SUNY Orange Academic Advising Office

*Before You Meet With an Advisor*

Student_________________________Program_____________________ID#________________________

Advisor Name:____________________Phone#________________Email________________________

Office Location:__________________Office Hours_____________________________________

Complete these steps and bring this form with you to your Advising session

1. Log into **Banner** and check **Holds**. Take steps to clear any that will prevent registration.
2. Review your **Academic Transcript** in Banner.
   - Check off any current, completed and/or transfer courses on your **Program Sheet**. Academic Degree and Program requirements can be found in the College Catalog (SUNY Orange webpage under “Academics”) or in the Academic Advising Office.
3. In Banner, click on **Registration** to access the **Summer 2014 and/or Fall 2014** schedule of classes.
4. **Look Up Classes** you have left to take (check **prerequisites** by clicking on the CRN number highlighted in blue) and put together a preliminary schedule using the table below.
   - Use the **Advanced Search** option to narrow your selection, for example:
     - **Session** - campus location, distance learning, etc.,
     - **Attribute Type** - specific degree requirements (e.g., GE 8 – SUNY Arts), RDG/WRT Permitted List, etc.
5. Record **all** course-related information in the appropriate columns below.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Day(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>20327</td>
<td>ENG</td>
<td>101</td>
<td>J1</td>
<td>TR</td>
<td>9:30 -10:45</td>
</tr>
</tbody>
</table>

Alternate Courses

<br>

TURN Over to Complete Advising Process with Advisor
When You Meet With an Advisor  
Registration: Summer and Fall 2014

PIN#____________  *Students may register online if they are currently enrolled and are eligible to take, or have already completed, ENG 101 when registration begins.

- New Pin numbers are generated every semester and are provided to students by an advisor after discussing the student’s academic progress and degree requirements.
- Instructions for registering online: [http://www.sunyorange.edu/advising/resources/ssb.shtml#Q6](http://www.sunyorange.edu/advising/resources/ssb.shtml#Q6)
- Pin numbers should be kept in a secure location until no longer active.
- Students may use any computer on campus or at home to register.

### Important Dates for Summer 2014 Registration:

- 5/12  Tuition payment deadline.
- 5/23  5:00 pm – deadline to add/drop course(s) online if you have a PIN number.
- 5/23  Last day to drop classes for full refund of tuition for Summer Session I (fees are non-refundable).
- 5/27  Summer Session I begins.
- 7/3   Last day to drop classes for full refund of tuition for Summer Session II (fees are non-refundable).
- 7/7   Summer Session II begins.

### Important Dates for Fall 2014 Registration:

- 3/17  Fall 2014 schedule of classes available online.
- 4/14  Registration begins for currently enrolled students who have earned 30+ credits and those in a Health Professions or Exercise Studies program.
- 4/15  Registration begins for currently enrolled students who have earned 15+ credits.
- 4/16  Registration begins for all currently enrolled, returning and readmitted students.
- 8/4   Tuition payment deadline.
- 8/22  5:00 pm – deadline to add/drop course(s) online if you have a PIN number.
- 8/22  Last day to drop classes for full refund of tuition (fees are non-refundable).
- 8/25  Fall 2014 semester begins.

### Important Notes:

- Holds must be cleared to register for classes.
- If registering in-person, submit the Course Registration Form signed by your Advisor to Student Services Central, Shepard Student Center or Student Services Central, Kaplan, 1st fl., Newburgh.
- A $50 deposit is required of all students upon registration; see Bursar webpage for deletion schedule.

### Student Responsibility:

- If you receive Financial Aid, your courses must be applicable to your degree program.
- You are responsible for understanding the requirements of your degree and how the courses you register for fit into your program of study. Consult with an Academic Advisor if you have questions.
- Use the Degree Evaluation report available in Banner to keep track of your degree requirements (this tool must be used along with your program sheet located in the College Catalog). For information on how to use Banner, or this tool, go to [http://www.sunyorange.edu/advising/resources/ssb.shtml#Q4](http://www.sunyorange.edu/advising/resources/ssb.shtml#Q4).
- You are financially responsible for any courses you are registered for and assume financial liability for the selected courses if you do not withdraw prior to the start of the semester. Any financial aid and payment questions should be cleared up by the Financial Aid and/or Bursar’s Office before the semester begins.

**Rate Your Advising Experience!**

Go to the Academic Advising webpage and click on “Rate Your Advising Experience”