Next Steps - Fall 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 August 1st or the day you register if after the payment due date.
Payment: Bursar Office; 2nd floor.
Financial Aid Questions: 3rd floor.
   April 15 – Target date to apply for financial aid so that your award can be applied to your bill.
   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 at the Bursar Office.

_____ If you bring a copy of your schedule to the Bookstore (2nd floor) by July 28, they can pre-package your books for pickup August 15 – 30 (go to 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 is Friday, August 26 at 5:00 p.m.

Please Note: Once the semester begins (8/29/11) you are financially responsible for any registered classes even if you do not attend.