

**Brooklyn  
College**

# REGISTRATION PREPARATION WORKSHOP



**OFFICE OF THE REGISTRAR  
BROOKLYN.EDU/REGISTRAR**

# Agenda

- **Registration Checklist**
- **Finding your Enrollment Appointment**
- **Viewing Your Holds in CUNYfirst**
- **Pre-requisites and Co-requisites**
- **What is Schedule Builder?**
  - Getting Started with Schedule Builder
  - Schedule Options
  - Narrowing Down Your Search
  - Class Details
  - Saving and Sharing Your Schedule
  - Registering for Classes
  - Dropping Classes
  - Swapping Classes
- **Registration Toolkit**

## Disclaimer!

This is **not** an advisement session or active registration session.

Students that have questions on what classes they need to take should make an appointment with their advisor.



brooklyn college registration dates.. ✕



**Summer 2024**

**March 1**

Open to All Students



**Fall 2024**

**April 1**

Registration by Appointment



# Registration Checklist

- Verify your enrollment appointment
- Clear any holds or stops
- Make sure immunizations are up to date
- Identify the classes you need to register for
- Schedule an appointment with your advisor to discuss your academic plan
- Register for classes on **Schedule Builder** 
- Pay your tuition and fees to maintain your enrollment
- If available, join a waitlist for a class
- Add, swap, or drop classes as needed to adjust your schedule until the start of the term



**Finding your Enrollment  
Appointment... two ways!**

# Take note!

## Enrollment Appointment

- Specific start date/time for active, matriculated (degree seeking) students to **begin enrolling** for the Fall and Spring terms
  - Enrollment appointments will also show the last day students can enroll for the term.
- 

## Open Enrollment

- Date that registration is open/available for all active students, including non-degree (visiting) students
- All students register for Summer and Winter sessions during Open Enrollment.

# STEPS

1

- **Log into CUNYfirst** and click on the **Student Center** tile.
- Click on the **Course Planning and Enrollment** tile.

The screenshot shows the Brooklyn College Student Center dashboard. The top navigation bar includes the Brooklyn College logo, a dropdown menu for 'Student Center', and icons for home, search, notifications, and a menu. The main content area features several tiles: a large blue banner for 'Tell us your tech needs' with icons for cloud, laptop, Wi-Fi, and checkmark; a 'Profile' tile with a person icon; a 'Tasks and Holds' tile with a warning icon and '1 Holds'; a 'Schedule Builder' tile with a bar chart icon; a 'Course Planning and Enrollment' tile with a calendar and person icon, which is highlighted with a red border; an 'Academic Records' tile with a graduation cap icon; and a 'CUNY Direct Deposit' tile with a laptop and dollar sign icon. The background of the dashboard shows logos for various CUNY colleges.



# STEPS

- Click on **Enrollment Dates** on the left to view your registration appointment time.

**Enrollment Dates**

To view appointments and enrollment dates for another term, select the term and select Change.

2023 Summer Term | Undergraduate | Brooklyn College Change Term

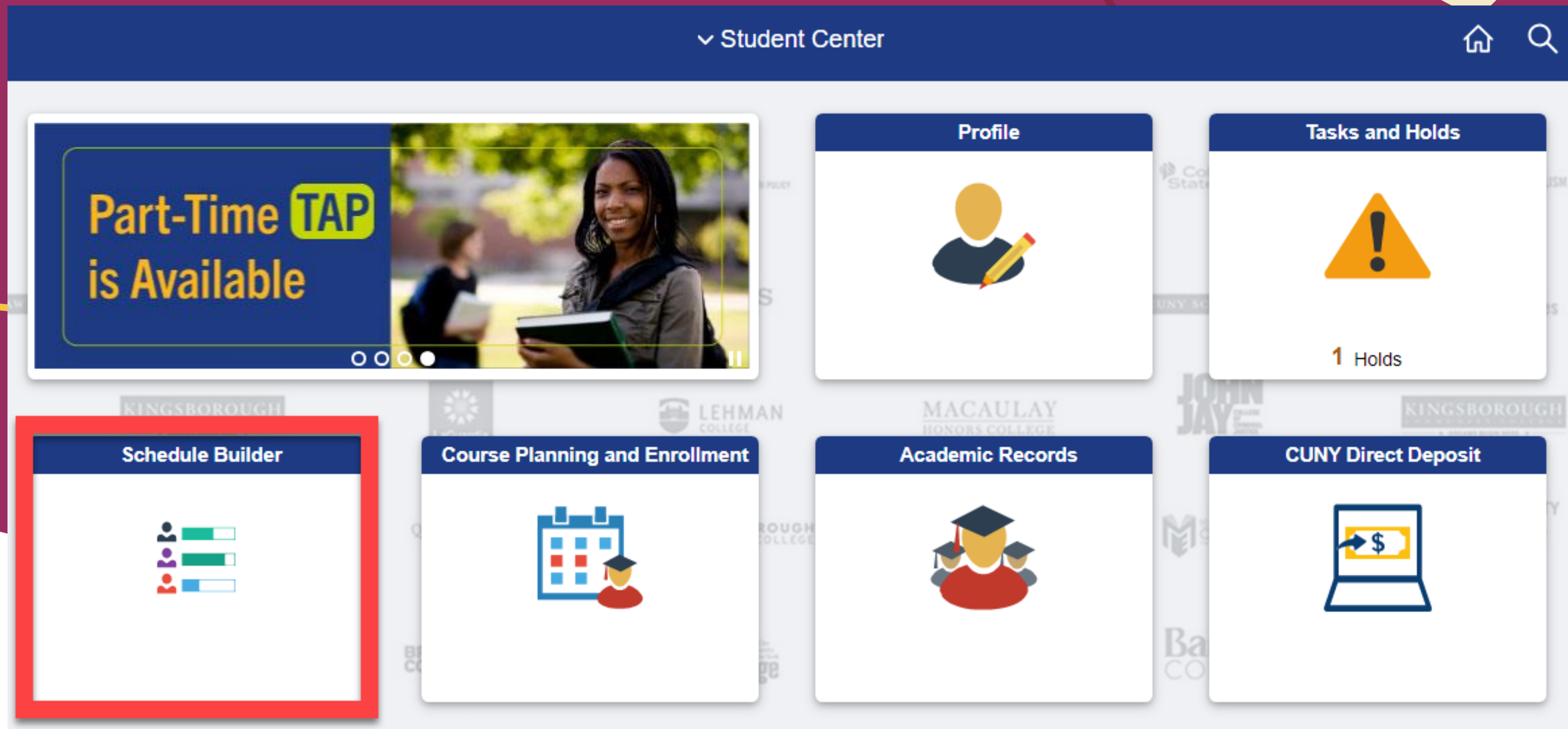
Session	Begins On	Last Date to Enroll
Five Week - First	March 21, 2023	June 1, 2023
Ten Week	March 21, 2023	July 14, 2023
Five Week - Second	March 21, 2023	July 14, 2023

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	18.00

# STEPS

2

- **Log into CUNYfirst** and click on the **Student Center** tile.
- Click on the **Schedule Builder** tile.



# STEPS

- View your specific **enrollment appointment** (date and time) under the term you are able to register for.

## 2023 Spring

**⚠** You have a hold that will prevent adding or dropping classes for this term. International students who would like to withdraw or drop a course must visit the office on International Student and Scholar Services in room 235 West Quad.

### Enrollment Appointment:

Regular Academic Session **Nov 14, 2022 3:00pm to Jan 31, 2023 11:59pm**

### Open Enrollment Dates:

Regular Academic Session Nov 18, 2022

Winter Session Nov 3, 2022



# **Viewing Your Holds in CUNYfirst**

# STEPS

- **Log into CUNYfirst** and access your **Student Center**.
- Click on the **Tasks and Holds** tile.

The screenshot displays the CUNYfirst Student Center interface. At the top, there is a navigation bar with a dropdown menu set to "Student Center", a home icon, and a search icon. Below the navigation bar, the main content area features several tiles. The "Tasks and Holds" tile is highlighted with a red border and contains a yellow warning triangle icon with an exclamation mark and the text "1 Holds". Other visible tiles include "Part-Time TAP is Available" (with a video player), "Profile" (with a person and pencil icon), "Schedule Builder" (with a bar chart icon), "Course Planning and Enrollment" (with a calendar and person icon), "Academic Records" (with a graduation cap icon), and "CUNY Direct Deposit" (with a laptop and dollar sign icon). The background of the interface shows logos for various CUNY colleges, including Kingsborough, Lehman College, Macaulay Honors College, and Jay College.

- Any holds you have will be visible within this tile.
- Access the **BC Knowledge Holds page** for more information on how to resolve common holds.

**<https://students.brooklyn.edu/knowledge-base/common-holds/>**





# **Pre-requisites and Co-requisites**

**Pre-requisites** are courses/requirements that must be completed prior to enrolling.

*For example: Pre-requisite for ENGL. 1012 is grade of C- or better in ENGL. 1010*

**Co-requisites** are course/requirements must be taken at the same time or it must be completed in a prior term.

*For example: Co-requisite for ANTH. 4000 is ANTH. 4001*

# **What is Schedule Builder?**





what is **schedule builder**?



**Schedule Builder** is a tool that enables you to plan and register for courses that meet your scheduling needs.



**Schedule Builder** allows you to graphically view schedule options based on desired time, availability, location, and other factors that work best for you.



**Schedule Builder** generates schedules in seconds!

🔍 how can i access **schedule builder**? ✕

Log into  
**CUNYfirst**

Click on your  
**Student Center** tile

Click on your  
**Schedule Builder** tile

The screenshot shows the CUNYfirst Student Center dashboard. At the top right, there are home and search icons. The main area contains several tiles: a video player for 'Part-Time TAP is Available', a 'Profile' tile with a person icon, a 'Tasks and Holds' tile with a warning icon and '1 Holds', a 'Schedule Builder' tile (highlighted with a red border) with a calendar icon, a 'Course Planning and Enrollment' tile with a calendar icon, an 'Academic Records' tile with a graduation cap icon, and a 'CUNY Direct Deposit' tile with a laptop and dollar sign icon. The background features logos for Kingsborough, Lehman College, Macaulay Honors College, and John Jay College.



# **Getting Started with Schedule Builder**



Colleges: All Select...

Instruction Modes: Select...

Session: Select...

Select Course...

Advanced Search

Help

## WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

Select a Term you wish to Enroll for:

**2024 Spring**

You are not activated to enroll for this term.

**2024 Summer**

You are not activated to enroll for this term.





SELECT COURSES



Colleges: Brooklyn College × (1/26) Select...

Instruction Modes: All Select...



Session: All Select...

Select your instruction mode desired



Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**



## WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.



# Toggle between semesters

1



SELECT COURSES



Colleges: Brooklyn College × (1/26) [Select...](#)

Instruction Modes: [All](#) [Select...](#)

Session: [All](#) [Select...](#)

Select your college and desired instruction modes.

Select Course... Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

[Help](#)

## WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

FAVORITES (0)





SELECT COURSES

2

## Select multiple campuses (great for ePermits!)

Colleges: Brooklyn College ✕ (1/26) [Select...](#)

Instruction Modes: All [Select...](#)

Session: All [Select...](#)

Select your college and desired instruction modes.

Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

[Help](#)

### WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.



FAVORITES (0)





SELECT COURSES



Colleges: Brooklyn College x (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

3

Select your college and desired instruction modes.

Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

Help

# Select Instruction Modes

COME

...mal class schedule. It allows for the creation of a conflict-  
and direct class enrollment.



FAVORITES (0)





SELECT COURSES



Colleges: Brooklyn College \* (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Select your instructor of desire

4

## Specify the Session

(perfect for the Summer and Winter)

Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

Help

## WELCOME

allows you to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

FAVORITES (0)







SELECT COURSES



Colleges: Brooklyn College × (1/26) [Select...](#)

Instruction Modes: [All](#) [Select...](#)

Session: [All](#) [Select...](#)

Select your college and desired instruction modes.

Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

5

# Search Results Area

## WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.



FAVORITES (0)





SELECT COURSES



Colleges: Brooklyn College × (1/26) [Select...](#)

Instruction Modes: [All](#) [Select...](#)

Session: [All](#) [Select...](#)

Select your college and desired instruction modes.

Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

[Help](#)

## WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

6

# Schedule Area / Calendar

FAVORITES (0)





SELECT COURSES



Colleges: Brooklyn College × (1/26) [Select...](#)

Instruction Modes: All [Select...](#)

Session: All [Select...](#)

Select your college and desired instruction modes.

Select Course...

Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

Help

# Find Your Favorites

7

FAVORITES (0)

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.





how do I search for classes?



**SELECT COURSES** <<

Colleges:  (1/26) [Select...](#)

Instruction Modes: [All](#) [Select...](#)

Session: [All](#) [Select...](#)

Begin typing a course code or name that you would like to take.  
Example: **ACCT 230**, or **BIO 201**

**1**  **2** [Advanced Search](#)

[Import My Degree](#) **3** [DEGREE AUDIT](#)

[Help](#)

## SELECT COURSES



Colleges:  × (1/26) [Select...](#)

Instruction Modes: [All](#) [Select...](#)


Session: [All](#) [Select...](#)

Begin typing a course code or name that you would like to take.

Example: **ACCT 230**, or **BIO 201**

1

Select Course...

Advanced Search 

# Course Search Bar



1

## Course Search Bar

Allows you to **search by course code** (ACCT. 3001), **course title** (Principles of Accounting I), or by **instructor**

## CU NY | Schedule Builder

SELECT COURSES

Colleges: Brooklyn College × (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Select Course

ACCT. 3001

Advanced Search

**ACCT. 3001**

In Principles of Accounting 2 -- Financial and Managerial Accounting



ACCT. 2001

**ACCT. 3041**

Cost and Managerial Accounting for Strategic Decision Making - ...After Fall 2023, **ACCT 3001** will also be required as...

[Help](#)



how do I search for classes?



**SELECT COURSES** <<

Colleges:  × (1/26) [Select...](#)

Instruction Modes: All [Select...](#)

Session: All [Select...](#)

Begin typing a course code or name that you would like to take.

Example: **ACCT 230**, or **BIO 201**

[Advanced Search](#)

**2**

# Advanced Search

2

## Advanced Search

Allows you to do advanced searches such as **days, time,** or by **requirement designation** (creative expression, etc.)

Courses available online only

Selected colleges only(1)

Academic Career:

Course Subject:

Course Attribute:

Course Attribute Value:

Requirement Designation:

Session:

Days Permitted:  Sun  Mon  Tues  Wed  Thurs  
 Fri  Sat

Start After:  :  00

End Before:  :  00

Keywords:

**SEARCH**

## SELECT COURSES



Colleges:  (1/26) [Select...](#)

Instruction Modes: All [Select...](#)

Session: All [Select...](#)

Begin typing a course code or name that you would like to take.

Example: **ACCT 230**

Import My Degree

3

DEGREE AUDIT

 Help

# Degree Audit (DegreeWorks)

3

## Degree Audit (DegreeWorks)

Allows you to select the courses needed right from your **degree audit**

*Selecting a course from this list does not guarantee that it is scheduled, open, or available to you!*

U.S. Experience in Its Diversity ▾

Creative Expression ▲

Still Needed:

1 Class in

ARTD. 1010

REMOVE

Added course ARTD.-1010

MCHC. 1001

SELECT

MUSC. 1300

SELECT

MUSC. 1400

SELECT

Individual and Society ▾

Scientific World ▾



# **Schedule Options**

Instruction Modes: All [Select...](#)  
Session: All [Select...](#)

Select Course...  
Class Number, Title, Instructor. [Advanced Search](#)

Import My DegreeWorks: **DEGREE AUDIT**

- ENGL. 1010 English Composition I  
Try all classes (87)
- MLAN. 2610 Literature in Translation  
Try all classes (2)
- ARTD. 2211 Three-Dimensional Design and Form Studies  
Try all classes (5)

[Help](#)

RESULT 1 OF 18

	Sun Aug 28	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2 No Classes
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm			MLAN. 2610 LEC Aug 25 - Dec 21			
4 pm						
5 pm						
6 pm						
7 pm		ENGL. 1010 LEC Aug 25 - Dec 21	ARTD. 2211 LEC Aug 25 - Dec 21	ENGL. 1010 LEC Aug 25 - Dec 21		
8 pm						
9 pm						

**i** MLAN. 2610 is online. [Show Details](#)

As you add courses to the **Search Area**, the right panel populates with combination of schedules.

The arrows above the calendar allow you to browse the available schedules.

Instruction Modes: All [Select...](#)  
 Session: All [Select...](#)

Select Course...  
 Class Number, Title, Instructor. [Advanced Search](#)

Import My DegreeWorks: **DEGREE AUDIT**

- ENGL. 1010 English Composition I  
Try all classes (87)
- MLAN. 2610 Literature in Translation  
Try all classes (2)
- ARTD. 2211 Three-Dimensional Design and Form Studies  
Try all classes (5)

[Help](#)

RESULT 1 OF 18

	Sun Aug 28	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2 No Classes
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm			MLAN. 2610 LEC Aug 25 - Dec 21			
4 pm						
5 pm						
6 pm						
7 pm		ENGL. 1010 LEC Aug 25 - Dec 21	ARTD. 2211 LEC Aug 25 - Dec 21		ENGL. 1010 LEC Aug 25 - Dec 21	
8 pm						
9 pm						

**i** MLAN. 2610 is online. [Show Details](#)

## Tips to Remember!

- Online synchronous courses will display on schedule with a **mouse icon** next to it.
- Online asynchronous course will **not display on schedule but will have a note on the bottom.**

# **Narrowing Down Your Search**



### Filters

Show me schedules containing:

- Closed classes
- Wait Listed classes
- Online classes

**DONE**

### SCHEDULE RESULTS

Class Details  TIPS Sort by: Select... FILTERS (1)

RESULTS 1 OF 1

	Sun Aug 28	Mon Aug 29	Tue Aug 30	Thu Sep 1	Fri Sep 2 No Classes
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm		ENGL. 1010 LEC Aug 25 - Dec 21	MLAN. 2610 LEC Aug 25 - Dec 21	ENGL. 1010 LEC Aug 25 - Dec 21	MLAN. 2610 LEC Aug 25 - Dec 21
4 pm					

Narrow down options by:

- **Sorting** it by preferred days and time,
- Click and drag to **block out the time** right on the schedule, or
- **Filtering** closed, waitlisted, or online courses.





# **Class Details**

# Found the schedule you love?

Make sure to review the class details **before enrolling**.

You can click on class details on the schedule or the search area.

Colleges: Brooklyn College (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Select Course...  
Class Number, Title, Instructor. Advanced Search

Import My DegreeWorks: DEGREE AUDIT

ARTD. 2211  
Try all classes (5)

**Three-Dimensional Design and Form Studies**

Description: 1 hour recitation, 1 hour lecture, 2 hours laboratory, a minimum of 4 hours independent work; 3 credits  
Introduction to elements and principles of three-dimensional design used across the fields of art, design, and fashion. Instruction with basic materials, tools and fabrication techniques for the exploration of form and content. Application of research and design thinking to solve creative problems.

Prerequisite or corequisite: Art 1050 [1.3] or Core Studies 2.1 or Core Curriculum 1120 [1.2] or Art 1010

Requirements: ART 1050 [1.3] OR CORE STUDIES 2.1 OR CORE CURRICULUM 1120 [1.2] OR ART 1010 IS REQUIRED TO TAKE THIS COURSE

Classes:  
 5107-LEC (Closed)  5108-LEC (Closed)  
 5109-LEC (Closed)  5110-LEC (Closed)  5111-LEC

SELECT ALL SELECT NONE

Class Details  TIPS Sort by: Select... FILTERS (1)

RESULT 1 OF 1

**ARTD. 2211** 2022 Fall Term: Aug 25 - Dec 21  
Regular Academic Session  
Three-Dimensional Design and Form Studies  
Tue : 6:05 PM to 9:35 PM

LEC TQ6  
5111  
Seats: 10/14  
Wait List: None

Brooklyn College  
In Person  
Roosev Ext 400-RE  
Tahir Karmali  
3.0/3.0 Progress Units

MATERIAL FEE CHARGED.  
ART 1050 [1.3] OR CORE STUDIES 2.1 OR CORE CURRICULUM 1120 [1.2] OR ART 1010 IS REQUIRED TO TAKE THIS COURSE.

	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2 No Classes
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm		ARTD. 2211 LEC Aug 25 - Dec 21			
9 pm					

## DONT FORGET

- When enrolling in a closed course, **check the waitlist information**.
- Review section notes to **avoid registering for a section reserved for a certain population** (SEEK, HONORS, HIGH SCHOOL).

## Need Permission?

- Carefully review the **Class Notes** to each section you are adding to your schedule, making note of any courses that require registration permission.
- Reach out to the **department that is offering the course** or the specified email address for registration assistance.
  - The Office of the Registrar cannot provide department permission.

### CISC. 1170

Java for Programmers

2024 Fall Term: Aug 28 - Dec 21  
Regular Academic Session

#### LEC VS1

● 8810

● Seats: 1/35

● Wait List: 0/6

Recommendations: 0 : 0  
(unscheduled)

FOR PERMISSION EMAIL LANGSAM@SCI.BROOKLYN.CUNY.EDU.

INTRODUCTORY PROGRAMMING COURSE IN A LANGUAGE OTHER THAN JAVA WITH A GRADE OF C OR HIGHER & PERMISSION OF THE CHAIRPERSON IS REQUIRED TO TAKE THIS COURSE. NOT OPEN TO STUDENTS WHO ARE ENROLLED OR COMPLETED CISC 1115, OR 3115, OR BOTH OF 1113 AND 1114.)

Brooklyn College  
In Person

Yedidyah Langsam  
2.0/2.0 Progress Units

### SEED. 4401

Seminar on Practice of Teaching, Student Teaching  
Mon : 5:05 PM to 6:45 PM

2024 Fall Term: Aug 28 - Dec 21  
Regular Academic Session

#### REC MZ5

● 6871

● Seats: 0/25

● Wait List: None

Recommendations: 0 : 0

ENGLISH ONLY. FOR PERMISSION GO TO

<http://tinyurl.com/SEEDFall2024UGPermission>. CO-REQUISITES: SEED 4407, 4408 & 4541.

PREREQUISITE OF SECONDARY EDUCATION 2001, 2002, 3401, 3456 AND 3402 AND APPROVAL OF THE HEAD OF PROGRAM IN ENGLISH EDUCATION; AND CO-REQUISITE OF SECONDARY EDUCATION 4407, OR 4408, OR 4409, OR 4411, OR 4481; AND 4482 ARE REQUIRED TO TAKE THIS COURSE.

Brooklyn College  
In Person

Staff  
2.0/2.0 Progress Units

# **Saving and Sharing Your Schedule**

6 pm  
7 pm  
8 pm  
9 pm

ARTD. 2211  
LEC  
Aug 25 - Dec 21

MLAN. 2610 is online. Show Details  
August 28 - September 3, 2022

Aug Sep Oct Nov Dec Jan '23

Three-Dimensional Design and Form Studies  
English Composition I  
Literature in Translation (online)

ADD PERSONAL TIMES ▾

You are not enrolled for this schedule.

Total Progress Units: 9.0/9.0

SAVE AS FAVORITE VALIDATE SHOPPING CART GET THIS SCHEDULE

PRINT SHARE

## Want to save or share your schedule?

- Schedule Builder allows you to **save your schedule to your favorites** and come back to it when you are ready to register.
- **Sharing your schedule** with friends or family is now easy with the share feature.
- The **print options** allows you to print your schedule as well.

# **Registering for Classes**





how do I **register** for classes?



- Once you find a schedule you like, select **Get This Schedule** and then **Do Actions**.
- Upon enrolling, in the results column, you should see the word **Added**. If not, try to resolve the issue in the displayed message or contact an academic advisor.

1

Total Progress Units: 9.0/9.0

SAVE AS FAVORITE

VALIDATE SHOPPING CART

GET THIS SCHEDULE

2

Getting Schedule

Class	Action	Options	Result
<b>ARTD. 2211</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Three-Dimensional Design and Form Studies Tue : 6:05 PM to 9:35 PM		None	
<b>LEC TQ6</b> 5111 Seats: 10/14 Wait List: None MATERIAL FEE CHARGED. ART 1050 [1.3] OR CORE STUDIES 2.1 OR CORE CURRICULUM 1120 [1.2] OR ART 1010 IS REQUIRED TO TAKE THIS COURSE.	Enroll		

← CANCEL

DO ACTIONS

# **Dropping Classes**



how do I **drop** classes?



- To drop a course, you click on the **trash can next to the course** to initiate a drop.
- You have not finished dropping the course until you click on **Get This Schedule** and **Do Actions**.

1

Select Course...  
MLAN. 2610 Advanced Search

Import My DegreeWorks: **DEGREE AUDIT**

<input type="checkbox"/>	ARTD. 1010	Art: Its History and Meaning (formerly CORC 1120) <b>Enrolled</b> Drop Course	<b>Keep this course</b> 
<input checked="" type="checkbox"/>	ENGL. 1010	English Composition I <b>Enrolled</b> Stay enrolled in 7323-LEC	

**⚠ You have not finished dropping this course.**

2

Total Progress Units: 9.0/9.0

[SAVE AS FAVORITE](#) [VALIDATE SHOPPING CART](#) [GET THIS SCHEDULE](#)



how do I **drop** classes?



- To drop a course, you click on the **trash can next to the course** to initiate a drop.
- You have not finished dropping the course until you click on **Get This Schedule** and **Do Actions**.

Select Course... MLAN. 2610 Advanced Search

Import My DegreeWorks: DEGREE AUDIT

<input type="checkbox"/>	ARTD. 1010	Art: Its History and Meaning (formerly CORC 1120)	Enrolled	Drop Course			Keep this course
You have not finished dropping this course.							
<input checked="" type="checkbox"/>	ENGL. 1010	English Composition I	Enrolled	Stay enrolled in 7323-LEC			

**DONT FORGET**

If you see a red message indicating that you have not finished dropping, you must click on **Get This Schedule** and **Do Actions**.

# Swapping Classes



how do I **swap** classes?



To swap a course, **you must click on the trash** can icon for the course you wish to swap **and add the new course you wish to replace it with** in the search area.

Repeat the steps on registering:

- Get This Schedule
- Do Actions

Class	Action	Options
<b>ARTD. 1010</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Art: Its History and Meaning (formerly CORC 1120) Thu : 6:05 PM to 8:50 PM	Drop* *Swapping for AFST. 3120	N/A
<b>LEC R6</b> <b>Enrolled</b> 6690 Seats: 51/55 Wait List: None Brooklyn College In Person Boylan 3129 Gilad BenDavid 3.0/3.0 Progress Units		
<b>AFST. 3120</b> 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session African American History through 1865 Tue, Thu : 9:30 AM to 10:45 AM		Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full
<b>LEC TR9</b> 6817 Seats: 24/33 Wait List: 0/5 Brooklyn College In Person James 3613 Prudence Cumberbatch 3.0/3.0 Progress Units SAME AS HIST 3413 CORE STUDIES 4 OR 9 OR CORE CURRICULUM 1220 OR 3207 OR HISTORY 3005 IS REQUIRED TO TAKE THIS COURSE 📖 <b>Book Title:</b> Revel for The African-American Odyssey, Volume 1 - <b>Author:</b> Clark Hine, Darlene; Hine, Will <b>Publisher:</b> PearsonDIGITAL <b>Publish Year:</b> 2018 Edition: 7 <b>Price:</b> 56.32 USD 📖 <b>Book Title:</b> Narrative of the Life Of Frederick Douglass, An Am <b>Author:</b> Frederick Douglass; Harriet Ja <b>Publisher:</b> Random House Inc <b>Publish</b> Year: 2000 <b>Edition:</b> <b>Price:</b> 1.97 USD	Enroll ▾	

**← CANCEL** **DO ACTIONS**



# Registration Toolkit

Visit our **Registration 101** page for...  
Videos, FAQs, Glossary, How to Guides,  
and more!

<https://students.brooklyn.edu/article-categories/registration-101/>



Check out **BC Knowledge** for more registration-related and other resources to help you navigate your academic journey!

<https://students.brooklyn.edu/article-categories/enrollment/>



## Connect with us!

Have additional questions? Reach out to us at **registrar@brooklyn.cuny.edu** or meet with us virtually!

**Virtual Drop In**  
(General Inquiries)

[Join on Zoom](#)

Mondays, 2 PM – 5 PM  
Tuesdays, 10:30 AM – 1:30 PM

**Virtual Appointment**  
(Speak to a Specialist)

[Schedule an Appointment on BC](#)

[Navigate](#)

Thursdays, 10 AM – 4 PM

## Navigate App

Make appointments with Advising, Registrar, Financial Aid and more; communicate with offices on campus



## Academic Calendars

Important Dates and Deadlines



## Bursar

### Tuition & Fees

<https://www.brooklyn.edu/bursar/tuition-and-fees/>



### Bill Due Dates

<https://www.brooklyn.edu/bursar/due-dates-and-cancellations/>





# GET SUPPORT ON CAMPUS

## **Admissions (222 West Quad Center)**

Graduate Admissions:

<https://www.brooklyn.edu/admissions-aid/graduate>

Undergraduate Admissions:

<https://www.brooklyn.edu/admissions-aid>

## **CAASS (3207 Boylan Hall)**

Undergraduate Advisement

[www.brooklyn.edu/caass](http://www.brooklyn.edu/caass)

## **Bursar (102 West Quad Center)**

[www.brooklyn.edu/bursar](http://www.brooklyn.edu/bursar)

## **Financial Aid (308 West Quad Center\*)**

[www.brooklyn.edu/admissions-aid/financial-aid-scholarships](http://www.brooklyn.edu/admissions-aid/financial-aid-scholarships)

\*Appointments must be made in BC Navigate

## **Enrollment Services Center (102 West Quad Center)**

[www.brooklyn.edu/esc](http://www.brooklyn.edu/esc)