BCC CONTINUING STUDENTS

ADVICE AND REGISTRATION FOR WINTER AND SPRING IS HAPPENING NOW

WINTER 2022
January 3, 2022 – January 24, 2022

SPRING 2022
January 28, 2022 – May 24, 2022

Please contact your Departmental Advisor, Success Program Advisor or Academic Success Coach.

http://www.bcc.cuny.edu/registrar/steps-to-registration/

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/

Office of the Registrar
Colston Hall [CO], Room 513
718-289-5710
Registrar@bcc.cuny.edu
MISSION STATEMENT

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

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

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

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

The emails are as follows:

Registrar: Registrar@bcc.cuny.edu
Degree Works: DW@bcc.cuny.edu
International Students: Internationalstudent@bcc.cuny.edu
Epermit: Epermit@bcc.cuny.edu
Readmission: Readmit@bcc.cuny.edu
Residency: residency@bcc.cuny.edu
Registrar appeals: Registrarappeals@bcc.cuny.edu
Graduation: Gradunit@bcc.cuny.edu
Graduation Project/Reverse Transfer: GradProj.revtrans@bcc.cuny.edu
Transcripts: Registrar@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 you’re planning your schedule.

Log in to CUNYfirst (https://cunyfirst.cuny.edu/) to see the date and time that you may begin to register for classes. To register, select the enroll link on the Student Center page to open up the registration component. You can register online from home or an on-campus computer lab. All holds that affect enrollment must be cleared prior to enrolling.

REGISTRATION NAVIGATIONAL STEPS

1. HR/Campus Solutions > Self Service > Enrollment > Enrollment: Add Classes
2. Choose your registration term (e.g., Spring 2022) and select Continue.
3. Click the green Search button to search the schedule of classes.
4. Under Search Criteria, select at least 2 search fields (subject, course number).
5. To further refine your search, select Additional Search Criteria. Select Search.
6. Review the search result and choose the sections that best fit your schedule.
7. Once you have made your selection, choose Select Class.
8. Select Next to add the class to your Shopping Cart.
9. Keep adding classes to your Shopping Cart until you have selected all the classes needed for registration.
10. Confirm your classes by clicking Finish Enrolling.

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

5 – Pay Your Tuition and Fees

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

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

Continuing students can make an appointment with their assigned academic advisor in Starfish: (https://bcc.starfishsolutions.com/starfish-ops/) 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 or asap@bcc.cuny.edu
♦ College Discovery students: call: 718.289.5882 or collegediscovery@bcc.cuny.edu
♦ PTI (APEX) students: call 718.289.5166 or PTI@bcc.cuny.edu
♦ Students not assigned to any special program: 718.289.5401 or academic.advisement@bcc.cuny.edu
♦ Newly enrolled freshman and transfer students: 718.289.5120 or FYP@bcc.cuny.edu
♦ http://www.bcc.cuny.edu/academics/academic-advising/

SCHEDULE AN APPOINTMENT USING STARFISH

Starfish is an online platform that brings together students, faculty and advisors with a common goal of supporting student success. Starfish includes an early alert system where faculty can raise awareness about the challenges that students may be facing in their classes early enough in the semester. Academic advisors and other student support staff can then plan strategic and personalized interventions to support students who may be experiencing a variety of challenges.
**WINTER AND SPRING 2022 REGISTRATION!**

**Schedule Builder/DegreeWorks**

**Learn:** DW Overview | To login in | Search for classes  
Add Courses | Compare Schedules | Create a personalized class schedule | Enroll in classes  
Modify your schedule after enrolling | Who to contact

https://www.cuny.edu/about/administration/offices/registrar/resources/schedulebuilder/

**Training available for Faculty and Advising staff. Will be offered via Zoom**

Please R.S.V.P to DW@bcc.cuny.edu space is limited

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<th>Date</th>
<th>Time</th>
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<tr>
<td>Thursday, January 13, 2022</td>
<td>12:00 PM to 1:00 PM</td>
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<tr>
<td>Wednesday, February 9, 2022</td>
<td>1:00 PM to 2:00 PM</td>
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<td>Thursday, April 14, 2022</td>
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<tr>
<td>Thursday, May 21, 2022</td>
<td>12:00 PM to 1:00 PM</td>
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**Evening Training would be available upon request**
UPLODING 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

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

To upload and submit documents using CUNYfirst:

1. Log in to CUNYfirst.

2. Select Campus Solutions > Self Service > Document Upload.
   The Document Upload page is displayed with your name and 8-Digit CUNYfirst ID.

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, and click Log in.

   A Student Documents Repository page is displayed. Depending on the document class selected, the page may contain Properties fields with your name, Emplid (8-Digit CUNYfirst ID) and the document class and type selections from CUNYfirst.

   Note: If you are using a mobile device and your empid and name are not displayed, change the browser settings to desktop mode and refresh the page. Your documents will not upload correctly if this information is not displayed.
7. Click the Choose Files button to open your computer’s file manager/explorer tool.

   Notes: You can select multiple files to upload for the document type selected. Each file to be uploaded must be less than 20 MB.
   The selected file name is displayed next to the Choose Files button.

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

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

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

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

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

   End of procedure.
TUITION PAYMENT DEADLINES

WINTER 2022 TERM - FIRST DAY OF CLASS IS JANUARY 3, 2022
For more information, visit: http://www.bcc.cuny.edu/campus-resources/bursars-office/payment-payment-plan-and-payment-refund-deadlines/.

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<th>IF STUDENT REGISTERS</th>
<th>PAYMENT DUE DATE</th>
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<tr>
<td>November 23, 2021 or before</td>
<td>December 6, 2021</td>
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<td>November 24, 2021 - December 27, 2021</td>
<td>December 27, 2021</td>
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<tr>
<td>December 28, 2021 or later</td>
<td>Immediately</td>
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SPRING 2022 TERM - FIRST DAY OF CLASSES BEGIN JANUARY 28, 2022
For more information, visit: http://www.bcc.cuny.edu/campus-resources/bursars-office/payment-payment-plan-and-payment-refund-deadlines/.

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<tr>
<td>December 19, 2021 or before</td>
<td>January 7, 2022</td>
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<td>December 20, 2021 - January 21, 2022</td>
<td>January 21, 2022</td>
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<tr>
<td>January 22, 2022 or later</td>
<td>Immediately</td>
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OFFICE OF THE REGISTRAR

General Information

HOW TO READMIT (Email: 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/.

NEW YORK CITY RESIDENCY REQUIREMENTS (Email: 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 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.

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

For more information, visit: 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 in the Registrar’s Office. Approval of the department chairperson is required. Students must register for an audit class in the same manner prescribed for regular classes.

Students must also pay the required tuition and fees as if registering for credit in the course. Audited courses are not covered by financial aid. Once registration is completed as an auditor, no credit for that course can be granted retroactively.

Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor. The form is available via https://www.bcc.cuny.edu/registrar/forms-resources/

OFFICE OF INTERNATIONAL STUDENT SERVICES (OISS)
Advisor/DSO: Esteban Rodriguez | esteban.rodriguez@bcc.cuny.edu
The Office of International Student Services (OISS) advises and assists students with F-1 visa status.

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

Maintaining Your Immigration Status
❖ 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
DSO: Nahid Sultana | nahid.sultana@bcc.cuny.edu

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

Degree Requirements
To be eligible to graduate you must have:
♦ Passed all required courses
♦ Earned the minimum degree requirements required
♦ Achieved a grade point average (GPA) of 2.0 or higher
♦ Completed two designated writing intensive course (for students who entered BCC in Fall 2004 or later)
♦ Met with faculty/academic advisors
♦ Reviewed the DegreeWorks audit (Student Advisement Degree Audit)
♦ Applied for graduation via CUNYfirst

• Conferral Dates:
  ■ Summer – September
  ■ Fall – January
  ■ Winter – February
  ■ Spring – June

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

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

The deadlines to apply for graduation for Winter 2022 will be January 17, 2022 and Spring 2022 will be March 11, 2022.

Please be advised that if you missed the official deadline, you will be required to complete the late Application for Graduation which can be found at our web page (www.bcc.cuny.edu/registrar/). You may submit it via Dropbox at https://www.dropbox.com/request/lhZfi8iM5KsYY4OWdacV.
Graduation Status Levels

♦ Eligible to Apply – Based on credits earned, you are eligible to submit an application for graduation.
♦ Applied for Graduation – Application has been received and is currently on queue for evaluation.
♦ Program In Review – Awaiting further action from student
♦ Needs to Finish Pending Work – On track for graduation
♦ Degree Awarded – Congratulations, you have officially graduated!

Diplomas

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

Please review your home address, telephone number and email 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 203.402.8460 (Main office temporary line) | 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.
HOW TO PRINT YOUR DEGREEWORKS AUDIT

BCC DEGREEWORKS ONLINE ADVISEMENT AUDIT

Your Planning and Advising Tool

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

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

Navigating DegreeWorks

♦ Access your BCC DegreeWorks Audit via Self-Service Menu in CUNYfirst at http://www.cuny.edu
♦ Click on the Log in link, then select Student Center
♦ Click on the DegreeWorks link located in the right-hand side

What If

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

Transfer What If

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

GPA Calc

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

Worksheet

The degree audit report divides information into blocks:

♦ Student View - General information: Displays Student’s Name, EMPLID, Transfer Credits, Academic Status, Student Group, CUM GPA, Degree, Academic Year, Credits Required, Credits Applied
♦ Degree – Summary of degree requirements: GPA, Remedial, OCD/FYS, Pathways, Plan/SubPlan, Writing Intensive
♦ CUNY Skills Requirements
♦ Pathways General Education
♦ Required Common Core
♦ Flexible Common Core
♦ Courses not Applicable to this Major
♦ Insufficient Grades (Courses without a passing grade)
♦ In-progress courses

A legend at the top or bottom of the audit screen provides an explanation for the icons used by DegreeWorks.

Plans Tab

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

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

Continuing students before Fall 2013 have a choice to opt-in or opt-out of Pathways. Students must meet with an advisor to plan the fastest path to graduate.
HOW TO UPDATE YOUR CONTACT INFORMATION

♦ Log in to your CUNYfirst account
♦ Click on “HR/Campus Solutions” > “Self Service” > “Student Center”
♦ Click on “Personal Information”

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

Update Your Email Address
♦ In the “Personal Information” 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 “Personal Information” drop down menu, click on “Phones”
♦ Multiple Phone numbers may be listed. You may modify your phone number on file or you may “Add a Phone Number” by clicking on the button.
♦ Upon making your changes, click “Save.”
♦ On the confirmation message screen, click “OK.”

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
WITHDRAWAL/VERIFICATION OF ENROLLMENT (VOE)

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

What is Verification of Enrollment (VOE)?

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

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

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

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

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

♦ Reversing a WN Grade indicates that the student has attended your class or participated in an academically related activity at least one time.
CLASS PARTICIPATION

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

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

WINTER/SPRING 2022 HOURS OF OPERATION

* Subject to Change

Office of the Registrar
Hours of Operation | Monday - Friday | 9:00 a.m. – 5:00 p.m. | 718.289.5710 | registrar@bcc.cuny.edu
Virtual Counter: Monday | 11:00 a.m. - 4:00 p.m. | Friday | 9:00 a.m. - 12:00 p.m.
https://us02web.zoom.us/j/81584046304

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

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

Office of the Bursar
Hours of Operation | Monday - Friday | 9:00 a.m. – 5:00 p.m. | 718.289.5617 | bursar@bcc.cuny.edu
Virtual Counter: Tuesday - Thursday | 11 a.m. – 4 p.m.
https://us02web.zoom.us/j/82046378927?pwd=N3I4MGhTdERiRWM0VXpUcGxhTjQ1dz09
# ACADEMIC CALENDAR – WINTER 2022

## JANUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
</table>
| January 1  | Saturday  | Fall 2021 Degree Conferral Date  
College Closed - No classes scheduled |
| January 2  | Sunday    | Last day to drop for 100% tuition refund  
Last day to file Permit request for Winter Session  
College Closed - No Classes Scheduled |
| January 3  | Monday    | 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 2022 Candidates  
(Submit applications online via CUNYfirst)  
Financial Aid Certification Enrollment Status Date |
| January 4  | Tuesday   | Grade of “WD” is assigned to students who officially drop a course  
Verification of Enrollment Rosters Available to faculty |
| January 5  | Wednesday | Last day to drop with 25% refund  
Census date – Winter Session  
Verification of Enrollment Rosters Due from faculty |
| January 6  | Thursday  | 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 | Sunday    | R2T4 60% Winter Session |
| January 17 | Monday    | College Closed - No Classes Scheduled  
Last day to apply for graduation – February 2022 Candidates |
| January 23 | Sunday    | Last Day to withdraw from classes with a grade of "W" |
| January 24 | Monday    | Final Examinations  
Grade rosters available for faculty  
End of Winter Term |
| January 25 | Tuesday   | Final Grade Submission Deadline |
| January 26 | Wednesday | Last day to file E-Permit request – Spring |
| January 28 | Friday    | Deadline for Winter 2021 grades to be submitted in CUNYfirst |

*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 (January 2, 2022). Otherwise, you may be held responsible for All Tuition charges.
## ACADEMIC CALENDAR – SPRING 2022

### JANUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14</td>
<td>Friday</td>
<td>Deadline to upload proof of vaccination documents to CUNYfirst</td>
</tr>
<tr>
<td>January 27</td>
<td>Thursday</td>
<td>Last day to drop with 100% Tuition Refund</td>
</tr>
<tr>
<td>January 28</td>
<td>Friday</td>
<td>First Day of Classes – Spring 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apply for Graduation, June 2022 Candidates (Submit applications online via CUNYfirst)</td>
</tr>
</tbody>
</table>

### FEBRUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>Tuesday</td>
<td>Spring Term/Winter Session 2022 Degree Conferral Date</td>
</tr>
<tr>
<td>February 3</td>
<td>Thursday</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop for 75% tuition refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Aid Certification Enrollment Status Date</td>
</tr>
<tr>
<td>February 4</td>
<td>Friday</td>
<td>Verification of Enrollment Rosters (VOE) available to faculty in CUNYfirst</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drop Withdrawal (WD) period begins. Grade of “WD” assigned</td>
</tr>
<tr>
<td>February 10</td>
<td>Thursday</td>
<td>Last day to drop with 50% refund of tuition</td>
</tr>
<tr>
<td>February 12-13</td>
<td>Sat-Sun</td>
<td>College Closed - No Classes Scheduled</td>
</tr>
<tr>
<td>February 17</td>
<td>Thursday</td>
<td>Last day to drop with 25% refund of tuition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to Change or Declare a Major to be effective Spring 2022 Census date – Form-A cutoff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters (VOE) Due from faculty</td>
</tr>
<tr>
<td>February 18</td>
<td>Friday</td>
<td>100% Tuition Obligation for Course Drops W</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade of W is assigned to students who officially withdraw from a course</td>
</tr>
<tr>
<td>February 21</td>
<td>Monday</td>
<td>College Closed - No Classes Schedule</td>
</tr>
<tr>
<td>February 27</td>
<td>Sunday</td>
<td>WA Grade Assigned - Immunization non-compliance</td>
</tr>
</tbody>
</table>
### MARCH

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11</td>
<td>Friday</td>
<td>Last day to Apply for Graduation, June 2022 Candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Submit application online via CUNYfirst)</td>
</tr>
<tr>
<td>March 14 – 21</td>
<td>Monday – Monday</td>
<td>Midterm Examination Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midterm Grade Rosters Available in OSSES</td>
</tr>
<tr>
<td>March 21</td>
<td>Monday</td>
<td>Registration for Summer and Fall 2022 begins</td>
</tr>
<tr>
<td>March 25</td>
<td>Friday</td>
<td>Midterm Grades Due – Submit Electronically in OSSES</td>
</tr>
</tbody>
</table>

### APRIL

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3</td>
<td>Sunday</td>
<td>R2T4 60% Regular Session</td>
</tr>
<tr>
<td>April 4</td>
<td>Monday</td>
<td>Last day to withdraw from course with a grade of W</td>
</tr>
<tr>
<td>April 15-22</td>
<td>Friday-Friday</td>
<td>Spring Recess – No Classes Scheduled</td>
</tr>
</tbody>
</table>

### MAY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17</td>
<td>Tuesday</td>
<td>Reading Day/Final Examinations</td>
</tr>
<tr>
<td>May 18-24</td>
<td>Wednesday-Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 24</td>
<td>Tuesday</td>
<td>End of the Spring 2022 Term</td>
</tr>
<tr>
<td>May 27</td>
<td>Friday</td>
<td>Deadline for Spring 2022 grades to be submitted in CUNYfirst</td>
</tr>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>College Closed</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### JUNE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Wednesday</td>
<td>Spring 2022 Degree Conferral Date</td>
</tr>
</tbody>
</table>

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THE OFFICE OF THE REGISTRAR

WISHES YOU A SUCCESSFUL SEMESTER

BRONX COMMUNITY COLLEGE  CUNY
THE GREATEST URBAN UNIVERSITY IN THE WORLD