Before You Meet With an Advisor:
Complete these steps and bring this form with you to your Advising session

If you have any questions about these steps, please see an Advisor for clarification or Banner help.

1. Review Placement Results and Permitted lists if applicable (Advising & Counseling webpage under “Advising Resources/Program Sheets”).
2. Log into Banner and check Holds. Take steps to clear any that will prevent registration.
3. Review your Transcript in Banner, noting any transfer credits if applicable.
4. Check off any current and completed courses on your Program Sheet located in the online college catalog (SUNY Orange webpage under “Academics”) or available in the Advising & Counseling Center.
5. Bring up the Online Schedule of Classes in Banner (available tentatively 10/14).
   - Look up classes you have left to take (make sure you check pre-requisites) and put together a preliminary schedule using the table below. Fill out each column with the respective course information:

If you receive financial aid you must register for courses that are applicable to your program.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>*Cmp</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course resource number</td>
<td>Subject (e.g. ENG)</td>
<td>Course Number (e.g. 101)</td>
<td>Section (e.g. B1)</td>
<td>Campus</td>
<td>(e.g. TR-Tuesday&amp;Thursday)</td>
<td>(Building where class will be held)</td>
</tr>
</tbody>
</table>

*Cmp or Campus: M=Middletown; N= Newburgh; O=Other:
MWH= Monroe Woodbury High School, PJS= Port Jervis High School,
WHS= Warwick Valley High School, WWW= Online

If you anticipate not attending any or all of your classes, it is your responsibility to withdraw from classes. The deadline to withdraw without financial penalty is Friday, January 13. Once the semester begins (January 17) you are financially responsible for any registered classes and may receive grades, even if you never attend.