Next Steps – Fall 2014
Middletown Campus - Shepard Student Center

After meeting with an Advisor:

_____ 1. **Register for classes** - submit your registration form to Student Services Central (SSC) (Shepard Student Center, 3rd fl.)

_____ 2. **Review your schedule** - make sure you have the classes you wanted on the days, times, and campus location discussed. Will your class schedule conflict with your work schedule?

_____ 3. **Pay the $50 non-refundable tuition deposit** – (SSC). This is required of all students every semester unless you are receiving Ch. 33 (at 100% rate) or Ch. 31 benefits from the Veterans Administration.

_____ 4. **Submit Certificate of Residence** within 30 days of start of semester (required annually) – (SSC).

_____ 5. **Submit final official GED, high school and/or college transcripts, and immunization records** (if partially cleared) – (SSC).

_____ 6. **Pay your tuition** – (SSC). Due Aug. 4, or the day you register if after the payment due date.

_____ 7. **If applying for Financial Aid**, be aware of important dates:
    July 1 – Target date to complete all verification paperwork and any additional financial aid information required by the Financial Aid Office.
    After July 1 – Students who have not received confirmation of financial aid eligibility should sign up for a payment plan – (SSC).

_____ 8. **Get your student ID and parking pass** at the Information Desk, Shepard Student Center (2nd floor). You will need to show your schedule.

_____ 9. If purchasing your **textbooks** at the Bookstore or receiving a Financial Aid book voucher, be aware of the Bookstore’s refund policy and the following dates:

    Financial Aid book voucher from Bursar (*if eligible*) beginning Aug. 21
    Books available for purchase at Bookstore with voucher: Aug. 21 – Sept. 5*

*If your financial aid has not been completed and awarded by the book voucher deadline (Sept. 5), you will not be eligible for bookstore credit. Not all financial aid recipients receive assistance for books; have an alternate plan in place to purchase your books.

If your plans change, and you anticipate not attending any or all of your classes - it is your responsibility to fill out the necessary paperwork to withdraw from your classes in Middletown (Academic Advising, 3rd floor) or in Newburgh (Student Services Central, Kaplan Hall 110).

**Deadline to withdraw for full refund of tuition (fees are non-refundable)** is Friday, Aug. 22 at 5:00 p.m. Once the semester begins (August 25) you are financially responsible for any registered classes **even if you do not attend.**
Next Steps – Fall 2014
Newburgh Campus - Kaplan Hall

After meeting with an Advisor:

_____ 1. **Register for classes** - submit your registration form to Student Services Central (SSC) (front counter in KAP 110) when called by your original ticket number.

_____ 2. **Review your schedule** - make sure you have the classes you wanted on the days, times, and campus location discussed. Will your class schedule conflict with your work schedule?

_____ 3. **Pay the $50 non-refundable tuition deposit** – (SSC). This is required of all students every semester unless you are receiving Ch. 33 (at 100% rate) or Ch. 31 benefits from the Veterans Administration.

_____ 4. **Submit Certificate of Residence** within 30 days of start of semester (required annually) – (SSC).

_____ 5. **Submit final official GED, high school and/or college transcripts and immunization records** (if partially cleared) – (SSC).

_____ 6. **Pay your tuition** – (SSC). Due Aug. 4, or the day you register if after the payment due date.

_____ 7. **If applying for Financial Aid**, be aware of important dates:
   July 1 – Target date to complete all verification paperwork and any additional financial aid information required by the Financial Aid Office.
   After July 1 – Students who have not received confirmation of financial aid eligibility should sign up for a payment plan – (SSC).

_____ 8. **Get your student ID and parking pass** at the Security Desk at Grand Street Lobby (Kaplan Hall). You will need to show your schedule.

_____ 9. If purchasing your **textbooks** at the Bookstore or receiving a Financial Aid book voucher, be aware of the Bookstore’s refund policy and the following dates:

   Financial Aid book voucher from Bursar (*if eligible*) beginning Aug. 21
   Books available for purchase at Bookstore with voucher: Aug. 21 – Sept. 5*

   *If your financial aid has not been completed and awarded by the book voucher deadline (Sept. 5), you will not be eligible for bookstore credit. Not all financial aid recipients receive assistance for books; have an alternate plan in place to purchase your books.

If your plans change, and you anticipate not attending any or all of your classes - it is your responsibility to fill out the necessary paperwork to withdraw from your classes in Middletown (Academic Advising, 3rd floor) or in Newburgh (Student Services Central, Kaplan Hall 110). **Deadline to withdraw for full refund of tuition (fees are non-refundable) is Friday, Aug. 22 at 5:00 p.m.** Once the semester begins (August 25) you are financially responsible for any registered classes **even if you do not attend**.