Before You Meet With an Advisor

Student_________________________Program_____________________ID#________________________

Advisor Name:______________________Phone#______________Email_____________________

Office Location:____________________Office Hours__________________________________

Complete these steps and bring this form with you to your Advising session

1. Log into MySUNYOrange and check Holds on your Student Academics tab. Take steps to clear any holds that will prevent registration.
2. Review your requirements in Degree Works (Student Academics tab) and classes you have left to take. Check course descriptions and prerequisites by clicking on each course number.
3. Click on Course Schedule Search (Student Academics tab) to access the Spring and/or Summer 2015 schedule of classes and put together a preliminary schedule using the table below.
   - Use the Advanced Search option to narrow your selection, for example:
     - Session - campus location, distance learning, etc.,
     - Attribute Type - specific degree requirements (e.g., GE 8 – SUNY Arts), RDG/WRT Permitted List, etc.
4. Record all course-related information in the appropriate columns below.

<table>
<thead>
<tr>
<th>CRN (Needed for Online Registration)</th>
<th>Subj (Subject)</th>
<th>Crse (Course #)</th>
<th>Sec (Section)</th>
<th>Cmp (Campus)</th>
<th>Day(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 20327</td>
<td>ENG</td>
<td>101</td>
<td>J1</td>
<td>M=Mdn.</td>
<td>TR</td>
<td>9:30 - 10:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N=Nwbg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O=Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>V=Online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternate Courses

TURN Over to Complete Advising Process with Advisor
**When You Meet With an Advisor**

**Spring 2015 PIN#:** ___________________  **Summer 2015 PIN#:** ___________________

*Students may register online if they are currently enrolled and are eligible to take, or have already completed, ENG 101 when registration begins.*

- New PIN numbers are generated every semester and are provided to students by an Advisor after discussing the student’s academic progress and degree requirements. There are separate PIN’s for Spring and Summer semesters.
- Instructions for registering online: [http://www.sunyorange.edu/advising/resources/ssb.shtml#Q6](http://www.sunyorange.edu/advising/resources/ssb.shtml#Q6)
- PIN numbers should be kept in a secure location until no longer active.
- Students may use any computer on campus or at home to register.

**Important Dates for Spring and Summer 2015 Registration:**

- **10/14**  Spring and Summer 2015 schedule of classes available online
- **11/3**  Spring and Summer 2015 registration begins for currently enrolled students who have earned 30+ credits and those in a Health Professions or Exercise Studies program
- **11/4**  Spring and Summer 2015 registration begins for currently enrolled students who have earned 15+ credits
- **11/5**  Spring and Summer 2015 registration begins for all currently enrolled, returning and readmitted students
- **1/5**  Tuition payment deadline for Spring 2015
- **1/16**  5:00 pm – Spring 2015 PIN’s are deactivated
- **1/16**  Last day to drop classes for full refund of tuition for Spring 2015 (fees are non-refundable)
- **1/20**  Spring 2015 semester begins
- **5/18**  Tuition payment deadline for Summer 2015
- **5/22**  5:00 pm – Summer 2015 PIN’s are deactivated for Summer Session I and II
- **5/22**  Last day to drop classes for full refund of tuition for Summer Session I (fees are non-refundable)
- **5/26**  Summer Session I begins
- **7/2**  Last day to drop classes for full refund of tuition for Summer Session II (fees are non-refundable)
- **7/6**  Summer Session II begins

**Important Notes:**

- Once the semester begins, students are required to obtain the Instructor’s signature to register for an online course.
- After the Add/Drop period, students are required to obtain the Instructor’s signature and the Department Chair’s signature to add a course.
- Holds must be cleared to register for classes.
- If registering in-person, submit the **Course Registration Form** signed by your Advisor to Student Services Central, Shepard Student Center or Student Services Central, Kaplan, 1st fl., Newburgh.
- A **$50 deposit** is required of all students upon registration; see Bursar webpage for deletion schedule.

**Student Responsibility:**

- If you receive **Financial Aid**, your courses must be applicable to your degree program.
- You are responsible for understanding the requirements of your degree and how the courses you register for fit into your program of study. Use Degree Works to keep track of your degree requirements and consult with an Academic Advisor if you have questions.
- You are financially responsible for any courses you are registered for and assume financial liability for the selected courses if you do not withdraw prior to the start of the semester. Any financial aid and payment questions should be cleared up before the semester begins.

**Rate Your Advising Experience!**

Go to the Academic Advising webpage and click on “Rate Your Advising Experience”