

CAASS

Stephanie Kaplan

Table of Contents

<https://www.brooklyn.edu/caass/> **DONE**

<https://www.brooklyn.edu/caass/first-year/> **DONE**

<https://www.brooklyn.edu/caass/transfer-students/> **DONE**

<https://www.brooklyn.edu/ssu/transfer-coaches/> **DONE**

*Create continuing students landing page (CAASS supplying copy) >> **adding copy at the end of the document** **DONE**

<https://www.brooklyn.edu/caass/transfer-students/faq/> CTL **DONE**

<https://www.brooklyn.edu/caass/academic-probation/> **DONE**

<https://www.brooklyn.edu/caass/e-petition/> **DONE**

<https://www.brooklyn.edu/caass/pathways/> **DONE**

<https://www.brooklyn.edu/caass/pathways/transfer/> **DONE**

<https://www.brooklyn.edu/caass/pathways/continuing/> **NEED TO BRING BACK B/C IT'S A PARENT?**

<https://www.brooklyn.edu/caass/pathways/continuing/2021-2022/>

<https://www.brooklyn.edu/caass/pathways/continuing/2020-2021/>

<https://www.brooklyn.edu/caass/pathways/continuing/2019-2020/>

<https://www.brooklyn.edu/caass/pathways/continuing/2018-2019/>

<https://www.brooklyn.edu/caass/pathways/continuing/2017-2018/>

<https://www.brooklyn.edu/caass/first-year/first-year-seminars/> NO CHANGES

<https://www.brooklyn.edu/caass/first-year/first-year-student-advisement/>

<https://www.brooklyn.edu/caass/first-year/faq/> CTL **DONE**

<https://www.brooklyn.edu/caass/first-year/peer-mentor/>

<https://www.brooklyn.edu/caass/first-year/entering/>

<https://www.brooklyn.edu/caass/first-year/second-semester/>

<https://www.brooklyn.edu/caass/transfer-students/winter/>

<https://www.brooklyn.edu/caass/transfer-students/winter-thank-you/>

Summer Classes for Incoming Transfer Students

Summer Classes for Incoming Transfer Students-Thank You

<https://www.brooklyn.edu/caass/first-year/winter-thank-you/>

Summer Classes for Incoming First-Year Students

<https://www.brooklyn.edu/caass/first-year/winter/>

<https://www.brooklyn.edu/caass/>

DONE-Undergraduate Advisement [50/50]

First-Year Students [<https://www.brooklyn.edu/caass/first-year/>]

Advisors will help you make a smooth transition to college. You will discuss general education requirements and learn about college policies and course options.

Continuing Students <https://www.brooklyn.edu/caass/continuing-student-advisement>

CUNY Transfer Students [<https://www.brooklyn.edu/ssu/transfer-coaches/>]

The Transfer Student Success Team is dedicated to supporting your transition to Brooklyn College if you transfer from another CUNY school.

Non-CUNY Transfer Students [<https://www.brooklyn.edu/caass/transfer-students/>]

here to support you if you are transferring to Brooklyn College from an outside college or university, including help with transferring your credits to Brooklyn College.

DONE-Workshops [Red 2 column]

Pathways and DegreeWorks

These workshops will review Brooklyn College's **pathway general education requirements** [<https://www.brooklyn.edu/caass/pathways/>] and how to use our degreed audit tool **DegreeWorks** [<https://www.brooklyn.edu/ssu/degreeworks/>].

All workshops take place on Tuesdays, 12:30–2 p.m. via Zoom.

[BUTTON] **Register**

[<https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcsde2vrjwqGtWpju77sEme-e3pSCdtJjws#/registration>]

Virtual Drop-In Advisement

CAASS offers drop-in advisement events to answer your questions about pathways, DegreeWorks, college procedures and policies, and referrals to campus resources, and services.

Fridays, 9:30 a.m.–1 p.m. via Zoom.

[BUTTON]: **Register**

[<https://brooklyn-cuny-edu.zoom.us/meeting/register/tZlSdOmuqjwpGtaTvVQlwr3Xpkq2tNB3ja4n#/registration>]

Resources [split column?]

[Group 1] Advisement Tools

BC Navigate [<https://www.brooklyn.edu/ssu/navigate/>]

Transfer Evaluations Office (TEO) [<https://www.brooklyn.edu/teo/>]

[Group 2] Academic Tools

CUNY Transfer Student General Education Requirements (Pathways)
[<https://www.brooklyn.edu/caass/pathways/>]

DegreeWorks [<https://www.brooklyn.edu/ssu/degreeworks/>]

Degree Maps [<https://www.brooklyn.edu/ssu/degree-maps/>]

Academic Momentum [<https://www.brooklyn.edu/ssu/academic-momentum/>]

[Group 3] Other Tools

Navigate [<https://www.brooklyn.edu/ssu/navigate/>]-ALREADY LISTED ABOVE

How to File and E-Petition [<https://www.brooklyn.edu/caass/e-petition/>]

Academic Probation [<https://www.brooklyn.edu/caass/academic-probation/>]

About CAASS [WISYWIG]

The mission of the Center for Academic Advisement and Student Success (CAASS) is to provide academic advisement for first-year, transfer, and continuing students. We work with academic departments and administrative offices to help undergraduate students establish, monitor, and achieve graduation requirements.

Contact Information [WISYWIG]

<https://www.brooklyn.edu/caass/first-year/>

Hero: Add photo and page header: First-Year Advisement

The First College Year (FCY) facilitates your transition to college by helping you engage in academics, become part of the college community, and participate in campus life.

FIRST-YEAR ADVISEMENT

We offer tailored advisement for all first-year students during their **first semester** [<https://www.brooklyn.edu/caass/first-year/entering/>] and **second semester** [<https://www.brooklyn.edu/caass/first-year/second-semester/>]. During these advisement sessions, you will discuss general education requirements, learn about college policies and course options.

To truly make the most of your college experience, connect to campus both academically and socially!

Get Involved [<https://www.brooklyn.edu/student-life/>]

Student Activities [<https://cunybrooklyn.campuslabs.com/engage/>]

FIRST-YEAR ONLINE WORKSHOP [WISYWIG]

All incoming first-year students are enrolled in the online first-year topics workshop via Blackboard. These topics will help you develop habits that are essential to your academic success and promote self-awareness and self-reliance by addressing the following topics:

- Topic 1: HelpSeeking and Principles of College Success
- Topic 2: Time Management
- Topic 3: Finding a Home on Campus and Forging Relationships
- Topic 4: Studying and Test-Taking
- Topic 5: Academic Research, Writing, and Citations
- Topic 6: CUNYfirst, BC/CUNY Portals, DegreeWorks, and Self-Enrollment
- Topic 7: Academic Planning and Advisement
- Topic 8: Stress Management and Self-Care
- Topic 9: Career Exploration
- Topic 10: Scholarships and Financial Literacy

Resources

Remove: Winter Classes for Incoming First-Year Students

<https://www.brooklyn.edu/caass/transfer-students/>

Hero: Add photo and page header: Transfer Student Advisement

[H2] CUNY Transfer Students

The **Transfer Student Success Team** [<https://www.brooklyn.edu/ssu/transfer-coaches/>] is dedicated to supporting your transition to Brooklyn College if you transfer from another CUNY school.

[H2] Non-CUNY Transfer Students

The Student Success Connection Team is here to support you if you are transferring to Brooklyn College from an outside college or university, including help with transferring your credits to Brooklyn College.

HOW TO PREPARE FOR YOUR FIRST ADVISEMENT SESSION

1. Explore [major requirements](#) [<https://www.brooklyn.edu/academics/programs/?degree-level=45>].
2. Review your Transfer Credit Report via **CUNYfirst** [<https://home.cunyfirst.cuny.edu/>]:

Click on Student Center under the dropdown menu on the left side of the page, or review your Transfer Credit Report sent to you by Transfer Evaluations.

. [How to Claim Your CUNYfirst Account \(PDF\)](#)

3. Log in to **DegreeWorks** [<https://www.brooklyn.edu/ssu/degreeworks/>] to view how the courses from your old college or university have transferred to Brooklyn College.
4. Explore the **Degree Maps** [<https://www.brooklyn.edu/ssu/degree-maps/>] for your major to see how your transfer courses align with the recommended plan of study.
5. Apply for Financial Aid [<https://www.brooklyn.edu/admissions-aid/financial-aid-scholarships/>]
6. Activate your [Brooklyn College WebCentral account](#). BC WebCentral is an informational portal that gives you access to useful tools.

AFTER YOUR ADVISEMENT SESSION

- Be sure to [register for classes](#) and declare your major.
- Use the [Brooklyn College WebCentral Portal](#) to check Brooklyn College e-mail or declare or change your major.
 - Access your Brooklyn College e-mail under the My Info tab.
 - You automatically receive a Brooklyn College e-mail account. However, you can update your contact info in the portal. Regardless, you still must check your Brooklyn College e-mail, as Financial Aid and other offices will only contact you using your Brooklyn College e-mail address.
- Your personal e-mail account should be professional and consist of your name (e.g., [firstnamelastname1@gmail.com](#)).
- Keep up with your financial aid status.

Financial Aid Advisement

[<https://www.brooklyn.edu/admissions-aid/financial-aid-scholarships/resources/advisement/>]

Financial Aid FAQs

[<https://www.brooklyn.edu/admissions-aid/financial-aid-scholarships/resources/faqs/>]

[How to schedule an appointment with a financial aid adviser \(pdf\)](#)

[Check your pending financial aid on CUNYfirst \(pdf\)](#)

More information is available from the Office of Financial Aid, contact the office via [e-mail](#).

Resources

<https://www.brooklyn.edu/ssu/transfer-coaches/>

Bascamp ticket-Charles: change URL to reflect new page header so ssu/cuny-transfer-student-advisement. Also set up redirect from ssu/petrie to /ssu/transfer-student-advisement. *Change URL on CAASS landing page.

DONE-Charles

Take down <https://www.brooklyn.edu/ssu/petrie/> because content will be moved over to the ssu /transfer-student-advisement page:

DONE-Charles:

<https://www.brooklyn.edu/ssu/> > Resources > change Transfer Student Support link to <https://www.brooklyn.edu/ssu/cuny-transfer-student-advisement>

Hero: Add photo and page header: CUNY Transfer Student Advisement

The Transfer Student Success Team consists of a variety of coaches who are here to support transfer students from other CUNY schools to make sure they get the support they need—from admission to graduation.

The Student Success Unit is pleased to receive a grant from the Carroll and Milton Petrie Foundation to expand and enhance how we offer transfer student support. This grant allows for creation of The Transfer Student Success Team, During enrollment periods, the Transfer Student Success Team checks in with all students in the program to ensure they have enrolled and to assist with any issues.

CUNY Transfer Student General Education Requirements (Pathways)
[<https://www.brooklyn.edu/caass/pathways/transfer/>]

which works with transfer students from other CUNY schools to make sure they get all the support they need—from admission to graduation.

If you have transferred to Brooklyn College from another CUNY institution, or are considering doing so, connect with one of our coaches today.

We offer a variety of free services, including:

- Personalized coaching sessions during your first and second years as a transfer student
- Workshops
- Schedule forecasts
- Transcript diagnostics

[H2] Coaches

[H3] TRANSFER ADVISEMENT COACHES

[H3] TRANSFER COMPLETION COACHES

[H3] PEER TRANSFER ADVISORS

[H2] FORECASTS AND TRANSCRIPT DIAGNOSTICS

TRANSFER STUDENT SUCCESS TEAM STAFF

Each transfer advisement and transfer completion coach is assigned to one or more CUNY institution to assist transfer students from that school. All advisors are remote except the Peer Transfer Advisors.

[H2] CONTACT US

To learn more or to make an appointment:

[Email](#)

3208 Boylan Hall

<https://www.brooklyn.edu/caass/transfer-students/faq/>

Charles: reformat as an accordion

HOW DO I GET TO DEGREEWORKS?

- Go to [CUNY.edu](https://www.cuny.edu), Login with your CUNY ID and choose DegreeWorks, or go to CUNYfirst (should be hyperlink) and look under Advisement Box.
- [DegreeWorks information and assistance](#)

HOW DO I KEEP UP WITH IMPORTANT DATES?

- Academic Calendar

HOW DO I PAY MY TUITION BILL?

1. Log into [CUNY.edu](https://www.cuny.edu), select “Self-Service,” select “Student Center,” under “Finances” section, click “Account Inquiry,” Click “Make a Payment.”
- For tuition policies and procedures, contact the [Office of the Bursar](#), 220 West Quad Center, at 718.951.5200 or via [e-mail](#).

NO SERIOUSLY, HOW DO I PAY FOR MY TUITION OR OTHER EXPENSES? I CAN'T AFFORD IT.

All Brooklyn College students who file a FAFSA and are enrolled in courses are assigned a financial aid adviser. [Appointments](#) are available in person and by phone.

- [Schedule an appointment \(pdf\)](#).
- Apply for scholarships! Contact the [Office of Scholarships](#), 213 West Quad Center, at 718.951.4796 or via [e-mail](#).

DO YOU OFFER SCHOLARSHIPS FOR INCOMING TRANSFER STUDENTS?

Yes.

- [Office of Scholarships](#)

- [Mellon Undergraduate Transfer Student Program](#)
- [Mellon Mays Undergraduate Fellowship Program](#)

WHERE DO I GET INVOLVED ON CAMPUS?

To truly make the most of your college experience, you have to connect to campus both academically and socially!

[Student Activities, Involvement, and Leadership \(SAIL\)](#)

CAN I STILL GET A TOUR OF THE CAMPUS?

Unfortunately, there are no scheduled tours at the moment. Below you can find building codes and a link to the campus map.

- [Campus Map](#): How to find your way around
- Building Codes:
 - BH—Boylan Hall
 - IA—Ingersoll Hall Extension
 - IH—Ingersoll Hall
 - LH—Library
 - RA—Roosevelt Hall Extension
 - RH—Roosevelt Hall

[Bulldog Connection](#)

CAN I STILL GET A TOUR OF THE CAMPUS?

Unfortunately, there are no scheduled tours at the moment. Below you can find building codes and a link to the campus map.

- [Campus Map](#): How to find your way around
- Building Codes:
 - BH—Boylan Hall
 - IA—Ingersoll Hall Extension
 - IH—Ingersoll Hall
 - LH—Library
 - RA—Roosevelt Hall Extension
 - RH—Roosevelt Hall
 - SU—Student Center
 - WE—West End Building

- o WH—Whitehead Hall
- o WJ—James Hall
- o WQ—West Quad Center

WHERE CAN I GET MY BOOKS FOR MY CLASSES?

Rather than a brick and mortar store, we have a convenient [Online Bookstore](#). Also, many required textbooks can be found in our [Library](#).

I'M STRUGGLING ACADEMICALLY AND NEED SUPPORT ASAP! WHO SHOULD I TALK TO?

Make an appointment with your instructor during his or her office hours to ask questions and discuss your academic progress. Check your syllabus or ask your instructor for more info.

- The [Learning Center](#), 1300 Boylan Hall, offers free tutoring for all students and provides specialized support in writing and subjects across the curriculum. The center also provides midterm and final exam reviews. Call 718.951.5821 or [send an e-mail](#).
- The [Center for Academic Advisement and Student Success \(CAASS\)](#) is there for all your registration and advisement needs! Talk to an adviser in 3215 Boylan Hall if you have questions about your schedule, academic requirements, and how to add/drop or withdrawal from a class. Make a CAAT appointment through the [Brooklyn College WebCentral Portal](#), call 718-.951.5471, or [send an e-mail](#).
- The [Brooklyn College Library](#) also provides writing and research support. Not to mention they have a vast collection of material, CUNY-wide, at your disposal.
- The [Office of Personal Counseling](#) offers regular free workshops on topics such as time management, test anxiety, study skills, and stress management. They also offer one-on-one and group counseling. Call 718.951.5363 or [send an e-mail](#).

WHAT IF I FEEL UNSAFE WHILE ON CAMPUS? WHO CAN HELP ME?

[Campus and Community Safety Services](#) is located in 0202 Ingersoll Hall. If it is a serious emergency, call 911!

<https://www.brooklyn.edu/caass/academic-probation/>

THE POSSIBLE OUTCOMES

There are three possible outcomes for students placed on probation:

1. Do exceptionally well and return to good academic standing (cumulative GPA above 2.00)
2. Do well, and continue on academic probation (minimum semester GPA of 2.30, but cumulative GPA below 2.00)
3. Not do well, and be dismissed (semester GPA below 2.30, and cumulative GPA below 2.00)

<https://www.brooklyn.edu/caass/e-petition/>

Please follow the instructions below to submit an e-Petition for an exception to policy or procedure:

1. Log in to [BC WebCentral](#)
2. Click “E-Services”
3. Click “Undergraduate Student Transactions”
4. Click “Petition for an Exception to the Bulletin”
5. Select type of petition
6. Provide requested information
7. Upload supporting documentation

All petitions require, at minimum, a “letter of position” from a faculty advisor, deputy chairperson, or chairperson regarding the petition.

- [Departmental Grade Appeal Petition \(pdf\)](#)
- [Financial Aid and Bursar Liability \(pdf\)](#)
- [Instructor’s Note \(pdf\)](#)
- [Undergraduate Permit Application \(pdf\)](#)

<https://www.brooklyn.edu/caass/pathways/>

The Pathways curriculum is designed to maximize transfer credits for students who transfer from one CUNY campus to another CUNY campus. It consists of three parts: the Required Core (four courses), the Flexible Core (six courses), and the College Option (four courses), totaling 42 credits.

For more information, visit the [CUNY Pathways website](#) or the [CUNY Pathways Student Rights, Responsibilities, and Appeals](#) page.

<https://www.brooklyn.edu/caass/pathways/transfer/>

IF YOU HAVE AN A.A. OR A.S. DEGREE FROM A DOMESTIC COLLEGE

You will receive a blanket exemption for the Required Core and Flexible Core areas, and your College Option requirement will be reduced from 12 credits to six credits. Furthermore, it's possible you may receive transfer credit for these six credits, in which case your Pathways requirements would be complete. However, if you do not receive transfer credits for these six credits of College Option, you will need to complete two appropriate College Option courses (six credits) at Brooklyn College. Please refer to "A Breakdown of Pathways at Brooklyn College," or consult an academic advisor to confirm which College Option courses would be appropriate.

IF YOU HAVE AN A.A.S. DEGREE FROM A DOMESTIC COLLEGE

Your College Option requirement will be reduced from 12 credits to six credits, but you will *not* receive a blanket exemption for the Required Core and Flexible Core areas. Instead, all your transfer credits that are applicable to Pathways will be applied on a course-by-course basis, and you will need to complete all outstanding Pathways requirements at Brooklyn College. Please meet with an academic adviser to review your remaining Pathways requirements.

IF YOU TRANSFER MORE THAN 30 CREDITS WITH NO ASSOCIATE'S DEGREE

Your College Option requirement will be reduced from 12 credits to nine credits. All your transfer credits that are applicable to Pathways will be applied on a course-by-course basis, and you will need to complete all outstanding Pathways requirements at Brooklyn College. Please meet with an academic adviser to review your remaining Pathways requirements.

IF YOU TRANSFER 30 OR FEWER CREDITS

All your transfer credits that are applicable to Pathways will be applied on a course-by-course basis, and you will need to complete all outstanding Pathways requirements at Brooklyn College. Please meet with an academic adviser to review your remaining Pathways requirements.

<https://www.brooklyn.edu/caass/first-year/faq/>

Charles: format as an accordion

HOW DO I CLAIM MY BROOKLYN COLLEGE WEBCENTRAL AND CUNYFIRST ACCOUNTS?

- Go to [BrooklynCollege WebCentral](#), then click “New Users.”
- [Complete directions for claiming your CUNYfirst \(pdf\)](#)

HOW DO I PAY MY TUITION BILL?

1. Log into [CUNY.edu](#), select “Self-Service,” select “Student Center,” under “Finances” section, click “Account Inquiry,” Click “Make a Payment.”
- For tuition policies and procedures, contact the [Office of the Bursar](#), 220 West Quad Center, at 718.951.5200 or via [e-mail](#).

NO SERIOUSLY, HOW DO I PAY FOR MY TUITION OR OTHER EXPENSES? I CAN'T AFFORD IT.

All Brooklyn College students who file a FAFSA and are enrolled in courses are assigned a financial aid adviser. [Appointments](#) are available in person and by phone.

- [Schedule an appointment \(pdf\)](#).
- Apply for scholarships! Contact the [Office of Scholarships](#), 213 West Quad Center, at 718.951.4796 or via [e-mail](#).

DO YOU OFFER SCHOLARSHIPS FOR INCOMING TRANSFER STUDENTS?

Yes.

- [Office of Scholarships](#)

WHAT ABOUT THE REQUIRED IMMUNIZATIONS FORMS?

- New students who do not complete their immunization documents will automatically be dropped from their fall classes. Don't let this happen to you! You must submit your completed [Student Immunization Form \(pdf\)](#) and [Meningococcal Meningitis Response Form \(pdf\)](#) to the [Health](#)

[Programs/Immunization Office](#) in 0710 James Hall. You can [send it via e-mail](#) or fax it to 718.951.4278.

WHEN ARE MY FINAL EXAMS? WHEN IS MY TUITION PAYMENT DEADLINE? IS THERE AN ACADEMIC CALENDAR? WHAT IS THE WITHDRAWAL DEADLINE? WHAT HOLIDAYS DOES CUNY OBSERVE? WHAT CLASSES ARE BEING OFFERED?

- [Academic Calendar](#)

CAN I STILL GET A TOUR OF THE CAMPUS?

Unfortunately, there are no scheduled tours at the moment. Below you can find building codes and a link to the campus map.

- [Campus Map](#): How to find your way around
- Building Codes:
 - BH—Boylan Hall
 - IA—Ingersoll Hall Extension
 - IH—Ingersoll Hall
 - LH—Library
 - RA—Roosevelt Hall Extension
 - RH—Roosevelt Hall

I'M NOT FEELING WELL PHYSICALLY. MY PERSONAL LIFE IS NEGATIVELY IMPACTING MY ACADEMIC LIFE. WHAT SHOULD I DO?

- The [Brooklyn College Health Clinic](#) can help with nearly all of your physical health needs, from the common cold, to STD screenings, to vaccinations, to nutrition workshops. Best of all, many of the services are completely free. Visit 114 Roosevelt Hall or call 718.951.5580.

Stressed out? Anxious? Depressed? Having trouble coping? The [Office of Personal Counseling](#) is here for you! Visit 0203

James, call 718.951.5363, or [send an e-mail](#). Again, all the services are free.

- Having a serious medical emergency? Do not hesitate, call 911!

I'M DOING WELL ACADEMICALLY, BUT ISN'T THERE MORE TO COLLEGE LIFE THAN JUST STUDYING?

<https://www.brooklyn.edu/caass/first-year/peer-mentor/>

****Per Michael's comments, this page is owned by Provost so they should be contacted to update the page accordingly.**

Mission

Pairing experienced students with freshmen in First-Year Learning Communities, the Peer Mentoring Program enhances the experience of first-year students.

How Does the Program Work?

All peer mentors attend a class with students in First-Year Learning Communities. They use this time to check in and connect with students, discuss a topic relevant to the first-year experience, and announce upcoming events.

INFORMATION STATION

Continuing undergraduate students can seek advice from CAASS advisors and faculty in their major department. Both types of advisors are here to help you meet your academic goals. When meeting with an advisor, you should discuss course planning, academic performance concerns, your interests, and your goals. Meeting with an advisor in CAASS and a major/faculty departmental advisor at least once each term is a crucial step towards your academic success.

CAASS advisors are here to provide information on **Pathways general education requirements** [<https://www.brooklyn.edu/caass/pathways/>], to provide an overview of your **DegreeWorks degree audit** [<https://www.brooklyn.edu/ssu/degreeworks/>], assist with understanding the college procedures and policies, and provide referrals to campus resources and services. To schedule an appointment with a CAASS advisor, download the Navigate Student app or log in to the desktop version using your CUNY login.

Our programs have **professional and/or faculty advisors** [<https://www.brooklyn.edu/academics/undergraduate-advisors/>] that are housed within the academic departments to assist with understanding your major requirements, to provide information on your field of study, and to help with career goals, mentorship, and research opportunities.

