

POST-ORIENTATION CHECKLIST

YOUR FUTURE IN 4



IMMEDIATE:

1. Check CUNYfirst to see your schedule
2. Check CUNYfirst to check your bill
3. Contact the Financial Aid office to find out who your advisor is
4. Check out the online BC bookstore
5. Get your ID card & download the BC navigator

BEFORE CLASSES START

- ☐ Check to make sure your BC email account is active and working. It is a primary mode of communication for the university and your instructors. To set up your email account, visit <http://brooklyn.cuny.edu>, click yellow "BC WebCentral" button, click "New Users."
- ☐ Check to make sure your BC Webcentral Account is active and working. BC Webcentral is an informational portal, giving you access to useful tools. To create an account, go to the following link: <https://login.brooklyn.cuny.edu/registration/>. For detailed instructions, visit: http://www.brooklyn.cuny.edu/web/abo_initiatives_cunyfirst/claimyouraccount.pdf
- ☐ Check to make sure your CUNYFirst account is active and working. CUNYfirst allows all students to register for courses, pay bills, manage personal information, file for graduation and more. To create an account, go to the following link: <https://impweb.cuny.edu/selfservice/activation/start.action>
- ☐ Log into Blackboard to see if any of your courses will be using Blackboard as part of the classwork. To set up your blackboard account, visit the following link: <http://academic.brooklyn.cuny.edu/health/rschnoll/courses/blackboardaccess.htm>
- ☐ Check your Financial Aid status and Tuition Bill on CUNYFirst. If you have any questions or concerns, visit the Financial Aid office in 308 West Quad or call 718-951-5051 to speak with a Financial Aid advisor. Any questions regarding your tuition bill, visit the Bursar office (220 West Quad) or call 718-951-5200.
- ☐ Print out your class schedule. You can get it by logging into your CUNYfirst account under the Student Center. Make note

of where each class meets and the name(s) of your instructor(s).

- ☐ Buy a planner or use an electronic calendar. Write down known responsibilities (class times, work schedule, recurring activities and meetings). Also, check the BC academic calendar for important dates and closures:
<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins/calendar.php>
- ☐ If you can, purchase your textbooks before your classes start. This is important to ensure you'll be ready for the first reading assignment, which is likely to be assigned the first class. Textbook ordering is done entirely online at the Brooklyn College Online Bookstore:
<https://brooklyn.textbookx.com/institutional/index.php>

FIRST WEEK OF CLASSES

- ☐ Have you purchased your books yet? If textbook cost is an issue for you, check at the library as some instructors put copies of their texts on reserve for students to access or the library may have access to a digital copy. Also, you can borrow books from other CUNY campuses and have them sent to the BC library.
- ☐ Go to all your classes. Don't buy into the myth that the first class isn't important. Every class is important!
- ☐ At the first class, you will likely get a syllabus. Review this document thoroughly. You can use it to help you. Write in your planner when assignments are due and tests are scheduled.
- ☐ Establish a regular reading and study schedule for all of your classes. If you are unsure of how to best study to keep up with your coursework, speak with your professors!
- ☐ Learn the names of your professors and their office hours. Office hours are times that instructors set aside to be available to their students. If you want to talk to an instructor for any reason, you can just show up at office hours to talk. You might go in because you don't understand something, because you want guidance on other things to read in order to pursue a topic in more depth than it is covered in class, etc. Office hours will be listed on the syllabus. If you cannot attend office hours

because they conflict with other classes, jobs, etc., you can make an appointment.

- If you make schedule changes, do so as soon as you can this week, so you do not have to make up a lot of missed class time. Check the academic calendar for deadlines: <http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins/calendar.php>
 - NOTE: The last day to add a class is August 31st!! It is also the last day to drop for a 75% tuition refund.
- Struggling to pay for tuition and other expenses?
 - Visit the Scholarships Office in 213 West Quad or call 718-951-4796.
 - Qualified students can get work-study jobs on campus. After you completing your FAFSA, visit the Financial Aid office (308 West Quad) or call 718-951-5051
 - Having a financial emergency? BC provides the Petrie Student Emergency Grant Fund. For more information, visit the Office of Student Affairs (2113 Boylan Hall). http://www.brooklyn.cuny.edu/web/off_financialaid/Petrie_Application.pdf

SEPTEMBER

- Important dates this month:
 - September 3: College Closed – Labor Day
 - September 9: Last day to drop a course for 50% refund.
 - September 10-11: No classes scheduled.
 - September 16: Last day to drop for a 25% tuition refund.
 - September 17: Course withdrawal period begins. It is best to speak with an academic advisor before withdrawing from a course in order to review how a withdrawal will impact your academic progress.
 - September 18-19: No classes scheduled.
- You've gone to every class, right? If you haven't already, try sitting in the front of the classroom to minimize distractions.
- Hopefully by now you are checking your BC email account and Blackboard on a daily basis. If not, it is time to start. Keep an eye out for course updates that will be emailed to you and/or posted on Blackboard.
- Get contact information from at least one other student in each of your classes. Not only do you have a resource if you ever have to miss class, but the two of you could connect with other students to form a study group.
- Keeping up on your reading? Struggling at all with note taking? Any issues in completing all your homework? Don't

let small problems early in the term become big problems later in the term!

- Visit the Learning Center for FREE tutoring for all students and provides specialized support in writing and all core classes. They also provide midterm and final exam reviews. For full overview of all their services, visit <http://lc.brooklyn.cuny.edu>, call 718-951-5821, or email lc@brooklyn.cuny.edu.
 - Visit the Center for Academic Advisement and Student Success (CAASS). Speak to an advisor if you have questions about your schedule, academic requirements, and how to withdraw from a course. Make an appointment through BC WebCentral, call 718-951-5471, or visit the CAASS office in 3207 Boylan Hall.
 - Library also provides writing and research support. Not to mention they have a VAST collection of material, CUNY-wide, at your disposal. Visit <http://library.brooklyn.cuny.edu/pages/help/ask/chat.html> for more information on how a librarian can help!
 - Personal Counseling provides workshops covering a range of topics, including note taking, test anxiety, time management, etc.
- Identify a question or concern you have about each class after the first few weeks and make it a point to visit your professor during office hours. It is a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster.

ANY OTHER QUESTIONS OR CONCERNS...

- Check out the BC Student Handbook: www.brooklyn.cuny.edu/web/about/offices/studentaffairs/orientation/handbook.php
 - Contact the First College Year Program. They can help you find the answers you need. Stop by 3208 Boylan, call 718-951-5771, or email firstcollegyear@brooklyn.cuny.edu
- Don't forget to have fun! It is important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don't offer?
- Clubs, organizations, student government:
 - Student Activities Central / Central Depository
302 Student Center, 718.951.5550 / 5712
 - Civic Engagement and Social Responsibility (CESR)
524 Student Center, Monday–Friday: 9 a.m.–5 p.m.
P: 718.951.5059
 - Sports teams, exercise: <http://www.brooklyncollegeathletics.com/index.aspx>
 - First College Year runs a number of events, including “First Year Thursdays,” which spotlight selected campus resources and student clubs. Connect with FCY for updates at <http://facebook.com/brooklynfirstcollegyear> and <http://twitter.com/brooklynFCY>
- By the end of October be on the look out for an email from First College Year to fill out your