Next Steps – Spring 2013
Middletown Campus - Shepard Student Center

After meeting with an Advisor:

_____ Submit registration form to Records and Registration (3rd floor) to register 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.

_____ Pay the $50 non-refundable tuition deposit at the Bursar. This is required of all students, even if receiving some form of financial aid assistance.

_____ Payment for tuition is due on January 7, or the day you register if after the payment due date, at the Bursar Office; 2nd floor.

Financial Aid Questions: 3rd floor.

Dec. 3 – Target date to complete all verification paperwork and any additional financial aid information required by the Financial Aid Office.

After Dec. 3 – Students who have not received confirmation of financial aid eligibility should sign up for a payment plan at the Bursar Office.

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

_____ If purchasing your books at the Bookstore or receiving a Financial Aid book voucher:
   Optional Pre-packaged book order:
   Drop off schedule by Dec. 7, pick up books Jan. 7 - 15
   Financial Aid book voucher from Bursar (if eligible) beginning Jan. 10
   Books available for purchase at Bookstore with voucher – Jan. 10 – 25*

*If your financial aid has not been completed and awarded by the book voucher deadline (Jan. 25), 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.

_____ 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 fl.) and immunization records (if partially cleared) to the Wellness Center (2nd fl.).

_____ 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 with no financial penalty Friday, January 11 at 5:00 p.m.

Please Note: Once the semester begins (Jan. 14, 2013) you are financially responsible for any registered classes even if you do not attend.
Next Steps – Spring 2013  
Newburgh Campus - Kaplan Hall

After meeting with an Advisor:

_____ Submit registration form to the Student Services Central (SSC) front counter in KAP 110 when called by your original ticket#. Review the print out of your schedule to make sure you have the courses you wanted on the days, times, and campus location discussed.

_____ Pay the $50 non-refundable tuition deposit at SSC. This is required of all students, even if receiving some form of financial aid assistance.

_____ Payment is due on Jan. 7, or the day you register if after the payment due date, at SSC.

Financial Aid Questions: SSC

Dec. 3 – Target date to complete all verification paperwork and any additional financial aid information required by the Financial Aid Office.

After Dec. 3 – Students who have not received confirmation of financial aid eligibility should sign up for a payment plan at SSC

_____ Go to the Grand St. Lobby, Security Desk in Kaplan Hall to get your ID photo taken. (You can pick up your ID after you pay your bill.)

_____ If purchasing your books at the Bookstore or receiving a Financial Aid book voucher:
Optional Pre-packaged book order:

Drop off schedule by Dec. 7, pick up books Jan. 7 - 15
Financial Aid book voucher from SSC (if eligible) – beginning Jan. 10
Books available for purchase with voucher Jan. 10 – Jan. 25*

*If your financial aid has not been completed and awarded by the book voucher deadline (Jan. 25), 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.

_____ Your parking pass and student ID can be picked up at the Grand St. Lobby, Security Desk in Kaplan Hall 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 SSC.

_____ 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 (SSC, KAP 110) or in Middletown (Academic Advising, Shepard Student Center, 3rd fl.). Deadline to withdraw with no financial penalty is Fri., Jan. 11 at 5 pm.

Please Note: Once the semester begins (January 14, 2013) you are financially responsible for any registered classes even if you do not attend.