Next Steps – Spring 2015
Middletown Campus - Shepard Student Center
Newburgh Campus – Kaplan Hall

After meeting with an Advisor:

_____ 1. **Register for classes** - submit your registration form to Student Services Central - (SSC)
    Middletown - Shepard Student Center, 3rd fl.
    Newburgh - Kaplan Hall, Rm. 110

_____ 2. **Review your schedule** - make sure you have the classes you wanted on the days, times, and campus location discussed.

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

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

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

_____ 6. **Pay your tuition** – (SSC). Due Jan. 5, or the day you register if after the payment due date.

_____ 7. **If applying for Financial Aid**, be aware of important dates:
    Dec. 1 – Target date to complete all verification paperwork and any additional financial aid information required by the Financial Aid Office.
    After Dec. 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** - you will need to show your schedule
    Middletown - Shepard Student Center, Information Desk, 2nd fl.
    Newburgh – Kaplan Hall, Security Desk at Grand Street Lobby, 1st fl.

_____ 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:
    Financial Aid book voucher application available on your MySUNYOrange/Student Finances.
    Books available for purchase at Bookstore with voucher: Jan. 15 – Jan. 30*

*If your financial aid has not been completed and awarded by the book voucher deadline (Jan. 30), 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.

_____ 10. **Check your SUNY Orange email regularly** for important information and updates.

*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 (SSC). Deadline to
withdraw for full refund of tuition and fees is Fri., Jan. 16 at 4:30 p.m. Beginning Jan. 20, you are financially responsible for any registered classes even if you do not attend.