Next Steps – Summer 2011
Newburgh Campus - Kaplan Hall

After meeting with an Advisor:

_____ Take your registration form to the Student Services Central (KAP 110) 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 Presentation Room (KAP 111) 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: Student Services Central; KAP 110.
   Financial Aid Questions: KAP 110.
   There are new regulations for summer financial aid. Go to the Financial Aid Office’s web page (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 (KAP 108) by May 19, they can pre-package your books for pickup May 23 – 27 (go to www.sunyorangebookstore.com for store hours).

   Summer II: If you bring a copy of your schedule to the Bookstore (KAP 108) by June 16, they can pre-package your books for pickup July 5 – 7 (go to www.sunyorangebookstore.com for store hours).

_____ Your parking pass and student ID can be picked up in the Presentation Room (KAP 111) once you receive a receipt for payment of tuition.

_____ Submit final official high school and/or college transcripts and immunization records (if partially cleared) to Student Services Central, KAP 110.

_____ 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 Newburgh (Student Services Central, KAP 110) or in Middletown (Advising and Counseling, Shepard Student Center, 3rd floor).

   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.