdays) and is operating virtually the remainder of the week. We will make every effort to address your inquiries via phone 718-289-5710 or 203-402-8460. You can also 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:

### The emails are as follows:

**Registrar:** Registrar@bcc.cuny.edu  
**International Students:** Internationalstudent@bcc.cuny.edu  
**Readmission:** Readmit@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:** DW@bcc.cuny.edu  
**Epermit:** Epermit@bcc.cuny.edu  
**Residency:** residency@bcc.cuny.edu  
**Graduation:** Gradunit@bcc.cuny.edu

## OFFICE OF THE REGISTRAR STAFF

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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](mailto: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

Log in 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., Summer 2022) 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/>) 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/> for Tuition and Fees and Payment Options.

To register for in-person and/or hybrid courses upload your COVID -19 documents to CUNYfirst, vaccination verification tab (proof of being fully vaccinated, booster shoot if eligible or a request for a medical/religious waiver). Failure to provide vaccination documentation will result in an administrative withdrawal from in-person and/or hybrid courses. Please click the following link for additional information on the "MUST Do's" to attend classes: <https://www.bcc.cuny.edu/4-four-must-dos-to-attend-classes-summer-fall2022/>



## 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.

### SCHEDULE AN APPOINTMENT USING STARFISH (CONTINUING STUDENTS)

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.

Continuing students can make an appointment with their assigned academic advisor in **Starfish**: (<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 | [asap@bcc.cuny.edu](mailto:asap@bcc.cuny.edu)
- **College Discovery** students: call: 718.289.5882 | [collegediscovery@bcc.cuny.edu](mailto:collegediscovery@bcc.cuny.edu)
- **PTI (APEX)** students: call 718.289.5166 | [PTI@bcc.cuny.edu](mailto:PTI@bcc.cuny.edu)
- Students not assigned to any special program: call: 718.289.5401
  - [academic.advisement@bcc.cuny.edu](mailto:academic.advisement@bcc.cuny.edu)
- Newly enrolled freshman and transfer students: call 718.289.5120
  - [FYP@bcc.cuny.edu](mailto:FYP@bcc.cuny.edu)
- New Readmit students:
  - [academic.advisement@bcc.cuny.edu](mailto:academic.advisement@bcc.cuny.edu)



# Create a Personalized Class Schedule that Works for You!

## 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.

**Benefits: Add Courses | Add Breaks | Compare Schedules**



For more information  
visit: [www.cuny.edu/schedulebuilder](http://www.cuny.edu/schedulebuilder)

**CUNY** Schedule  
Builder

**BRONX** COMMUNITY  
COLLEGE

## UPLOADING A STUDENT DOCUMENT IN 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:

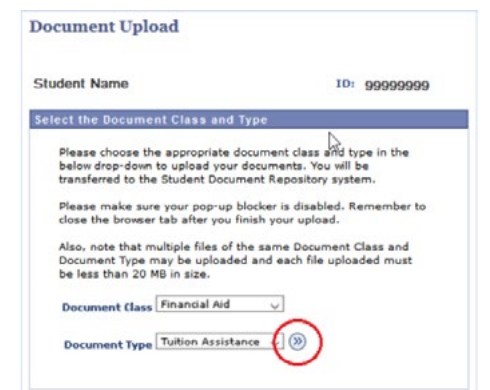
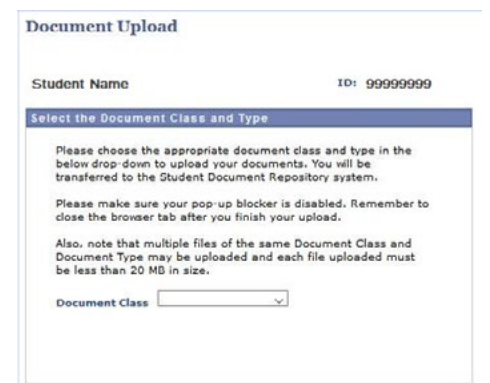
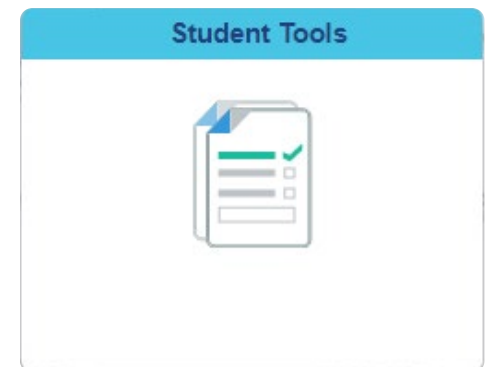
1. Log in to CUNYfirst.
2. From the CUNYFirst Menu, select Student Tools > Document Upload  
The Document Upload page is displayed with your name and emplid.
3. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:
  - 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.

**Note:** 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**

**T U I T I O N   P A Y M E N T   D E A D L I N E S**

**SUMMER 2022 TERM | FIRST DAY OF CLASSES BEGIN JUNE 6, 2022**

For more information, visit: <http://www.bcc.cuny.edu/campus-resources/bursars-office/payment-payment-plan-and-payment-refund-deadlines/>.

SUMMER 2022 SESSIONS	IF STUDENT REGISTERS	PAYMENT DUE DATES
Three Week-First (3W1)	03/21/22 – 04/27/22	05/12/22
	04/28/22 – 05/16/22	05/23/22
	05/17/22 – 06/05/22	06/05/22
	06/06/22 or later	Immediately
Five Week First (5W1)	03/21/22 - 05/18/22	6/02/22
	05/19/22 – 06/06/22	06/13/22
	06/07/22 – 06/26/22	06/26/22
	06/27/22 or later	Immediately
Eight Week-First (8W1)	03/21/22 – 04/27/22	05/12/22
	04/28/22 – 05/16/22	05/23/22
	04/28/22 – 05/16/22	05/23/22
	05/17/22 – 06/05/22	06/05/22
	06/06/22 or later	Immediately
Four Week-First (4W1)	3/21/22 to 06/22/22	07/07/22
	06/23/22 to 07/11/22	07/18/22
	07/12/22 to 07/31/22	07/31/22
	08/01/22 or later	Immediately

**FALL 2022 TERM ~ FIRST DAY OF CLASSES BEGIN AUGUST 5, 2022**

For more information, visit: <http://www.bcc.cuny.edu/campus-resources/bursars-office/payment-payment-plan-and-payment-refund-deadlines/>.

FALL 2022	IF STUDENT REGISTERS	PAYMENT DUE DATE
	3/21/22 - 6/30/22	7/14/22
	7/01/22 - 7/28/22	8/11/22
	7/29/22 - 8/18/22	8/18/22
	8/19/22 and after	Immediately

# REFUND POLICY

Students who pay their tuition bill and then officially drop their classes during the first three weeks of school will have their refund or liability calculated according to the tuition refund schedule. Refunds for credit card online payments (via the Nelnet payment plans) will be processed on the credit card that was used to pay the tuition. There is no refund of the credit card convenience fees. **Failure to attend class, either by merely giving notice to the instructor or not showing up, is not considered officially dropping classes.**

Refunds are mailed from the University’s Central Office directly to student’s home address that is on file with the college. Students can also sign up for direct deposit to their bank account. No cash refunds are given at the Bursar’s Office.

## MILITARY REFUND

Special military refund regulations apply to students who enlist or are called to serve in the military service of the United States of America:

- Any refund request for U.S. Military, Peace Corps or VISTA service must be documented in order to process it.
- In the case of the U.S. Military, a copy of induction or military orders is required. In order to obtain a grade, a student must have attended class regularly for approximately 13 weeks (5 weeks for Summer Session) or 85% of the term’s work through acceleration may be given full credit for each course in which he or she has a grade of C or better.
- The student must follow their college’s policy on incompletes, and sign an incomplete contract with the instructor. The normal regulations apply, and grades will be recorded as failures if courses are not completed.
- Faculty makes the decision regarding eligibility for a grade.
- No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.  
In instances where students enlist in the U.S. Military, the Peace Corps, or VISTA and do not attend class for a sufficient time to qualify for a grade but continue to attend class within 2 weeks of induction, a refund of tuition and all other fees except application fees will be made in accordance with the following:
- 100% refund for students who withdrawal before the beginning of the 5th calendar week (3rd calendar week for Summer Session) after the scheduled opening date of the session.
- 50% refund for students who withdraw after the beginning of the 5th calendar week (3rd calendar week for Summer Session/Winter Session) after the scheduled opening date of the session.

## REFUND FOR PERMIT STUDENTS

Bronx Community College students, on permit to other colleges, who have classes cancelled or are otherwise not able to complete registration, must obtain a written statement from the Registrar’s Office at the permit college stating what course they are registered for or not registered for at that college. Upon obtaining this information, submit the written statement and all registration receipts to the Bronx Community College Office of the Registrar so that your records will be updated which will initiate the process for a refund, if eligible.

# OFFICE OF THE REGISTRAR

## General Information

### HOW TO READMIT ([readmit@bcc.cuny.edu](mailto:readmit@bcc.cuny.edu))

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. The Office of the Bursar will bill all students readmitting to the College a \$20 non-refundable fee. The readmission fee will be billed to your CUNYfirst account.

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: <https://www.bcc.cuny.edu/registrar/residency/>.

**Note:** If you have already earned your Associate’s Degree, you will have to either apply for a second degree or take courses as a non-degree student. <https://www.bcc.cuny.edu/registrar/second-degree/>

### NEW YORK CITY RESIDENCY REQUIREMENTS ([residency@bcc.cuny.edu](mailto:residency@bcc.cuny.edu))

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 <https://www.bcc.cuny.edu/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.

### 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: <https://www.bcc.cuny.edu/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.

For more information, visit: <https://www.bcc.cuny.edu/registrar/enrollment-verification/>

### 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: <https://www.bcc.cuny.edu/registrar/e-permit/>

### HOW TO AUDIT A COURSE

A student may audit a course only with official approval. Audit request forms are available on the Registrar’s website. 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 INTERNATIONAL STUDENT SERVICES (OISS)

Advisor/ Designated School Official (DSO): Esteban Rodriguez | [esteban.rodriguez@bcc.cuny.edu](mailto: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](mailto: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

- 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

[Internationalstudent@bcc.cuny.edu](mailto:Internationalstudent@bcc.cuny.edu)

Advisor/DSO: Esteban Rodriguez  
[esteban.rodriguez@bcc.cuny.edu](mailto:esteban.rodriguez@bcc.cuny.edu)

DSO: Nahid Sultana  
[nahid.sultana@bcc.cuny.edu](mailto: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 in to your CUNYfirst account
2. Click on Student Center
3. Click Degree Progress/Graduation in the menu bar
4. Click on Academic Records
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 Summer 2022 will be July 25, 2022 and Fall 2022 will be November 18, 2022.**

**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 our web page ([www.bcc.cuny.edu/registrar/](http://www.bcc.cuny.edu/registrar/)). You may submit it via Dropbox at <https://www.dropbox.com/request/lhZfi8iM5KsYY4OWdacV>.**

## 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

Please visit the Graduation Unit website (<http://www.bcc.cuny.edu/registrar/graduation/>) for updates regarding availability of diplomas.

*Please review your home address, telephone number and email accounts 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

718.289.5718 or 203.402.8460 (Main office temporary line) | [gradunit@bcc.cuny.edu](mailto:gradunit@bcc.cuny.edu) or [gradproj.revtrans@bcc.cuny.edu](mailto:gradproj.revtrans@bcc.cuny.edu)

## HOW TO REQUEST A TRANSCRIPT

To order a transcript online, you must place an order through the link found on the BCC's website at <https://www.bcc.cuny.edu/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 a transcript in person, please provide the name and address of the business or institution for which the transcript is intended.
- When requesting a transcript 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 on 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

## BCC DEGREEWORKS ONLINE ADVISEMENT AUDIT

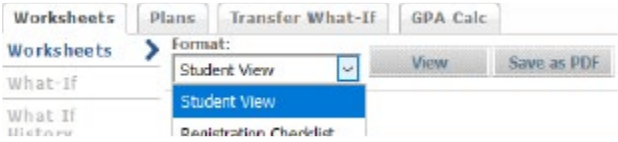
### Your Planning and Advising Tool

For Assistance, Please Contact: DegreeWorks Content: Please send an e-mail to DW@bcc.cuny.edu

What is DegreeWorks? is a computerized, web-based degree audit application and academic advising tool that has been designed to assist students in reviewing their progress toward graduation. This application takes the courses from the student transcript (which are arranged chronologically) and reorganizes them so students can see the completed and remaining degree requirements by categories.

### Navigating DegreeWorks

- ◆ Access your BCC DegreeWorks Audit via Self-Service Menu in CUNYfirst at <http://www.cuny.edu>
- ◆ 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 (Subplan) form to the Registrar's Office, Colston Hall [CO], Room 513

### Transfer What If

- ◆ Select the desired degree that transfer 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 a udit 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 In tensive
- ◆ 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 in to your **CUNYfirst account**
- ◆ From the CUNYFirst Menu, select the Student Center link
- ◆ Click on "Profile"

### Update Your Address\*

- ◆ Your address will appear on the "Addresses" 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."

### Update Your Email Address

- ◆ In the "Contact Details" drop down menu, click on "Email Address"
- ◆ Multiple email addresses will come up on the screen. You may edit the "Other" email address or you may "Add an Email Address" by clicking on the button.
- ◆ Once you have made your changes, click "Save."
- ◆ On the Confirmation Message, click "OK."

### Update Your Phone Number

- ◆ In the "Contact Details" 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."

### Update Your Permanent Address and Name

<https://www.bcc.cuny.edu/registrar/forms-resources/>, fill out the Change of Personal Information Form and send to registrar@bcc.cuny.edu

### Update SSN

<https://www.bcc.cuny.edu/registrar/forms-resources/>, fill out the Change of Personal Information Form and send to Student Document Upload

# HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT

Students are able to use self-service to view, print and/or save in .pdf format an unofficial copy of their transcript.

**Note: Prior to commencing this procedure, set the browser to allow pop-ups.**

1. Enter https://home.cunyfirst.cuny.edu in your browser's address bar:
  - Enter your Username and Password and click the Go icon.
  - From the CUNYfirst Menu, select the Student Center link.
2. Select the Transcript & Verification Link.
3. On the View Unofficial Transcript page, select the correct college or school.
4. Click the Report Type dropdown arrow; and then select STUDENT UNOFFICIAL TRANSCRIPT.
5. Click the view report button.
6. The Student Copy Undergraduate or Graduate Record will pop-up in .pdf file format to view, print or save as needed.

**Note: Please do not press any other buttons or links while processing is taking place.**
7. Click the view report button to view a previously requested transcript.

## HOW TO VIEW HOLDS

Students use the Student Center to view current holds (service indicators) on their record for specific services. They may see how to resolve their holds and which institution or department to contact for additional information.

**Holds from every institution with CUNYfirst may appear in a student’s Holds section. Any hold at a CUNY institution other than your primary institution will not preventing you from registering at your primary institution**

1. Enter https://home.cunyfirst.cuny.edu in your browser's address bar:
  - Enter your Username and Password and click the Go icon.
  - From the CUNYfirst Menu, select the Student Center link.
2. When you click on the Tasks & Holds link, a list of current service indicators displays.

**Note: Holds may prevent you from enrolling, so it's important to deal with this prior to your enrollment appointment.**
3. Click the details link to see details of the hold and the department to contact for additional information.
4. In the Hold Item column, click the link of the item for which you wish to more information if applicable.
5. The “Your Holds” page displays.
6. Click the Return button to view other service indicators.

## HOW TO DROP CLASSES

Students may use self-service to drop classes from their schedule.

1. Enter https://home.cunyfirst.cuny.edu in your browser's address bar:
  - Enter your Username and Password and click the Go icon.
  - From the CUNYfirst Menu, select the Student Center link.
2. Click the Course Planning and Enrollment link.
3. Click the "Drop Classes" link.
4. To drop a course, select the Trash can icon next to the class that you want to drop.
5. Click on "Get This Schedule" and then select "Do Actions".
6. If the class is successfully dropped, it will be stated in the "Result" field.



WITHDRAWAL/VERIFICATION OF ENROLLMENT (VOE)

WD	Officially withdrew a class after the financial aid certification date and prior to the end of the refund period.
W	Officially withdrew from course. No Penalty. Student had participated in an academically related activity at least once.
WU	Withdrew unofficially and/or Excessive Absence (counts as a failure received prior to Fall 2021). Academic Penalty Removal for WU grade Effective Fall 2021. Student had participated in an academically related activity at least once.
WA	The grade applied to students who are excluded from classes for reasons of non-compliance with immunization regulations.
WN	Withdrew unofficially and never attended or participated in an academic related activity at least once

What is Verification of Enrollment (VOE)?

- ◆ Federal regulations require that faculty submit a VOE Roster, “Verification of Enrollment” in CUNYfirst 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.
  - Once a WN has been entered, the Student will no 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 CUNYfirst. This 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 CUNYfirst System. The reversal process in CUNYfirst 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 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.**

SUMMER / FALL 2022 HOURS OF OPERATION

\* Subject to Change

Office of the Registrar

**Hours of Operation** | Monday - Friday | 9:00 a.m. – 5:00 p.m. | 718.289.5710 | registrar@bcc.cuny.edu

Virtual Counter: Monday | 11:00 a.m. - 4:00 p.m. | Friday | 9:00 a.m. - 12:00 p.m.  
<https://us02web.zoom.us/j/81584046304>

Admissions and Recruitment

**Hours of Operation** | Monday - Friday | 9:00 a.m. – 5:00 p.m. | 718.289.5895 | admission@bcc.cuny.edu  
QLess Link: <https://kiosk.na4.qless.com/kiosk/app/home/254>

Financial Aid

**Hours of Operation** | Monday - Friday | 9:00 a.m. – 5:00 p.m. | 718.289.5700 | financialaid@bcc.cuny.edu  
Virtual Counter: Mondays - Fridays | 11 a.m. – 4:00 p.m. | <https://us02web.zoom.us/j/81085029097>

Office of the Bursar

**Hours of Operation** | Monday - Friday | 9:00 a.m. – 5:00 p.m | 718.289.5617 | bursar@bcc.cuny.edu  
Virtual Counter: Tuesday - Thursday | 11 a.m. – 4 p.m.  
<https://us02web.zoom.us/j/82046378927?pwd=N3l4MGhTdERiRWMOVXpUcGxhTjQ1dz09>

ACADEMIC CALENDAR – SUMMER 2022

<b>Three Week-First (3W1)</b>  June 6, 2022 – June 24, 2022  Day & Evening classes meet Monday - Friday	DATE	DAY	EVENTS
	March 21	Monday	Summer/Fall 2022 Advisement/Registration Begins
	May 17	Tuesday	Deadline to upload proof of COVID-19 vaccination documents to CUNYfirst
	June 5	Sunday	Last day to drop course(s) with 100% refund of tuition
	June 6	Monday	<b>First Day of Classes</b>
			Late Registration/Change of Program
	June 7	Tuesday	Last day to drop course(s) with 50% refund of tuition
	June 9	Thursday	Last day to drop course(s) with a 25% refund of tuition
	June 16	Thursday	Last day to withdraw with a “W” grade
	June 17	Friday	R2T4 60% Date
	June 20	Monday	<b>College Closed</b>
	June 24	Friday	<b>Last Day of Classes and Final Exams</b>
	June 29	Wednesday	Final Grades Due - Submit Electronically in CUNYfirst

<b>Five Week-First (5W1)</b>  June 27, 2022 – July 28, 2022  Day & Evening classes meet Monday - Thursday	DATE	DAY	EVENTS
	March 21	Monday	Summer/Fall 2022 Advisement/Registration Begins
	June 26	Sunday	Last day to drop course(s) with 100% refund of tuition
	June 27	Monday	<b>First Day of Classes</b>
			Late Registration/Change of Program
	June 29	Wednesday	Last day to drop course(s) with 50% refund of tuition
	July 3	Sunday	Last day to drop course(s) with 25% refund of tuition
	July 4	Monday	<b>College Closed</b>
	July 13	Wednesday	Last day to withdraw with a “W” grade
	July 16	Saturday	R2T4 60% Date
	July 25	Monday	Last Day to Apply for Graduation, September 2022
	July 28	Thursday	<b>Last Day of Classes and Final Exams</b>
	August 3	Wednesday	Final Grades Due - Submit Electronically in CUNYfirst

<b>Eight Week-First (8W1)</b>  June 6, 2022 – July 28, 2022  Day & Evening classes meet Monday – Thursday	DATE	DAY	EVENTS
	March 29	Monday	Summer/Fall 2022 Advisement/Registration Begins
	June 5	Sunday	Last day to drop course(s) with 100% refund of tuition
	June 6	Monday	<b>First Day of Classes</b>
			Late Registration/Change of Program
	June 12	Sunday	Last day to drop course(s) with 50% refund of tuition
	June 18	Saturday	Last day to drop course(s) with 25% refund of tuition
	July 4	Monday	<b>College Closed</b>
	July 7	Thursday	Last day to withdraw with a “W” grade
	July 15	Friday	R2T4 60% Date
	July 28	Thursday	<b>Last Day of Classes and Final Exams</b>
	August 3	Wednesday	Final Grades Due - Submit Electronically in CUNYfirst

<b>Four Week-First (4W1)</b>  August 1, 2022 – August 22, 2022  Day & Evening classes meet Monday - Friday	DATE	DAY	EVENTS
	March 29	Monday	Summer/Fall 2022 Advisement/Registration Begins
	July 31	Sunday	Last day to drop course(s) with 100% refund of tuition
	August 1	Monday	<b>First Day of Classes</b>
			Late Registration/Change of Program
	August 2	Tuesday	Last day to drop course(s) with 50% refund of tuition
	August 5	Friday	Last day to drop course(s) with a 25% refund of tuition
	August 10	Wednesday	Last day to withdraw with a “W” grade
	August 14	Sunday	R2T4 60% Date
	August 22	Monday	<b>Last Day of Classes and Final Exams</b>
	August 26	Friday	End of Summer Term
	August 29	Monday	Final Grades Due - Submit Electronically in CUNYfirst

# ACADEMIC CALENDAR – FALL 2022

## MARCH

DATE	DAY	EVENTS
March 21	Monday	<b>Advisement and Registration for Summer and Fall 2022 Begins</b>

## AUGUST

DATE	DAY	EVENTS
August 15	Monday	Deadline to upload proof of COVID-19 vaccination documents to CUNYfirst
August 16-24	Tuesday-Wednesday	Student Dropped for COVID-19 Vaccination Non-Compliance
August 24	Wednesday	Last day to drop with 100% tuition refund Last day to file E-Permit request
August 25	Thursday	<b>First day of classes – Fall 2022</b> Apply for Graduation Fall 2022 Candidates (Submit applications online via CUNYfirst)
August 31	Wednesday	<b>Last day to ADD/ DROP Classes</b> <b>Last day to drop with 75% refund of tuition</b> <b>Financial Aid Certification Enrollment Status Date</b>

## SEPTEMBER

DATE	DAY	EVENTS
September 1	Thursday	<b>Verification of Enrollment rosters available to faculty</b> <b>Grade of WD is assigned to students who officially drop a course</b> Summer 2022 Conferral Date
September 2-4	Friday-Sunday	<b>No Classes Scheduled</b>
September 5	Monday	<b>College Closed – Labor Day</b>
September 7	Wednesday	<b>Last day to drop with a 50% refund of tuition</b>
September 14	Wednesday	<b>Last day to drop for 25% tuition refund</b> <b>Last day to Change or Declare a Major to be effective for Fall 2022 Census date – Form-A</b> <b>Verification of Enrollment Rosters Due from faculty</b>
September 15	Thursday	<b>VOE - WN Grades assigned</b> Grade of <b>W</b> is assigned to students who officially withdraw from a course <b>100% Tuition obligation for course drops</b>
September 24	Saturday	WA Grades Assigned – Immunization non-compliance
September 26-27	Monday-Tuesday	<b>No Classes Scheduled</b>
September 29	Thursday	Classes follow Monday schedule

## OCTOBER

DATE	DAY	EVENTS
October 04 - 05	Tuesday-Wednesday	<b>No classes scheduled</b>
October 10	Monday	<b>Columbus Day - College Closed</b>
October 12 - 19	Wednesday - Wednesday	<b>Midterm Examination Period</b> <b>Midterm Grade Rosters Available in OSSES.</b>
October 17	Monday	<b>Advisement and Registration for Winter and Spring 2022 Begins</b>
October 21	Friday	<b>Midterm Grades Due – Submit Electronically in OSSES</b>

## NOVEMBER

DATE	DAY	EVENTS
November 4	Friday	<b>R2T4 60% Date</b>
November 18	Friday	<b>Last Day to Apply for Graduation, January 2022 Candidates</b> (Submit application online via CUNYfirst)
November 24 -27	Thursday-Sunday	<b>College Closed – No Classes Scheduled</b>

## DECEMBER

DATE	DAY	EVENTS
December 14	Wednesday	<b>Last Day to Withdraw from a class with a “W” Grade</b> <b>Deadline to complete INC grades Spring /Summer 2022</b> Last Day to Complete Fall 2022 Residency
December 14	Wednesday	<b>Reading Day / Final Examinations</b> <b>Final Exam Rosters available to Faculty in CUNYfirst</b>
December 15-21	Thursday-Wednesday	<b>Final Examinations</b>
December 21	Wednesday	Deadline to upload proof of vaccination documents to CUNYfirst for the <b>Winter Session</b>
December 21	Wednesday	End of Fall 2022 Term
December 24-25	Saturday-Sunday	<b>College Closed - No classes scheduled</b>
December 27	Tuesday	<b>Deadline for Fall 2022 grades to be submitted in CUNYFirst</b>

## JANUARY 2023

DATE	DAY	EVENTS
January 1, 2023	Sunday	<b>Fall 2022 Degree Conferral Date</b> <b>College Closed</b>

\*If your tuition remains unpaid past your payment due date:  
 ➤You will receive an e-mail indicating that your courses are at risk of being dropped if payment is not submitted immediately.  
 Non-payment or not attending courses are not considered an official drop. If you do not plan on attending courses for any reason, drop your courses prior to the first day of class (08/25/22). Otherwise, you may be held responsible for All Tuition charges.



THE OFFICE OF THE REGISTRAR  
**WISHES YOU A  
SUCCESSFUL  
SEMESTER**

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**COMMUNITY**  
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