Next Steps - Summer 2011
Middletown Campus - Shepard Student Center

After meeting with an Advisor:

_____ Take your registration form to **Records and Registration** (3rd floor) where they will register you for your classes.

_____ Review the print out of your **schedule** to make sure you have the courses you wanted on the days, times, and campus location discussed.

_____ Go to the Information Desk (2nd floor) to get your **ID photo taken**. (You can pick up your ID after you pay your bill.)

_____ **Payment** is due on April 26 or the day you register if after the payment due date. 
   Payment: **Bursar Office**; 2nd floor.
   Financial Aid Questions: 3rd floor.
   There are new regulations for summer financial aid. Go to the Financial Aid Office’s web page ([http://www.sunyorange.edu/financialaid/summer.shtml](http://www.sunyorange.edu/financialaid/summer.shtml)) to see how federal financial aid can be applied to your account.

_____ Summer I: If you bring a copy of your schedule to the **Bookstore** (2nd floor) by May 6, they can pre-package your books for pickup May 16 – 26 (go to [www.sunyorangebookstore.com](http://www.sunyorangebookstore.com) for store hours).

Summer II: If you bring a copy of your schedule to the **Bookstore** (2nd floor) by June 16, they can pre-package your books for pickup June 27 – July 6 (go to [www.sunyorangebookstore.com](http://www.sunyorangebookstore.com) for store hours).

_____ Your **parking pass** and **student ID** can be picked up at the Information Desk (2nd floor) once you receive a receipt for payment of tuition.

_____ Submit **final official high school and/or college transcripts** to the Admissions Office (3rd floor) and **immunization records** (if partially cleared) to the Health Services Office (2nd floor).

_____ 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 (Advising and Counseling, 3rd floor) or in Newburgh (Student Services Central, Kaplan Hall 110).

   Deadline to withdraw before classes begin:  
   Summer I - Friday, May 20 at 5:00 p.m.  
   Summer II - Thursday, June 30 at 5:00 p.m.

   **Please Note:**  
   Once the summer session begins (Summer I – 5/23 & Summer II – 7/5) you are financially responsible for any registered classes even if you do not attend.