REGISTRATION
GUIDE
WINTER/SPRING 2023

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

BCC STUDENTS
ADVISEMENT REGISTRATION

FOR *WINTER* & *SPRING* 2023
IS HAPPENING NOW!

WINTER 2023
January 3rd – January 24th

SPRING 2023
January 25th – May 23rd

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. 4 Four "MUST Do's" to attend classes – Winter & Spring 2023 – Bronx Community College (cuny.edu).

BRONX COMMUNITY COLLEGE

CUNY THE GREATEST URBAN UNIVERSITY IN THE WORLD

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/

Office Location: Colston Hall [CO], Room 513 | Phone: 718.289.5710 | Fax: 718.289.6308

The Office of the Registrar has teams of specialists available to assist you with your individual needs. Please direct your questions to the team that best describes your need. We will make every effort to address your inquiries. General inquiries can be directed to: Registrar@bcc.cuny.edu. Please include your full name, EMPLID and your question/inquiry in your e-mail. 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

Name	Title	Email
Karen Thomas	*Registrar*	Karen.Thomas@bcc.cuny.edu
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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

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 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. 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. Student Center > Course Planning and Enrollment > Class Search and Enroll

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/four-must-dos-to-attend-classes/

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**

- **College Discovery** students: call: 718.289.5882 | **collegediscovery@bcc.cuny.edu**

- **PTI** (APEX) students: call 718.289.5166 | **PTI@bcc.cuny.edu**

- Students not assigned to any special program: call: 718.289.5401
    - **academic.advisement@bcc.cuny.edu**

- Newly enrolled freshman and transfer students: call 718.289.5120
    - **FYP@bcc.cuny.edu**

- New Readmit students:
    - **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

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: 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. 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**

TUITION PAYMENT DEADLINES

WINTER 2023 TERM | FIRST DAY OF CLASSES BEGIN JANUARY 3, 2023

For more information, visit: https://www.bcc.cuny.edu/campus-resources/bursar/due-dates-and-cancellations/

WINTER 2023 SESSIONS	IF STUDENT REGISTERS	PAYMENT DUE DATES
	11/23/22 or before	12/6/2022
	11/24/22 - 12/27/22	12/27/2022
	12/28/22 or later	Immediately

SPRING 2023 TERM ~ FIRST DAY OF CLASSES BEGIN JANUARY 25, 2023

For more information, visit: https://www.bcc.cuny.edu/campus-resources/bursar/due-dates-and-cancellations/

SPRING 2023 SESSIONS	IF STUDENT REGISTERS	PAYMENT DUE DATE
	12/16/22 or before	1/4/2023
	12/17/22 - 1/18/23	1/18/2023
	1/19/23 or later	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)

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)

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

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

- 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

Advisor/DSO: Esteban Rodriguez
esteban.rodriguez@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 Student Center > Graduation.
3. Choose Apply for Graduation in the Undergraduate Program section.
4. Select desired term and click continue.
5. Confirm term and submit application.

The deadline to apply for graduation for Winter 2023 will be January 17, 2023 and Spring 2023 will be March 10, 2023.

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/). 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!
- ♦ **Approved** - All requirements have been met. Awaiting conferral period.
- ♦ **Withdrawn** - Application has been withdrawn. Student must reapply for graduation at a later date.

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, mobile number and preferred 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
718.289.5718 or 718.289.5710 | gradunit@bcc.cuny.edu or 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.
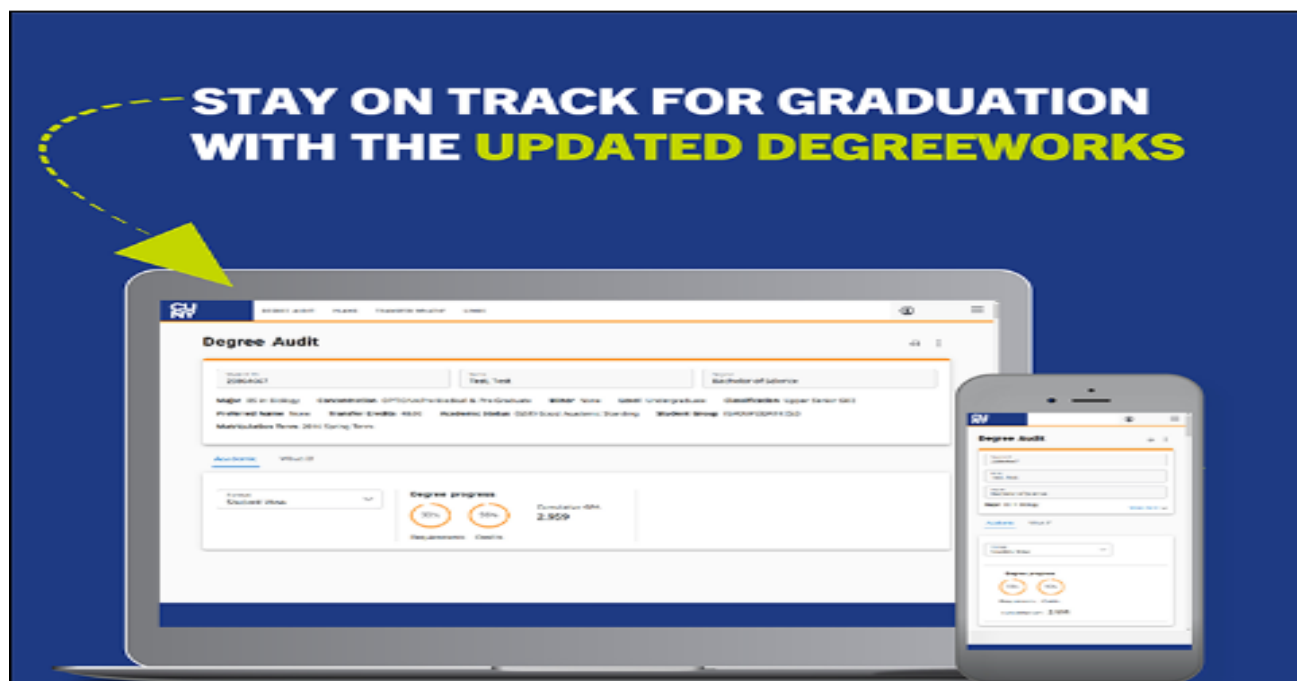
DEGREEWORKS

DegreeWorks, CUNY's degree audit and advisement tool, has been upgraded. You will notice a significantly different look and feel in this updated version.

Upgraded features

➢Mobile-Friendly user interface

➢Project status updates to key stakeholders

➢Drag and drop courses simplifies course

➢Accessible

HOW TO UPDATE YOUR CONTACT INFORMATION

♦ Log into 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 (e.g., 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.**

WINTER / SPRING 2023 HOURS OF OPERATION

* Subject to Change

Office of the Registrar

Hours of Operation: Monday – Wednesday 9:00 a.m. – 5:00 p.m. | Thursday 9:00 a.m. – 6:30 p.m. Friday 9:00 a.m. – 12:00 p.m. | 718.289.5710 | registrar@bcc.cuny.edu

Virtual Counter: Monday 10:00 a.m. - 6:30 p.m. | https://us02web.zoom.us/j/81584046304

Admissions and Recruitment

Hours of Operation: Monday – Wednesday 9:00 a.m. – 5:00 p.m. | Thursday 9:00 a.m. – 6:30 p.m. Friday 9:00 a.m. – 12:00 p.m. | 718.289.5895 | admission@bcc.cuny.edu

Virtual Counter: Monday 9:00 a.m. - 6:30 p.m. | **QLess Link:** https://kiosk.na4.qless.com/kiosk/app/home/254

Financial Aid

Hours of Operation: Monday – Wednesday 9:00 a.m. – 5:00 p.m. | Thursday 9:00 a.m. – 6:30 p.m. Friday 9:00 a.m. – 12:00 p.m. | 718.289.5700 | financialaid@bcc.cuny.edu

Virtual Counter: Monday 9:00 a.m. - 6:30 p.m. | https://us02web.zoom.us/j/81085029097

Office of the Bursar

Hours of Operation: Monday – Wednesday 9:00 a.m. – 5:00 p.m. | Thursday | 9:00 a.m. – 6:30 p.m. Friday 9:00 a.m. – 12:00 p.m. | 718.289.5617 | bursar@bcc.cuny.edu

Virtual Counter: Monday 9:00 a.m. – 5:00 p.m. | Tuesday & Wednesday 10:00 a.m. – 4:00 p.m. https://us02web.zoom.us/j/82046378927?pwd=N3I4MGhTdERiRWM0VXpUcGxhTjQ1dz09

ACACEMIC CALENDAR – WINTER 2023

DECEMBER 2022

DATE	DAY	EVENTS
December 20	Tuesday	Deadline to upload proof of vaccination documents to CUNYfirst for the Winter Session
December 21 - January 2	Wednesday - Monday	Student Dropped for COVID-19 Vaccination Non-Compliance

JANUARY 2023

DATE	DAY	EVENTS
January 1	Sunday	Fall 2022 Degree Conferral Date **College Closed - No Classes Scheduled**
January 2	Monday	Last day to drop for 100% tuition refund Last day to file Permit request for Winter Session
January 3	Tuesday	**Start of Winter Session - Classes Begin** Last day to drop for 50% tuition refund Last day to add a course First Day to Apply for Graduation, February 2023 Candidates (Submit application for graduation via Dropbox or email. For more details, visit: https://www.bcc.cuny.edu/registrar/graduation/) Financial Aid Certification Enrollment Status Date
January 4	Wednesday	Grade of "WD" is assigned to students who officially drop a course Verification of Enrollment Rosters Available to faculty
January 5	Thursday	Last day to drop with 25% refund Census date – Winter Session **Verification of Enrollment Rosters Due from faculty**
January 6	Friday	**100% Tuition Obligation for Courses Dropped** Grades of "WN" Assigned Grade of W is assigned to students who officially withdraw from a course
January 16	Monday	**College Closed**
January 17	Tuesday	R2T4 60% Winter Session Last day to apply for graduation – February 2023 Candidates
January 23	Monday	Last Day to withdraw from classes with a grade of "W" Last Day of Instruction
January 24	Tuesday	Final Examinations Grade rosters available for faculty End of Winter Session Last day to file E-Permit request – Spring 2023
January 27	Friday	Final Grade Submission Deadline Deadline for Winter 2023 grades to be submitted in CUNYFirst
February 1	Wednesday	Winter 2023 Degree Conferral Date

Please note:
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 (01/03/23). Otherwise, you may be held responsible for all Tuition charges.

ACADEMIC CALENDAR – SPRING 2023

JANUARY

DATE	DAY	EVENTS
January 16-24	Monday-Tuesday	Student Dropped for COVID-19 Vaccination Non-Compliance with initial series of vaccination shots (e.g. two doses of Moderna or Pfizer, one dose of Johnson & Johnson, or equivalent)
January 24	Tuesday	Last day to drop with 100% Tuition Refund Last day to file E-Permit request
January 25	Wednesday	**First Day of Classes – Spring 2023** First Day to Apply for Graduation, June 2023 Candidates - (Submit applications online via CUNYfirst)
January 31	Tuesday	Last day to add a course Last day to drop for 75% tuition refund Financial Aid Certification Enrollment Status Date

FEBRUARY

DATE	DAY	EVENTS
February 1	Wednesday	Spring Term/Winter Session 2023 Degree Conferral Date Verification of Enrollment Rosters (VOE) available to faculty in CUNYfirst Drop Withdrawal (WD) period begins. Grade of "WD" assigned
February 7	Tuesday	Last day to drop for 50% tuition refund
February 12 -13	Sunday - Monday	**College Closed - No Classes Scheduled**
February 14	Tuesday	Last day to drop with 25% refund of tuition. Last day to Change or Declare a Major to be effective Spring 2023 Census date – Form-A Cutoff Verification of Enrollment Rosters (VOE) Due from faculty
February 15	Wednesday	WN Grades assigned Grade of W is assigned to students who officially withdraw from a course
February 20	Monday	**College Closed – No Classes Scheduled**
February 21	Tuesday	Classes follow a Monday schedule
February 24	Friday	WA Grade Assigned- Immunization Non-Compliance

MARCH

DATE	DAY	EVENTS
March 10	Friday	Last day to Apply for Graduation, June 2023 Candidates (Submit application online via CUNYfirst)
March 13–20	Monday – Monday	**Midterm Examination Period** Midterm Grade Rosters Available in OSSES.
March 20	Monday	Advisement / Registration for Summer and Fall 2023 begins
March 24	Friday	Midterm Grades Due – Submit Electronically in OSSES

APRIL

DATE	DAY	EVENTS
April 1	Saturday	R2T4 60% Regular Session
April 05–13	Wednesday-Thursday	**Spring Recess – No Classes Scheduled**

MAY

DATE	DAY	EVENTS
May 12–13	Friday – Saturday	Reading Day
May 16	Tuesday	Last day to drop a course with a grade of W Last Day of Instruction Deadline to complete INC grades Fall 2022/Winter 2023
May 17-23	Wednesday-Tuesday	**Final Examinations**
May 23	Tuesday	End of the Spring 2023 Term Last Day to Complete Spring 2023 Residency
May 26	Friday	Deadline for Spring 2023 grades to be submitted in CUNYfirst
May 29	Monday	**College Closed**

JUNE

DATE	DAY	EVENTS
June 1	Thursday	Spring 2023 Degree Conferral Date
June 2	Friday	**COMMENCEMENT (TBD)**

Please note:

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 (01/25/23). Otherwise, you may be held responsible for All Tuition charges.

Office Of Academic Affairs
Academic Departments Contact Information
Fall 2022

Art & Music		
Chairperson	**Prof. Roni Ben-Nun**	roni.ben-nun@bcc.cuny.edu
Departmental Deputy	Dr. Anne Vuagniaux	anne.vuagniaux@bcc.cuny.edu
Program Director for Digital Design AAS	Prof. Lisa Amowitz	lisa.amowitz@bcc.cuny.edu
COA	Ms. Jasmina Betances	jasmina.betances@bcc.cuny.edu

Biological Sciences		
Chairperson	**Dr. Chris Robinson**	chris.robinson@bcc.cuny.edu
Deputy Chairperson	Dr. Alexander Wolf	alexander.wolf@bcc.cuny.edu
COA	Ms. Idelza Lora	idelza.lora@bcc.cuny.edu
COA	Ms. Maryann (Molly) Quinn	maryann.quinn@bcc.cuny.edu

Business & Information Systems		
Chairperson	**Prof. Howard Clampman**	howard.clampman@bcc.cuny.edu
Deputy Chairperson	Prof. Paul Jaijairam	paul.jaijairam@bcc.cuny.edu
Program Director for Paralegal Studies	Prof. Nikole Knight	nikole.knight@bcc.cuny.edu
CAA	Ms. Marisol Rodriguez	marisol.rodriguez02@bcc.cuny.edu
CA	Ms. Ismeyda Batista	ismeyda.batista-ventura@bcc.cuny.edu
CA	Mrs. Bella Mirabal	bella.mirabal-garcia@bcc.cuny.edu

Chemistry, Earth Sciences & Environmental Sciences		
Chairperson	**Dr. Neal Phillip**	neal.phillip@bcc.cuny.edu
Deputy Chairperson	Dr. Kamal Ismail	kamal.ismail@bcc.cuny.edu
CAA	Ms. Elizabeth Diaz	elizabeth.diaz04@bcc.cuny.edu
CA	Ms. Daisy Mcfarlane	Daisy.Mcfarlane@bcc.cuny.edu

Communication Arts & Sciences		
Chairperson	**Dr. Sara Brady**	sara.brady@bcc.cuny.edu
Deputy Chairperson	Dr. Laurence Brenner	laurence.brenner@bcc.cuny.edu
COA	Ms. Daphne Beans	daphne.beans@bcc.cuny.edu

Education & Academic Literacy		
Chairperson	**Dr. Tonya Johnson**	tonya.johnson@bcc.cuny.edu
Deputy Chairperson	Dr. Stephen Powers	stephen.powers@bcc.cuny.edu
CAA	Ms. Renee Mastrangelo	renee.mastrangelo@bcc.cuny.edu

Engineering, Physics & Technology		
Chairperson	**Dr. Jalil Moghaddasi**	jalil.moghaddasi@bcc.cuny.edu
Deputy Chairperson	Prof. George Patchoros	george.patchoros@bcc.cuny.edu
Deputy Chairperson	Prof. Hamad Khan	hamad.khan@bcc.cuny.edu
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Director of Automotive Technology	Prof. Clement Drummond	clement.drummond@bcc.cuny.edu
Director of Cyber Security and Networking	Dr. Syed Rashid Zaidi	syed.zaidi@bcc.cuny.edu
Program Coordinator for Electronic Engineering Technology	Dr. Syed Rashid Zaidi	syed.zaidi@bcc.cuny.edu
Program Coordinator for Engineering Science	Dr. Ajaz Sana	ajaz.sana@bcc.cuny.edu
Program Coordinator for Physics	Dr. Joseph Malinsky	joseph.malinsky@bcc.cuny.edu
Program Coordinator for Astronomy	Dr. Eugene Mananga	eugene.mananga@bcc.cuny.edu
CAA	Ms. Oana Teodorescu	oana.teodorescu@bcc.cuny.edu

English		
Chairperson	**Dr. Kathleen Urda**	kathleen.urda@bcc.cuny.edu
Deputy Chairperson	Dr. David Puglia	david.puglia@bcc.cuny.edu
CAA	Ms. Taramattie Chiraunjilal	taramattie.chiraunjilal@bcc.cuny.edu

Health, Physical Education & Recreation

Chairperson	**Dr. Stacia Reader**	stacia.reader@bcc.cuny.edu
Deputy Chairperson	Dr. Ulana Lysniak	ulana.lysniak@bcc.cuny.edu
Program Coordinator for Exercise Science & Kinesiology	Dr. Ulana Lysniak	ulana.lysniak@bcc.cuny.edu
Program Coordinator for Therapeutic Recreation	Ms. Tiquana Gatlin	Tiquana.Gatlin@bcc.cuny.edu
Program Coordinator for Dietetics and Nutrition Program	Prof. Charmaine Aleong	charmaine.aleong@bcc.cuny.edu
Program Coordinator for Public Health	Prof. Elyse Gruttadauria	elyse.gruttadauria@bcc.cuny.edu
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History

Chairperson	**Dr. Tamar Rothenberg**	tamar.rothenberg@bcc.cuny.edu
Deputy Chairperson	Dr. Mara Lazda	mara.lazda@bcc.cuny.edu
CAA	Ms. Paulette Randall	paulette.randall@bcc.cuny.edu

Library

Chairperson	**Prof. Michael Miller**	michael.miller@bcc.cuny.edu
Deputy Chairperson	Prof. Nelson Santana	nelson.santana02@bcc.cuny.edu
Chief CLT	Ms. Erma Nieves	erma.nieves@bcc.cuny.edu

Mathematics & Computer Science

Chairperson	**Dr. Evangelia Antonakos**	evangelia.antonakos@bcc.cuny.edu
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CAA	Ms. Lori Nastos *(Travia)*	lori.nastos@bcc.cuny.edu
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Nursing & Allied Health Sciences

Chairperson	**Annette Ortiz**	annette.ortiz01@bcc.cuny.edu
Director of Nursing	Prof. Shanell Rawls	shanell.rawls@bcc.cuny.edu
Director of RAD-Tech Program	Prof. Manish Sharma	manish.sharma@bcc.cuny.edu
Clinical Coordinator for RAD-Tech Program	Prof. Vivian Rodriguez	vivian.rodriguez@bcc.cuny.edu
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COA	Mr. Jason Deitsch	jason.deitsch@bcc.cuny.edu
COA	Ms. Sasha Rodriguez	sasha.rodriguez02@bcc.cuny.edu

Social Sciences

Chairperson	**Dr. Gilbert Marzan**	gilbert.marzan@bcc.cuny.edu
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COA	Ms. Christina Ramirez	christina.ramirez@bcc.cuny.edu
COA	Ms. Mateia Arrington	mateia.arrington@bcc.cuny.edu

World Languages & Cultures

Chairperson	**Dr. Alexander Lamazares**	alexander.lamazares@bcc.cuny.edu
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CAA	Mr. Miguel Rivera	miguel.rivera@bcc.cuny.edu

CA - College Assistant
CAA - CUNY Administrative Assistant
COA - CUNY Office Assistant

Revised 6/30/2022 BYM

BCC STUDENTS
ADVISEMENT REGISTRATION
FOR *WINTER* & *SPRING* 2023 IS HAPPENING NOW!

TUESDAY November 29, 2022	Registration Rush	**In Person** Colston Hall Lower Level	Continuing Students	10:00 am to 4:00 pm
WEDNESDAY November 30, 2022	Bronco Check-in	**In Person** Colston Hall Lower Level	New Students	10:00 am to 4:00 pm
THURSDAY December 1, 2022	Registration Rush	**In Person** Colston Hall Lower Level	Continuing Students	10:00 am to 4:00 pm
TUESDAY December 13, 2022	Registration Rush	**In Person** Colston Hall Lower Level	Continuing Students	10:00 am to 6:00 pm
WEDNESDAY December 14, 2022	Bronco Check-in	**In Person** Colston Hall Lower Level	New Students	10:00 am to 4:00 pm
THURSDAY December 15, 2022	Registration Rush	**In Person** Colston Hall Lower Level	Continuing Students	10:00 am to 6:00 pm
TUESDAY January 10, 2023	Registration Rush	**In Person** Colston Hall Lower Level	All Students	10:00 am to 4:00 pm
WEDNESDAY January 11, 2023	Bronco Check-in	**In Person** Colston Hall Lower Level	New Students	10:00 am to 6:00 pm
THURSDAY January 12, 2023	Registration Rush	**In Person** Colston Hall Lower Level	Continuing Students	10:00 am to 4:00 pm
TUESDAY January 17, 2023	Combined	**In Person** Colston Hall Lower Level	All Students	10:00 am to 4:00 pm
WEDNESDAY January 18, 2023	Combined	**In Person** Colston Hall Lower Level	All Students	10:00 am to 4:00 pm
THURSDAY January 19, 2023	Combined	**In Person** Colston Hall Lower Level	All Students	10:00 am to 6:00 pm
TUESDAY January 23, 2023	Combined	**In Person** Colston Hall Lower Level	All Students	10:00 am to 4:00 pm
WEDNESDAY January 24, 2023	Combined	**In Person** Colston Hall Lower Level	All Students	10:00 am to 4:00 pm

CUNY Mandates all students taking in-person and hybrid classes get vaccinated and upload proof of vaccination in CUNYfirst. Get the COVID-19 vaccine to end this pandemic for good. 4 Four "MUST Do's" to attend classes – Winter & Spring 2023 – Bronx Community College (cuny.edu).
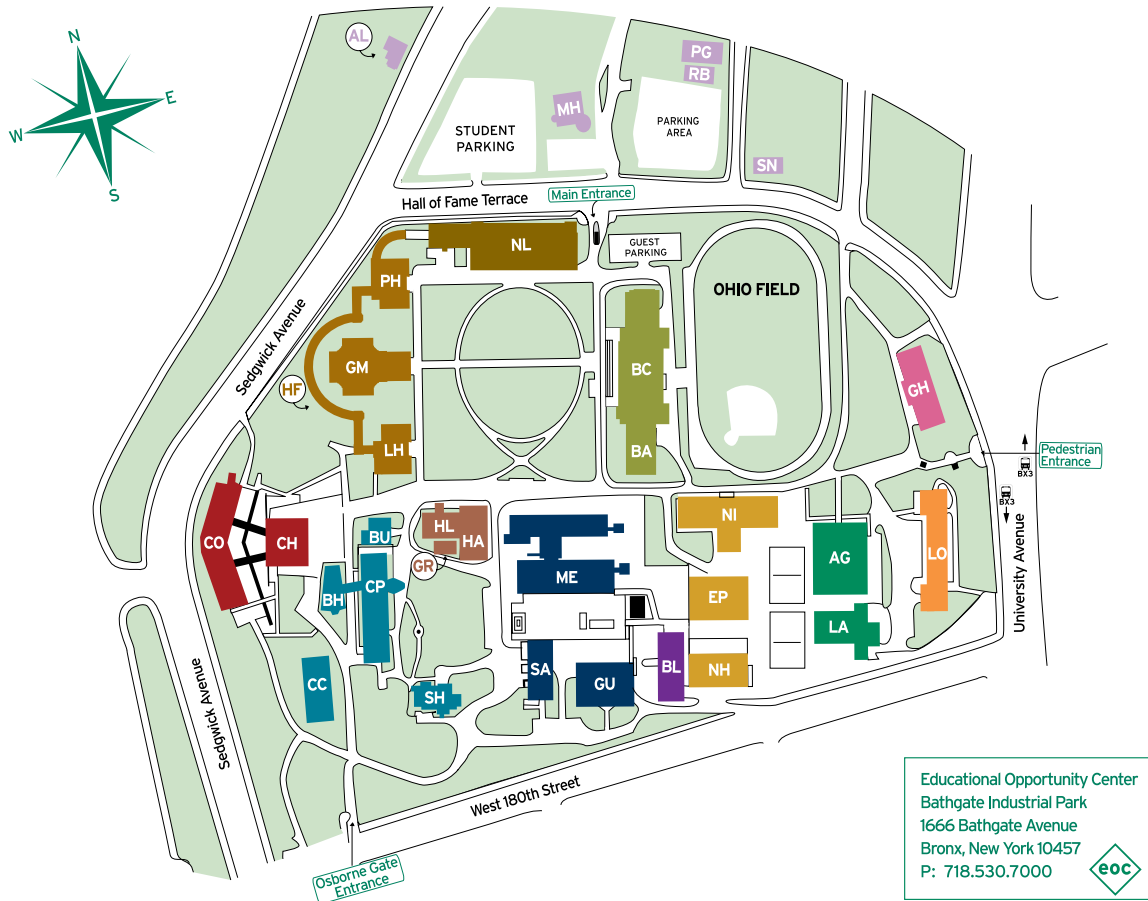
Note: Students who have left BCC for one or more semesters must apply for readmission at the Office of the Registrar. For more information, visit: http://www.bcc.cuny.edu/registrar/how-to-readmit/

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

BRONX COMMUNITY COLLEGE **CUNY** THE GREATEST URBAN UNIVERSITY IN THE WORLD

CAMPUS MAP

Educational Opportunity Center
Bathgate Industrial Park
1666 Bathgate Avenue
Bronx, New York 10457
P: 718.530.7000
eoc

AL	ALTSCHUL HOUSE	
AG	ALUMNI GYM	♿+
BA	BROWN ANNEX	♿+
BH	BEGRISCH HALL	♿
BL	BLISS HALL	
BU	BUTLER HALL	
CC	CHILDREN'S CENTER	♿
CP	CARL POLOWCZYK HALL	♿
CH	COMMUNITY HALL	
CO	COLSTON HALL	♿
EP	ENERGY PLANT	♿+
GH	GOULD HALL	♿+
GM	GOULD MEMORIAL LIBRARY	♿+
GR	GREENHOUSE	
GU	GUGGENHEIM HALL	♿+
HF	HALL OF FAME FOR GREAT AMERICANS	♿
HA	HAVEMEYER ANNEX	

HL	HAVEMEYER LAB	
LH	LANGUAGE HALL	
LA	LOEW ANNEX	♿
LO	LOEW HALL	♿
MH	MACCRACKEN HALL	
ME	MEISTER HALL	♿
NL	NORTH HALL & LIBRARY	♿
NH	NEW HALL	♿+
NI	NICHOLS HALL	♿
PG	PATTERSON GARAGE	♿
PH	PHILOSOPHY HALL	
RB	RECEIVING BUILDING	♿
BC	ROSCOE BROWN STUDENT CENTER	♿
SA	SAGE HALL	
SH	SOUTH HALL	
SN	SNOW HALL	♿+

♿+ Ground floor accessible only

THE OFFICE OF THE REGISTRAR
WISHES YOU A SUCCESSFUL SEMESTER

BRONX COMMUNITY COLLEGE

CUNY THE GREATEST URBAN UNIVERSITY IN THE WORLD