

# REGISTRATION GUIDE

FALL 2024

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FOR STUDENTS, FACULTY AND STAFF  
A REGISTRAR DOCUMENT



NEW YORK UNIVERSITY MDCCLXXXIII

# Mission Statement

The Office of the Registrar supports the instructional and student experience by providing timely, cost effective and 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 through 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.

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## Emails

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**Registrar:** Registrar@bcc.cuny.edu

**International Students:** Internationalstudent@bcc.cuny.edu

**Readmission:** Readmit@bcc.cuny.edu

**Reconnect:** BroncoReconnect@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

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# Table of Contents

05	5 Easy Steps to Register
07	Advisement
08	Schedule Builder/DegreeWorks
09	How to Print Your DegreeWorks Audit
10	Tuition Payment Information
10	Winter 2024 Payment Due Dates
10	Spring 2024 Payment Due Dates
11	Refund Policy
12	How to Readmit
12	Bronco Reconnect
12	Residency Requirements
12	Transfer Credit Evaluation Guidelines
13	Enrollment Verification Letter
13	E-Permit Information and Instructions
14	How to Audit a Course
14	Office of International Student Services (OISS)
15	Graduation (Requirements, Applying for and Status Levels)
16	Reverse Transfer Program and Graduation Project Initiative
16	How to Request a Transcript
17	Uploading a Student Document in CUNYfirst
19	How to Update Your Personal Contact Information
20	How to View Your Unofficial Transcript
21	How to View Holds
21	How to Drop Classes
22	Withdrawal and Verification of Enrollment (VOE)
23	Class Participation, Hours of Operation
24	Winter 2024 Academic Calendar
26	Spring 2024 Academic Calendar
28	Academic Department Listing
30	In-Person Registration Schedule
31	Campus Map



# 5 Easy Steps to Register

## 1 – Print Your DegreeWorks Audit

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

To access your degree 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 planning your schedule.

Log in to CUNYfirst (<https://cunyfirst.cuny.edu/>) and select Schedule Builder to see the date and time that you may begin to register for classes. 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 > Schedule Builder > select the desired semester

**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. Please select the Financial Account selection to view your bill. All students must pay their bill by the due date on the bill. Visit <https://www.bcc.cuny.edu/campus-resources/bursar/> for Tuition and Fees and Payment Options.





# Advisement

## Schedule an appointment using BCC Navigate (Continuing Students)

BCC Navigate is designed to help you seamlessly connect with advisors, track your academic progress, and access important resources. We are transitioning from Starfish to Navigate to provide you with an enhanced and more intuitive experience.

Continuing students can make an appointment with their assigned academic advisor in BCC Navigate: (<https://www.bcc.cuny.edu/bcc-navigate/>) For any inquiries regarding academic advisement, please visit: <https://www.bcc.cuny.edu/academics/academic-advising/>



# 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

#### Schedule Builder Access

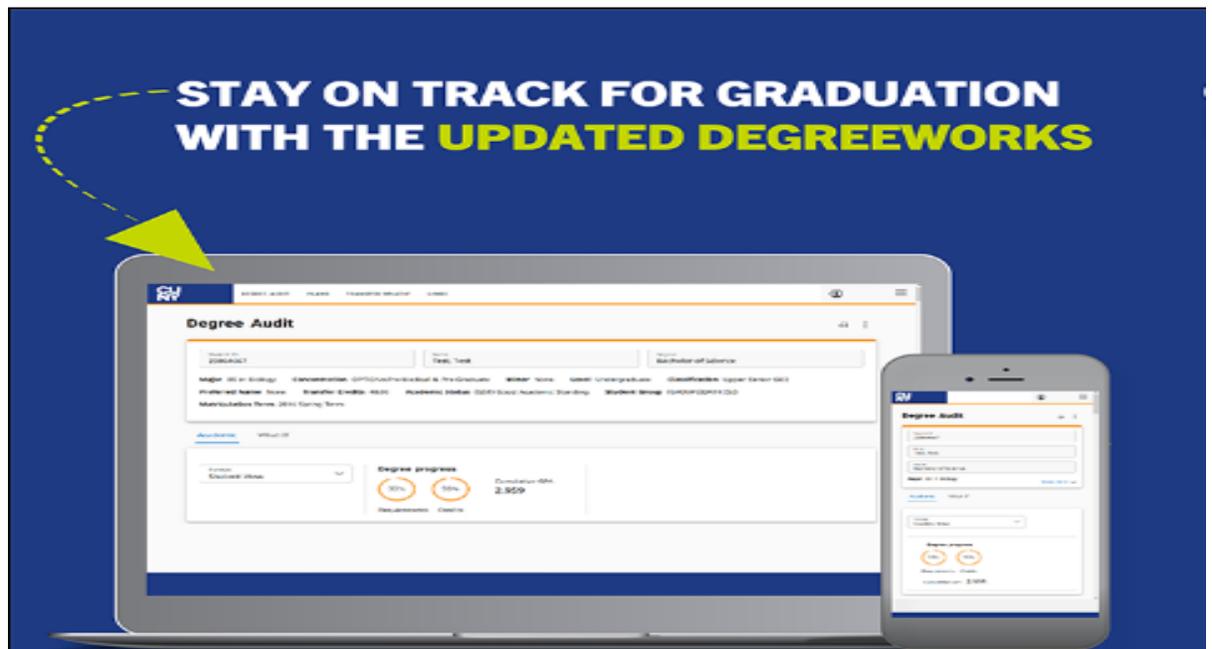
- Log into Student Center through CUNYfirst with your credentials
- Click the “Launch Schedule Builder” link to access the Schedule Builder application. (Be sure to allow pop-ups in the browser).
- Select the term in which you would like to search for classes directly on the Welcome page.



For more information visit: [www.cuny.edu/schedulebuilder](http://www.cuny.edu/schedulebuilder)  
For technical assistance contact your campus helpdesk.

**CUNY** Schedule  
Builder

**BRONX** COMMUNITY  
COLLEGE



# DEGREEWORKS

## Upgraded Features

DegreeWorks, CUNY's Degree Audit and Advisement Tool, has been upgraded. You will notice a significantly different look and feel in this updated version.

- Mobile-Friendly user interface
- Project status updates to key stakeholders
- Drag and drop courses simplifies course planning
- Accessible



# Tuition Payment Deadlines

**Fall 2024 Term | First Day of Classes begin August 28, 2024**

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

FALL 2024	IF STUDENT REGISTERS	PAYMENT DUE DATES
	3/20/2024 – 7/3/2024	7/17/2024
	7/4/2024 – 7/31/2024	8/14/2024
	8/1/2024 – 8/21/2024	8/21/2024
	8/22/2024 and beyond	Immediately



# Refund Policy

<https://www.bcc.cuny.edu/campus-resources/bursar/refunds/>

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 the 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 the 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

### **BRONCO RECONNECT** ([broncoreconnect@bcc.cuny.edu](mailto:broncoreconnect@bcc.cuny.edu))

Bronco Reconnect is an initiative to help more adults return to higher education. Whether your goal is to learn new skills, boost your career, or complete a degree or certificate, Bronco Reconnect provides personalized support to help you navigate your next move.

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

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

Readmission is the process by which previously enrolled students, who have been inactive for at least one semester, may 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/>

[cuny.edu/registrar/residency/](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**

Students applying for in-state tuition must have resided in New York State, with the intent to stay, for at least one year prior to the first day of class for the semester in which they are applying for

a determination. Students must submit proper documentation. For more information visit CUNY Residency Info (<https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/iv-residency/#brief>).

You are responsible for the payment of any and all out-of-state tuition by the tuition due date on your bill until your request for New York State residency status has been reviewed and a decision has been made in your favor. If a determination is made in your favor at a later date, you may be eligible for a tuition refund.

## 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 (<https://www.bcc.cuny.edu/academics/college-catalog/>)

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 a 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.

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. 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

- 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)

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 courses (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 Fall 2024 will be November 15, 2024.

*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!
- ◆ **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 full name, 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](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.



# 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:

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

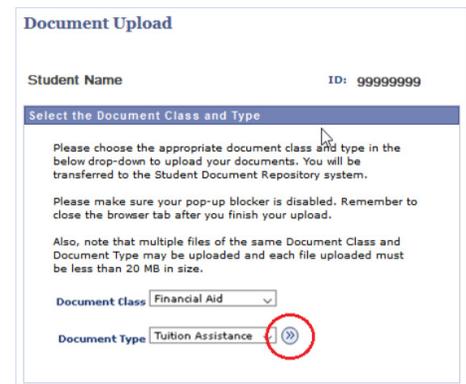
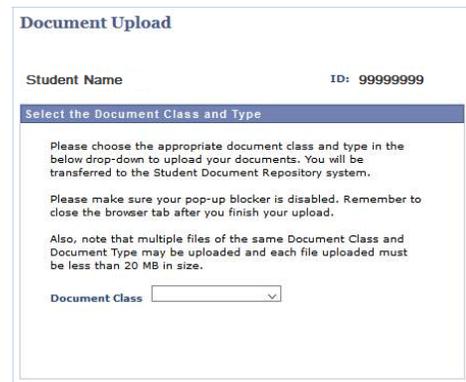
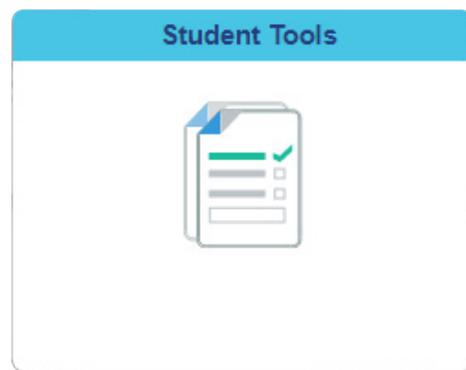
**Note:** File names for your uploaded documents should be descriptive and include your name so they are easier for administrative staff to work with—especially if multiple files are uploaded concurrently. Avoid file names like Scan-129-04042020.pdf or 20200404\_133911.jpg.

## To upload and submit documents using CUNYfirst:

1. Log into CUNYfirst.
2. From the CUNYfirst Menu, select Student Center > 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:
  - Admissions
  - 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 (Firstname.Lastname##@login.cuny.edu) 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**

The screenshot shows a web form titled "Add Financial Aid Documents". Under the "General" section, the "Entry template" is "Add Financial Aid Documents" and the "File name" is "Choose Files | No file chosen". The "Choose Files" button is circled in red. Under the "Properties" section, the "Class" is "Financial Aid". There are input fields for "EMPLID" (99999999), "Last Name" (Name), and "First Name" (Student). The "Document Type" is set to "Tuition Assistance" with a dropdown arrow.

The screenshot shows a dialog box titled "Add Document by Using Entry Template". It contains a message: "When you add a document by using an entry template, the values that you enter for the document are consistent. Learn more". At the bottom right, there are two buttons: "Add" and "Cancel". The "Add" button is circled in red.



# 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

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

## Update SSN

Fill out the Change of Personal Information form, available via <https://www.bcc.cuny.edu/registrar/forms-resources/>, and submit with document proof in-person at the Office of the Registrar or via CUNYFirst 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. Click the Submit 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.

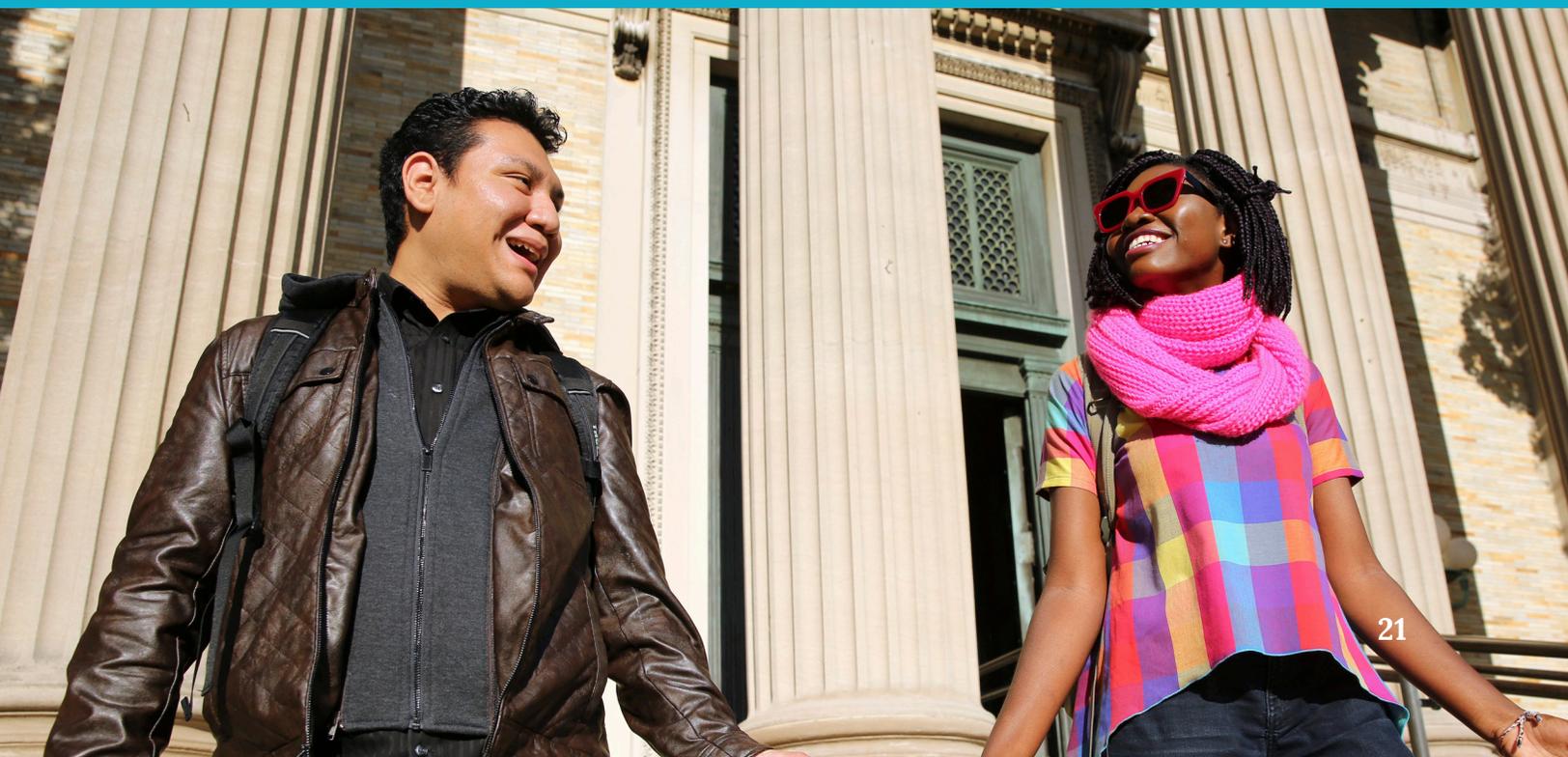
Holds from every institution with CUNYfirst may appear in a student's Holds section. Any hold at a CUNY institution other than your primary institution will not prevent you from registering at your primary institution.

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 where 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)

<b>WD</b>	Officially withdrew a class after the Financial Aid certification date and prior to the end of the refund period.
<b>W</b>	Officially withdrew from course. No Penalty. Student had participated in an academically related activity at least once.
<b>WU</b>	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.
<b>WA</b>	The grade applied to students who are excluded from classes for reasons of non-compliance with immunization regulations.
<b>WN</b>	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.**

## Fall 2024

All information below is subject to change. Please visit the Bronx Community College Website for up-to-date information.

### Office of the Registrar

**Fall Hours of Operation:** Monday - Wednesday | 9:00 a.m. - 5:00 p.m.  
Thursday | 9:00 a.m. - 6:30 p.m. and 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> | Passcode: 922893  
*\*When Fall regular classes are in session*

### Admissions and Recruitment

**Spring Hours of Operation:** Monday - Wednesday | 9:00 a.m. - 5:00 p.m.  
Thursday | 9:00 a.m. - 6:30 p.m. and Friday | 9:00 a.m. - 12:00 p.m.  
718.289.5710 | admission@bcc.cuny.edu

**Virtual Counter:** Monday | 10:00 a.m. - 5:00 p.m. | QLess Link: <https://kiosk.na4.qless.com/kiosk/app/home/254>

### Financial Aid

**Fall Hours of Operation:** Monday - Wednesday | 9:00 a.m. - 5:00 p.m.  
Thursday | 9:00 a.m. - 6:30 p.m. and Friday | 9:00 a.m. - 12:00 p.m.  
718.289.5710 | financialaid@bcc.cuny.edu

**Virtual Counter:** Monday | 11:00 a.m. - 6:30 p.m.

### Office of the Bursar

**Fall Hours of Operation:** Monday - Wednesday | 9:00 a.m. - 5:00 p.m.  
Thursday | 9:00 a.m. - 6:30 p.m. and 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.  
<https://us02web.zoom.us/j/82046378927?pwd=N3I4MGhTdERiRWM0VXpUcGxhTjQ1dz09>

# Academic Calendar – Fall 2024

## August 2024

DATE	DAY	EVENTS
August 21	Wednesday	Last day to file E-Permit request
August 27	Tuesday	Last day to drop with 100% tuition refund
August 28	Wednesday	First day of classes – Fall 2024 Apply for Graduation - Fall 2024 Candidates (Submit applications online via CUNYfirst)

## September

DATE	DAY	EVENTS
September 1	Sunday	Summer 2024 Conferral Date
September 2	Monday	College Closed – Labor Day
September 3	Tuesday	Last day to add courses Last day to drop courses with 75% refund of tuition Financial Aid Certification Enrollment Status Date
September 4	Wednesday	Verification of Enrollment rosters available to faculty Grade of WD is assigned to students who officially drop a course
September 10	Tuesday	Last day to drop with a 50% refund of tuition
September 17	Tuesday	Last day to Change or Declare a Major to be effective for Fall 2024 Last day to drop for 25% tuition refund Verification of Enrollment Rosters Due from faculty Census date – Form-A cutoff
September 18	Wednesday	Verification of Enrollment (VOE) - WN Grades assigned Grade of W is assigned to students who officially withdraw from a course 100% Tuition Obligation for course drops
September 27	Friday	WA Grade Assigned- Immunization Non-Compliance

## October

DATE	DAY	EVENTS
October 2 - 4	Wednesday - Friday	No Classes Scheduled
October 11 - 12	Friday - Saturday	No Classes Scheduled
October 14	Monday	Columbus Day – College Closed
October 15	Tuesday	Classes follow Monday Schedule

October 16 - 23	Wednesday – Wednesday	<b>Midterm Examination Period Midterm Grade Rosters Available in OSSES</b>
October 21	Monday	<b>Advisement and Registration for Winter and Spring 2025 Begins</b>
October 25	Friday	<b>Midterm Grades Due – Submit Electronically in OSSES</b>

## November

DATE	DAY	EVENTS
November 5	Tuesday	<b>R2T4 60% Date</b>
November 6	Wednesday	<b>Last Day to Withdraw from a class with a “W” Grade</b>
November 15	Friday	<b>Last Day to Apply for Graduation, January 2025 Candidates (Submit application online via CUNYfirst)</b>
November 27	Wednesday	<b>Classes Follow Friday Schedule</b>
November 28 - 29	Thursday - Friday	<b>College Closed – No Classes Scheduled</b>
November 30	Saturday	<b>No Classes Scheduled</b>

## December

DATE	DAY	EVENTS
December 1	Sunday	<b>No Classes Scheduled</b>
December 14	Saturday	<b>Last Day of Instruction Deadline to complete INC grades Spring / Summer 2024 Final Exam Rosters available to Faculty in CUNYfirst</b>
December 15 - 21	Sunday - Saturday	<b>Final Examinations</b>
December 21	Saturday	<b>End of Fall 2024 Term Last Day to Complete Fall 2024 Residency</b>
December 24 – 25	Tuesday - Wednesday	<b>College Closed</b>
December 27	Friday	<b>Deadline for Fall 2024 grades to be submitted in CUNYFirst</b>
December 31	Tuesday	<b>College Closed</b>

## January 2025

DATE	DAY	EVENTS
January 1, 2025	Wednesday	<b>Fall 2024 Degree Conferral Date College Closed</b>

**Please note:**

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 (01/25/24). Otherwise, you may be held responsible for All Tuition charges.

# Office of Academic Affairs

## Academic Departments contact information

### 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 Jajairam	paul.jajairam@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
COA	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
Media and Digital Film AS Coordinator	Prof. Jeffrey Wisotsky	jeffrey.wisotsky@bcc.cuny.edu
CA	Lile Akther	Lile.Akther@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
Director of Nuclear Medicine Technology	Prof. Grace Tursi-Wenzler	grace.tursi@bcc.cuny.edu
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	Prof. Kelvin Cooper	kelvin.cooper@bcc.cuny.edu
Deputy Chairperson	Dr. Stacia Reader	stacia.reader@bcc.cuny.edu
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Program Coordinator for Therapeutic Recreation	Ms. Tiquana Gatlin	Tiquana.Gatlin@bcc.cuny.edu
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CA	Gillian Andrews	gillian.andrews@baruchmail.cuny.edu
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## History

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Deputy Chairperson	Dr. Mara Lazda	mara.lazda@bcc.cuny.edu
CAA	Ms. Paulette Randall	paulette.randall@bcc.cuny.edu

## Library

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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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Program Coordinator for Mathematics	Dr. Maria Psarelli	maria.psarelli@bcc.cuny.edu
COA	Ms. Samantha Gross	samantha.gross@bcc.cuny.edu

## Nursing & Allied Health Sciences

Chairperson	Annette Ortiz	annette.ortiz01@bcc.cuny.edu
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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
Academic Advisor	Ms. Alicia Hernandez	alicia.hernandez@bcc.cuny.edu
COA	Ms. Vergis Lowe	vergis.lowe@bcc.cuny.edu

## Social Sciences

Chairperson	Dr. Gilbert Marzan	gilbert.marzan@bcc.cuny.edu
Deputy Chairperson	Dr. Monique Guishard	monique.guishard@bcc.cuny.edu
COA	Ms. Mateia Arrington	mateia.arrington@bcc.cuny.edu

## World Languages & Cultures

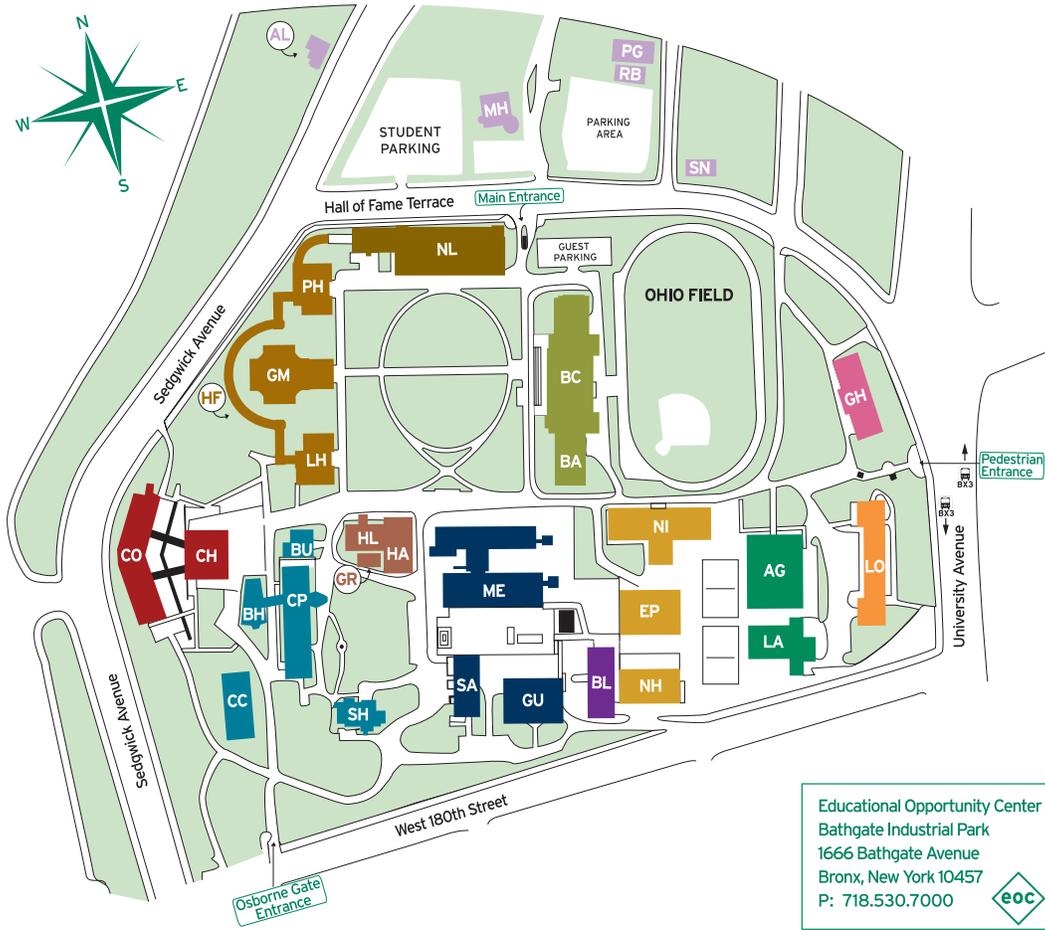
Chairperson	Dr. Alexander Lamazares	alexander.lamazares@bcc.cuny.edu
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CAA	Mr. Miguel Rivera	miguel.rivera@bcc.cuny.edu



*Welcome!*  
**Students,  
Faculty  
and Staff**



# Campus Map



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



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	

- Full accessibility
- Partial accessibility
- Ground floor accessibility only
- No accessibility



THE OFFICE OF THE REGISTRAR  
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SUCCESSFUL  
SEMESTER**

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