How to Register Online
To register online you must:

1. Have completed any required Reading/ Writing developmental courses the semester prior to registration
2. Have an alternate PIN number provided by your academic advisor after discussing your courses for the new semester
3. Be at least in your second semester and currently enrolled at SUNY Orange

To Begin the Online Registration Process:

1. Log into the SUNY Orange web page: www.sunyorange.edu
2. Click on “MYSUNYORANGE” and log in
3. Enter your Username number (located on your student ID card) and password
4. Click on “Student and Financial Aid”
5. Click on “Registration”

To Register for Courses:

7. Click on “Add or Drop Classes” and Select a Term and “Submit.” Enter your Alternate Pin Number and click on “Submit.”
8. If you know the Course Reference Number (CRN) of the courses you would like to register for, enter them in the boxes on the Add Classes Worksheet and click on “Submit Changes.” OR

Click on “Class Search.” Select the Subject and Course Number (and any other criteria you would like to narrow your search) and click on “Class Search” again. Click on the “Select” box on the left-hand side of the page next to the desired class (“C” indicates the class is closed) and click on “Register.” You will repeat this process for each class you would like to take.

Note: Registration Errors can occur when there is a time conflict in two or more classes selected, when a pre-requisite for the course has not been met, when a class is restricted to specific majors, etc.

To Drop a Class:
9. Click on the box under the column “Action,” highlight “Web Drop” and “Submit Changes.”

To Complete the Registration Process:
10. Your Status should indicate “Web Registered” next to each class you would like to take.
11. When you have selected all of the courses you need for the term, click on “Registration Fee Assessment” (located at the bottom of the page) to view your account balance. You are billed at the non-resident tuition rate and must submit a notarized residence application or pay the balance due. Students should see the Bursar’s Office regarding due dates and payment options.

12. At the bottom of the “Registration Fee Assessment” page, click on “Student Detail Schedule,” select “Submit” (upper right-hand side of the page) and proceed to print out a copy of your schedule.

Where to Get Help: Technical Support: Contact the Helpdesk: Monday-Friday 7AM-9PM 341-4749 or 341-4735 or 341-9736 or email: Helpdesk@sunyorange.edu

Course Selection: If you need additional assistance choosing courses, return to see your Assigned Advisor or visit the Advising and Counseling Center.
Middletown: Shepard Student Center, 3rd floor 341-4070
Newburgh: Kaplan Hall, 1st floor 341-9502