



The Academic Advising Center

Where Do I Go?

Academic Advisement	Academic Advising Center , Kiely Hall 217, 997-5599; advising.qc.cuny.edu
Academic Appeals	The Office of Student Advocacy and Appeals , Frese Hall 201, 997-4486
Adding a Class	Web Registration: CUNYfirst: www.home.cunyfirst.cuny.edu
IB & AP Credit	Undergraduate Admissions , Welcome Center, Jefferson Hall Lobby, 997-5614
Apartments (on campus)	SUMMIT Housing Office , Summit 138, 997-4881
Appealing a Grade	First appeal: Professor; Second appeal: Department Chair; Third appeal: Dean of Division; Fourth appeal: Provost
Application for Admissions	Undergraduate Admissions , Welcome Center, Jefferson Hall Lobby, 997-5614
Bill (Tuition) Payment	QC Hub (Bursar) , Dining Hall 128, 997-4500
Bill (Tuition) Inquiries	QC Hub (Registrar) , Dining Hall 128, 997-4400
Bulletin	Queens College website: www.qc.cuny.edu
Books	QC Online Bookstore: www.qc.textbookx.com
Calculation of GPA	DegreeWorks via CUNY First Links: www.cuny.edu
Career Advisement	Center for Career Engagement and Internships , Frese Hall 213, 997-4465
CESL	College English as a Second Language , Kiely Hall 227, 997-5670
Change of Address, Phone Number	CUNYfirst: www.home.cunyfirst.cuny.edu ; QC Hub (Registrar) , Dining Hall 128, 997-4400
Change of Name, SS#	QC Hub (Registrar) , Dining Hall 128, 997-4400
Child Care	Child Development Center , Kiely Hall 245, 997-5885
Class Schedule	CUNYfirst: www.home.cunyfirst.cuny.edu
Commencement Office	Kiely Hall 413, 997-3600
Computer Labs	I Building, 2nd Floor, 997-5967; Science Bldg. A135, 997-3518
Course Registration	CUNYfirst: www.home.cunyfirst.cuny.edu
CUNY/ACT Basic Skills Tests	For testing inquiries email: testing@qc.cuny.edu
CUNY/ACT Basic Skills Tests help	Academic Support Center , Kiely Hall 227, 997-5670
Declaration of Major/Minor	First step: Registrar's website (complete and print the form); Second step: Department ; Third step: QC Hub (Registrar) , Dining Hall 128, 997-4400
Degree Requirements	Academic Advising Center , Kiely Hall 217, 997-5599
DegreeWorks	CUNY Portal: www.cuny.edu
Disabled Student Services	Special Services , Frese Hall 111A, 997-5870
Dismissal	The Office of Student Advocacy and Appeals , Frese Hall 201, 997-4486
Drop a Course	CUNYfirst: www.home.cunyfirst.cuny.edu
Education Abroad/National Student Exchange	King Hall 203 , 997-5769
Emergencies	Health Services Center , Frese Hall 310, 997- 2760
Emergency Closings	Main Gate Security , 997-5911 or 997-5912
Extension of Temporary Grades	CUNY Alert! Via CUNYfirst: www.home.cunyfirst.cuny.edu
Final Exam Schedule	The Office of Student Advocacy and Appeals , Frese Hall 201, 997-4486
Financial Aid	Registrar's website: www.qc.cuny.edu/registrar
FYI	QC Hub (Financial Aid) , Dining Hall 128, 997-5102
Grades	Freshman Year Initiative , Honors Hall 5, 997-5567
Graduation Application	CUNYfirst: www.home.cunyfirst.cuny.edu or
GRE, GMAT, LSAT, MCAT Prep	DegreeWorks via CUNY Portal: www.cuny.edu
Health Services/Insurance	CUNYfirst: www.home.cunyfirst.cuny.edu
Honors & Scholarships	Continuing Education , Queens Hall 105, 997-5700
ID card	Health Services Center , Frese Hall 310, 997-2760
Immunization	Honors Hall 16 , 997-5502
Interdisciplinary Studies	QCard Office , Dining Hall 116 A, 997-4240
International Credit Evaluation	Health Services Center , Frese Hall 310, 997-2760
Internships	Interdisciplinary Studies , Kiely Hall 1104, 997-5902
	Admissions Office , Jefferson Hall 105, 997-5604
	Center for Career Engagement and Internships , Frese Hall 213, 997-4465



The Academic Advising Center

Where Do I Go?

Job Listings
Leave of Absence
Letter certifying full-time student
Lost & Found
Minority Student Affairs
Parking
Pass/No Credit option (P/NC)

Peer Counseling
Permits for CUNY Schools
Permits for non-CUNY Schools
Personal Counseling
Photocopying
Pre-Engineering Program
Pre-Health Professions Advisory
Pre-Law Advisory
Probation Counseling
Reentry/Readmission
Refund (Tuition)

Registration Date
Resume Preparation
Schedule of Classes
Service Indicators (Holds) Inquiries

Sexual Harassment Complaints
Temporary Grade (INC) Resolution
Transcript(s)

Transfer Credit Evaluation
Tuition Payment
Tuition Statement Tax Form 1098-T
Tutoring and Academic Support

Veteran Students
Visa Issues
Voter Registration
Weekend College

Withdrawal (official)
Withdrawal
(appeal for retroactive/late withdrawal)
Writing Center

Center for Career Engagement and Internships Frese Hall 213, 997-4465
Counseling, Health & Wellness Center, Frese Hall, 1st Floor, 997-5420
QC Hub (Registrar), Dining Hall 128, 997-4400
Public Safety, Main Gate, 997-5912
Frese Hall 112, 997-5420

Security/Public Safety, Jefferson Hall 201, 997-4445 (see website)
CUNYfirst: www.home.cunyfirst.cuny.edu

Academic Advising Center, Kiely Hall 217, 997-5599 with questions;
To Elect P/NC CUNYfirst: www.home.cunyfirst.cuny.edu
Peer Support Services, Student Union Lower Level 37, 997-5419
ePermit via **CUNYfirst**: www.home.cunyfirst.cuny.edu

Registrar Paper Application: <http://www.qc.cuny.edu/registrar/perm/Pages/default.aspx>
Counseling, Health & Wellness Center, Frese Hall, 1st Floor, 997-5420
Library or Student Union, 1st Floor

Physics Department, Science Bldg. B-204, 997-3147
Science Bldg. B-338, 997-3470

Political Science Department, Powdermaker Hall 200, 997-5470

Counseling, Health & Wellness Center, Frese Hall, 1st Floor, 997-5420

Undergraduate Admissions, Welcome Center, Jefferson Hall Lobby, 997-5603
Bursars Website, Registration Review Appeal form:

http://www.qc.cuny.edu/registrar/Documents/Registration_Review_Appeal.pdf
CUNYfirst: www.home.cunyfirst.cuny.edu

Center for Career Engagement and Internships, Frese Hall 213, 997-4465
CUNYfirst (www.home.cunyfirst.cuny.edu); **Registrar**, Jefferson Hall 100, 997-4400
CUNYfirst: www.home.cunyfirst.cuny.edu; **One Stop Service Center (Registrar)**, Jefferson Hall, 997-4400

Office of Compliance and Diversity Programs, Kiely Hall 147, 997-5888

The Office of Student Advocacy and Appeals, Frese Hall 201, 997-4486

QC Hub (Registrar), Dining Hall 128, 997-4400; **Registrar's website**:
www.qc.cuny.edu/registrar; **CUNYfirst**: www.home.cunyfirst.cuny.edu

Undergraduate Admissions, Welcome Center, Jefferson Hall Lobby, 997-5614
QC Hub (Bursar), Dining Hall 128, 997-4500
1098-T Tax Credit Hotline, 997-4534

Language (Learning Center), Kiely Hall 226, 997-5970

Math Lab, Kiely Hall 331, 997-5859

Reading, Kiely Hall 131, 997-5677

Science, Remsen Hall 214, 997-5677

Writing, Kiely Hall 229, 997-5676

Discipline Specific Tutoring: See Individual Academic Departments

Veteran Student Services, Student Union 320, 997-3033

International Student Services, King Hall 207, 997-4440

Judicial Affairs and Service Learning, Student Union 320, 997-3970

Weekend College, Kiely Hall 179, *202 Powdermaker Hall when WC classes are in session, 997-4848

CUNYfirst: www.home.cunyfirst.cuny.edu

The Office of Student Advocacy and Appeals, Frese Hall 201, 997-4486

Kiely Hall 229, 997-5676