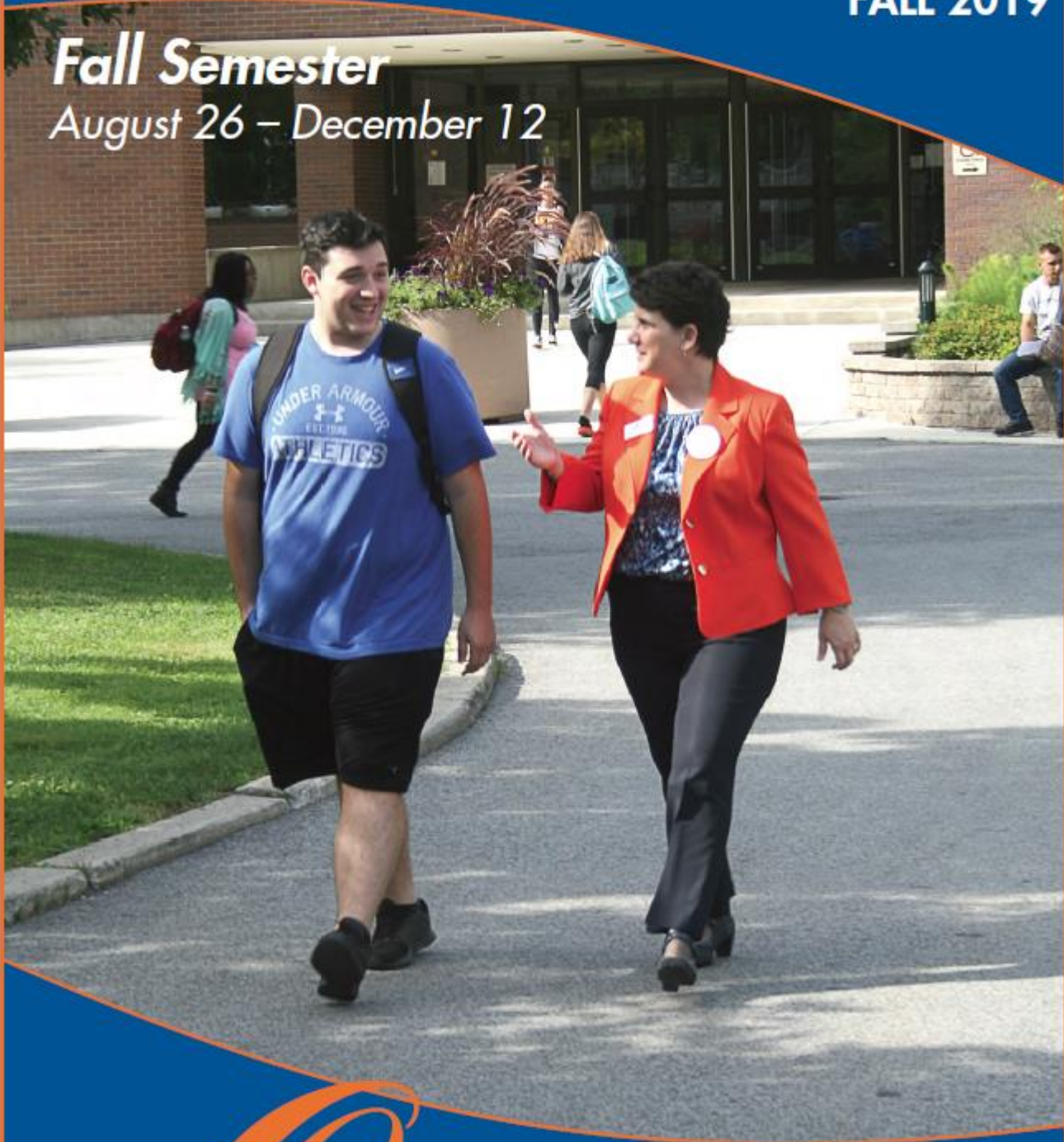


Registration Guide
FALL 2019

Fall Semester
August 26 – December 12



SUNY ORANGE

www.sunyorange.edu

Fall 2019

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Classroom Building Key

Middletown

Code Building Name

BT	Bio-Technology Building
DV	Devitt Center
HO	Horton Hall
HA	Harriman Hall
HU	Hudson Hall
LIB	Library
OH	Orange Hall
PE	Physical Education Building

RCSE	Rowley Center for Science and Engineering
SSC	Shepard Student Center

Newburgh

Code Building Name

KAP	Kaplan Hall
TWR	Tower Building

Off-Campus locations

Code Building Name

PJP	Port Jervis Pike Street
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Shuttle Bus: The College offers free daily shuttle service for students between the Newburgh and Middletown campuses during the Fall semesters. The first shuttle leaves Newburgh at 7 a.m., arriving in Middletown in time for 8 a.m. classes, and continues on the hour to shuttle between the campuses until the last shuttle returns to Newburgh at 6:45 p.m. for additional information please visit

<http://www.sunyorange.edu/nec/services/shuttlebus.shtml>

College Bookstore

Looking for textbook information? Visit the Bookstores on both campuses for personalized service or log on to the SUNY Orange Bookstore website, www.sunyorangebookstores.com, where students will be able to find information about books required for courses, set up Textbook Pre-Packs, and place orders through the Bookstore online. If you have your schedule with you it will help you select your books, you can also reach us by phone at (845) 341-4815.

Information Directory

(845) 344-6222

(Please visit our website for office hours)

Middletown Campus

Office Number

Accessibility Services	341-4077
Admissions	341-4030
Academic Advising	341-4070
Bookstore	341-4815
Business Training & Development	341-4770
Career & Internship Services	341-4444
Community Enrichment	341-4890
Continuing & Professional Education	341-4770
Driving Programs/Alcohol Education	341-4892
Financial Aid	341-4190
Lab School	341-4165
Library	341-4855
Registrar	341-4140
Student Accounts	341-4830
Student Activities	341-4065
Transcripts	341-4140
Tutorial Services	341-4171
Veteran's Rep	341-4071
Wellness Center	341-4870
Workforce Development Education	341-4532

Newburgh Campus – 562-2454

Office Number

Accessibility Services	341-9034
Campus Administration	341-9524
ESL	341-9593
Lab School	341-9056
Learning Center	341-9504
Library	341-9020
Student Activities	341-9544
Workforce Development	341-9532

General Policy: The College makes every effort to maintain the schedule of courses as announced in this Bulletin. However, the College reserves the right to change instructors, withdraw courses, change rooms or cancel courses without previous announcement, based on enrollment, budget, or other constraints. Orange County Community College is an equal opportunity/affirmative action institution. In accordance with Federal regulations, the New York State Human Rights Law and Section 504 of the Rehabilitation Act of 1973, Orange County Community College does not discriminate.

Lab School: Morrison Lab School at Middletown and the Newburgh Campus Lab School offer quality educational childcare for children of students, faculty, staff, and community (as space allows). Ages 2 months through pre-school age Call 341-4165 www.sunyorange.edu/labschool

Registration Calendar for Credit Courses

April 8, Monday	Reserved Priority Fall 2019 Registration for Currently Enrolled Students in Health Professions & Exercise Studies, TRIO, EOP, Honors, Veterans or students who have 30 or more credits earned prior to Spring 2019
April 9, Tuesday	Reserved Priority Fall 2019 Registration for Currently Enrolled Students with 15 or more credits completed prior to Spring 2019
April 10, Wednesday	Registration for all <u>currently enrolled</u> Degree Seeking and <u>currently enrolled</u> Non-Degree Seeking students and Re-Admitted students
May 21, Tuesday	Spring 2019 Grades Distributed to Students On-Line – Students should make necessary adjustments to Summer 2019 & Fall 2019 schedules as a result of Spring 2018 grades
May 27, Monday	Memorial Day—College Closed
May 28, Tuesday	Registration for all New Degree-Seeking Students enrolling for the first time for Fall 2019. Consult the Academic Advising Web Page at www.sunyorange.edu for details New and Returning Non-Degree Seeking Students Registration for Fall 2019 begins. Fall 2019 Registration continues for all students
June 29, Monday	Students who wish to pay using Financial Aid should have all completed paperwork on file with the Financial Aid Office
July 4, Thursday	Independence Day—College Closed
August 16, Friday	Late Registration for Fall 2019 All Students - Payment Due upon Registration Fall 2019 Wait List ends
August 23, Friday 4:30 p.m.	Last Day to Drop Fall 2019 Courses without Incurring Tuition Liability In Person
August 25 11:59 p.m.	Last Day to Drop Fall 2019 Courses without Incurring Tuition On Line with PIN number
August 26, Monday	Fall 2019 Semester Starts Day & Evening Credit Classes Begin
August 30, Friday 4:30 p.m.	Last Day to Add courses in person
September 1, Sunday	Last day to add course with PIN number - Web Registration Ends 11:59 p.m.
September 16, Monday	Last day to Drop Courses without a grade of “W”
October 1, Tuesday	Apply for December Graduation
October 14, Monday	Fall Holiday - No Classes
October 15, Tuesday	Classes run on a Monday Schedule (Day & Evening)
October 16, Wednesday	Second Half-Semester Classes begin
October 25, Friday	Deadline for Mid-Semester Progress Reports (Unsatisfactory Grades and Faculty Feedback Forms)
November 4, Monday	Spring/Summer 2020 registration starts
November 19, Tuesday	Last day to withdraw from Full semester course with grade of “W” (Without Academic Penalty)
November 27- December 1 Wednesday - Sunday	Thanksgiving Break – College Closed (Administrative Office open on 11/27 until 5:00p.m.)

December 2, Monday	Classes Resume
December 6, Friday	Last day to apply for December Graduation
December 9- 12 Monday -Thursday	Required Last Week of Day Classes with Final Exams (Special Schedule)
December 9- 12 Monday -Thursday	Last week of Evening and Saturday Class with Final Exams
December 12, Thursday	Fall 2019 Classes End
December 16, Monday	All Final Grades are due by 9:00a.m.
December 17, Tuesday	Grades Available to students after 3:00pm
December 16- January 1 Closed 12/21 – January 1	Winter Recess Begins - Administrative Offices open 12/16 through 12/20 until 5:00 p.m. College

Important Registration Information

Students, faculty, staff, and prospective students can access available courses for the Fall 2019 semester by reviewing the searchable online database (accessible either on the public web site www.sunyorange.edu/schedules or via Banner at MySUNYOrange). In addition to the links offered below, a complete array of information related to registration can be found in this Registration Information guide or on the College’s Course Schedules web site.

Registration Options: In-person: A registration form (signed by an advisor if you are a degree-seeking student), proof of residency, and proof of immunization (for students registering for 6 or more credits) are required to complete registration. Online Registration Students meeting specific institutional criteria may register online through Self- Service Banner. The students, when they meet with their advisor, are given a registration PIN #, and as long as they have no holds preventing registration, can register via the web starting April 8,9,10 or 22 for continuing students and May 28 for New Students. Instructions on how to register online can be found at www.sunyorange.edu/advising

Changes to Schedule: An Add/Drop occurs when a student makes changes to his/her schedule after registration. For degree seeking students, an advisor’s signature is required for any schedule change except for Physical Education activity courses (PES 101 and above). Students may add open semester courses and/or change sections during the Add/Drop period which is 5 business days after the beginning of the semester or its equivalent for part of term courses. After the Add/Drop period, signatures of the Instructor and Department Chair are required. Students who wish to register for a closed (filled) class should add themselves to a waitlist if one is available for the desired course. Or you may obtain permission from the Instructor and Department Chair (Note: Waitlists are not available for all courses).

Below are links to important registration-related information:

Academic Calendar:

www.sunyorange.edu/academic_services/calendar

Registration Calendar:

www.sunyorange.edu/academic_services/calendar/registration.shtml

Registration Steps:

www.sunyorange.edu/academic_services/steps.shtml

Tuition and Fees Schedule:

www.sunyorange.edu/student/tuition_fees.shtml

Refund Policy:

www.sunyorange.edu/bursar/refunds/credit.shtml

Residence Form/Information:

www.sunyorange.edu/schedules/documents/BURSAR_AFFIDAVIT_Info.pdf

(A resident of New York is one who has maintained legal residence in the State for one year and in the county for six months immediately preceding the first day of classes)

Payment Schedule/Options:

www.sunyorange.edu/bursar/payment_options.shtml

Student Immunization Form/Information:

www.sunyorange.edu/schedules/docs/immunization_F2011.pdf
(New York State Public Health Law requires that all college and

university students enrolled for at least six (6) credits complete and return the Student Immunization Record form)

Credit Course Registration Form (Degree/Non-Degree Seeking Students):

www.sunyorange.edu/schedules/documents/credit_course_registration_form.pdf

Registration Policies and Procedures:

www.sunyorange.edu/academic_services/reg_policies_proc.shtml

Maps/Directions:

www.sunyorange.edu/directions/

Registration Schedule

Registration For:	Registration Begins
ALL currently enrolled Veterans, Honors, TRIO, EOP, or students with 30 or more credits completed prior to Fall 2019	Monday, April 8
ALL Health Profession Majors (including Exercise Studies)	Monday, April 8
All currently enrolled degree-seeking students with 15 or more credits completed prior to Fall 2019	Tuesday, April 9
All currently enrolled degree/non-degree seeking or readmitted students	Wednesday, April 10
New Students enrolling for the first time and new & returning non-degree Seeking Students	Tuesday, May 22

New Student: a degree-seeking student who has applied and been admitted to the College in an approved degree or certificate program

Continuing Student: a degree-seeking student who was enrolled last semester in an approved degree or certificate program

Readmit Student: a degree-seeking student who is returning to an approved degree or certificate program after an absence of two or more semesters

Visiting Student: a student currently enrolled at another college or university. Visiting students planning to transfer credit to their home institution should seek approval from their school before registering.

Non-Degree-Seeking Student: a student who has received a high school diploma or GED but has not applied or been admitted to an approved degree or certificate program at the College. Non-degree students are not eligible for financial aid and are limited to a cumulative enrollment of 11.5 credits. Complete details on all of the Registration Steps can be found in the Policies and Procedures section of our web site.

Registration Steps If I am a ... I need to:	New Degree-Seeking Student	Continuing Student	Readmit Student Previously enrolled but have not attended for two or more semesters	Non-Degree-Seeking or Visiting Student
File an application for admission or readmission and complete the admission process	X		X	
Complete Placement Testing or apply for a waiver	X			X
Provide proof of Immunization (including meningitis response form) if I plan to register for 6 or more credits	X			X
Clear any holds	X	X	X	X
Attend a New Start session	X			
Attend a Restart Session (only for readmitted students on academic probation)			X	
Meet with an academic advisor for advisement	X		X	Optional
Register for classes during the registration period	X		X	X
Provide proof of residency (a new form must be submitted annually)	X		X	X
Complete payment or finalize payment arrangements	X		X	X

Payment Dates and Options at SUNY Orange

To complete the registration process all students must:

- Accept Financial Responsibility Statement
- Complete Residency Requirement
- Make Payment Arrangements by Deadline
- Add Access to a Proxy/Authorized User

It is required to make payment arrangements by deadline or you will be dropped from your registered courses.

If you decide not to attend after registering:

- You must officially withdraw. All students will incur tuition and fee charges once the term begins.
- Students who complete a drop form (phone calls are not accepted) with Student Services Central or drop online via Self-Service Banner prior to the start of the term will not incur any charges. Non-attendance does not constitute an official drop.

Payment Dates for Fall 2019

Those Registered:	Payment arrangement deadline:
April 8, 2019 – July 15, 2019	August 1, 2019
July 16, 2019 – August 15, 2019	August 20, 2019
August 16, 2019 – August 20, 2019	August 21, 2019
Beginning August 21, 2019	Same day as registration

Starting August 26, 2019 all students who withdraw or drop courses will be charged according to the College's published refund policy. Non-payment does not limit student's liability. Students who register for classes but fail to complete the payment process or attend classes, will incur a tuition liability if they do not withdraw before the start of the term.

Non-payment does not limit student's liability. Students who register for classes but fail to complete the payment process or attend classes, will incur a tuition liability if they do not withdraw before the start of the session.

Payment Options

Payment options include cash, money order, check or credit card: VISA, MasterCard, Discover, Financial Aid, third-party sponsors or the Installment Payment Plan.

Payment can be made in person, online, by mail, or by lock box located outside the Student Services Central (SSC), in the George Shepard Building (Middletown campus), and Kaplan Hall (Newburgh campus). Please be certain to always include the student's name when making payments by check or credit card. For your convenience, payment in full may also be made online by logging in to your MySUNYOrange account or at www.sunyorange.edu/studentaccounts.

*Please note the College does not accept any payments by telephone including credit card payments.

Residence

To qualify for NY resident tuition rates a student must have maintained a legal residence in NY State for one year and in the county for six months immediately preceding the first day of the semester. All NY State residents who do not complete the residence requirement will be charged as a non-resident. Proof of residence must be submitted annually.

Payment Plan

The payment plan allows students to pay their tuition and fees in monthly installments. There is a \$35.00 fee (per semester) due at time of enrollment. Please note the Payment Plan is not available for Winter Session.

Fall 2019 Enrollment Dates

June 15, 2019	Deadline for 5 payment plan
July 15, 2019	Deadline for 4 payment plan
August 25, 2019	Deadline for 3 payment plan

Tuition and Fees Schedule

Fall 2019

The following is the schedule of tuition and fees at SUNY Orange.
For additional information, see Student Accounts section of the SUNY Orange website.

Full-Time Student Tuition: (12 or more credits)

New York State resident	\$2592.00 per semester
Non-resident	\$5184.00 per semester

Part-Time Student Tuition

New York State resident	\$216.00 per credit hour
	\$ 108.00 per half credit hour
Non-Resident	\$432.00 per credit hour
	\$216.00 per half credit hour

Mandatory Fees (Non-Refundable):

Student Activity/Athletic Fee:

Full-time (12+ credits)	\$61.00
Part-time (.5-11.5 credits)	\$5.00 per credit

Technology Fee:

Full-time (12+ credits)	\$160.00
Part-time (.5-11.5 credit)	\$14.00 per credit

Cultural Affairs Fee:

Full-time (12+ credits)	\$14.00
Part-time (.5-11.5 credits)	\$7.00

Child Care Fee:

	\$7.00
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College Fees (Non-Refundable)

Admissions Application Fee	\$30.00
Readmission Application Fee	\$20.00
Graduation Fee	\$55.00
Transcript Fee	\$8.00
Transcript Fee	\$8.00
(*As of September 1, 2019 Transcript Fee's will be \$10.00)	
Laboratory Fee (per applicable courses)	\$40.00
Malpractice Insurance Fee (per applicable courses)	\$7.50
Academic Support Fee (3or more credits)	\$45.00
Late Registration Fee	\$10.00
\$25.00 maximum	
Returned Check Fee	\$25.00 per check
Health Professions Fee	\$175.00
Foreign Check handling fee, per check	\$10.00 plus bank fees
Assessment Fee	\$25.00
Late Payment Fee	\$50.00
Parking and Transportation Fee	\$15.00

Note: The College reserves the right to increase tuition and fees upon approval of the Board of Trustees. Tuition does not include the cost of books.

Proxy/Authorized User Access

Students can grant others (referred to as a proxy) access to the student account and financial aid information. Get started by logging into your MySUNYOrange account and clicking the Proxy Authorization tab.

Red Flag Policy (Identity Theft Prevention)

SUNY Orange is committed to preventing fraud associated with the misuse of identifying information (identity theft) of staff, students, faculty, or others who have relationships with the College to obtain educational or financial services. In compliance with the Federal Trade Commissions Red Flags Rule (16 CFR 681.2) the college will require all individuals requesting services to provide a SUNY Orange Identification

Fall 2019

Refund Policy Schedule

The first day that classes are offered as scheduled by the College, shall be considered the first day of the term, and the first week of classes for the purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of classes, have elapsed.

Students who officially withdraw from a credit course or from the college may be eligible for a refund of tuition and appropriate share of fees in accordance with the following schedule:

Fall 2019 Refund Schedule

Full Semester Classes: start: Monday, August 26, 2019

Prior to the start date of the term	100% tuition
During the first week	75% tuition
During the second week	50% tuition
During the third week	25% tuition
After the third week	0% tuition

First Half Classes: start: Monday, August 26, 2019

Prior to the start date of the term	100% tuition
During the first week	25% tuition
After the first week	0% tuition

Second Half Classes: start: Wednesday, October 16, 2019

Prior to the start date of the term	100% tuition
During the first week	25% tuition
After the first week	0% tuition

Title IV Federal Refund Policy

Title IV Federal Financial Aid Students who withdraw or stop attending the college during the first 60% of the semester have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal Government as the result of this recalculation.

Residence Forms and Information

To qualify for NY resident tuition rates a student must have maintained a legal residence in NY State for one year and in the county for six months immediately preceding the first day of the semester. All NY State residents, who do not complete the residency requirement, will be charged as a non-resident. Proof of residence must be submitted annually.

In accordance with New York State Education Law, Section 6301 each full-time and part-time student residing in New York State must file a Certificate of Residence. The County of Legal Residence for a New York State resident attending a community college contributes to the College a portion of the College's cost for providing services to the student.

The basis for assessing counties for this money is the Certificate of Residence.

Certificates are valid for 12 months from the date of issue. A new Certificate must be submitted each year.

http://www.sunyorange.edu/studentaccounts/residency_instructions.html

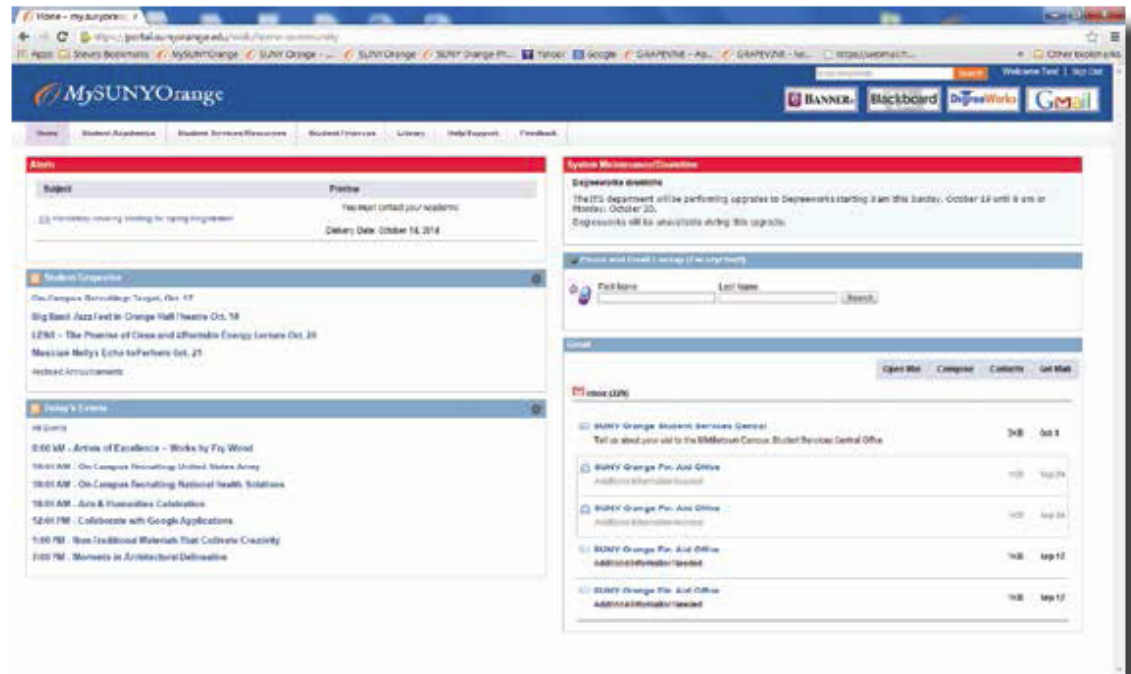
Welcome to MySUNYOrange

Online Services at MySUNYOrange

For your convenience, SUNY Orange offers several online services that are available at MySUNYOrange. These online services provide instant access to your student records (Banner), e-mail (Gmail) and online courses (Blackboard).

Once logged in to Banner, you can:

- access registration to drop/add courses
- print a copy of your schedule
- search for class times and availability
- view holds on your account
- examine a detailed summary of your academic program
- view mid-term and final grades, review your payment history, check financial aid and tax information
- print an unofficial transcript.



You can also send and receive e-mails via Gmail, collaborate with classmates and professors through Blackboard and conduct research by accessing the Library Databases (note that access to the Library databases requires specific usernames and passwords and is not covered with your Single Sign-on account). These services can be accessed via the MySUNYOrange link located near the top right of the College's home page (www.sunyorange.edu) shown above.

Upon reaching the MySUNYOrange page, you will be asked to insert your username which is your "A" number (including the letter "A" plus 8 digits) and password (first two letters of your first name with the first letter capitalized and your 6 digit date of birth (MMDDYY) format), which will then direct you a landing page (shown above) where you may link to the various online services, view the College calendar for that day, see recent announcements and locate helpful informational links. (see https://itservice.sunyorange.edu/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=sunyorange&article_id=2097-1484039 for more information)

All students should also be aware that the College has established e-mail as the official means of communication with students (the policy is included below). Mass communications to students will be in the form of an e-mail newsletter entitled "Student Grapevine." When necessary, students may also receive personalized official e-mail notifications from such College departments as Financial Aid, Student Accounts, Academic Advising, or Registrar.

The Student Grapevine will include announcements, schedules of events, and notifications of College deadlines. An online version of the Student Grapevine will be posted to the College's web site.

SUNY Orange Student E-mail Policy

Assignment of E-mail Address

SUNY Orange assigns an e-mail address (@sunyorange.edu) to each registered student. This College-issued e-mail account will be designated as the student's official e-mail address when administrative and academic departments need to communicate with students.

College Responsibility

The College is responsible for communicating with students in a timely and accurate way about changes in policies, procedures and deadlines that affect them. The College will select the most appropriate method (mail, telephone, e-mail) to convey pertinent information to specific groups of students. In some cases, e-mail may be used exclusively. Routine announcements, administrative and academic dates and deadlines, and information of a general nature will typically only be sent by e-mail.

Student Responsibility

Students are responsible for receiving, reading, responding to and complying with official e-mail communications sent by the College. Because information may be time-sensitive, students are encouraged to check their e-mail regularly (daily, several times weekly) throughout the semester.

Students who opt to redirect their @sunyorange.edu e-mail account to another personal e-mail account do so at their own risk. The College is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student's failure to receive or read e-mail communications does not constitute an excuse for missing College communications or meeting College deadlines.

Registration Policies and Procedures

Admission

A student who plans to enroll in an approved degree or certificate program at SUNY Orange must apply and be admitted to the College. Admission is open to all applicants who are graduates of an accredited high school or recipients of a state high school equivalency diploma. Students without a high school or equivalency diploma may apply to take their HSE/G.E.D. through the Office of Continuing and Professional Education. Contact the Office of Continuing and Professional Education for Information on obtaining a HSE/G.E.D. at (845) 341-4890.

Students previously admitted to the college who have not attended for two or more consecutive semesters (excluding the Summer semester) must apply for readmission.

For more information on admission into SUNY Orange, please contact the Office of Admissions at (845) 341-4030 or via email: apply@sunyorange.edu

Advising

All degree-seeking students must obtain approval from a faculty advisor or academic advisor either in your respective academic department or in the Office of Academic Advising prior to registering for classes.

Attendance

Attendance is required in all courses. Work missed during any period of absence, regardless of the reason for the absence, must be made up by the student (see course syllabi for details). Instructors are authorized to lower grades for class absences and may withdraw students from non-developmental courses for excessive absences.

Instructors shall not lower grades for absences for religious observance nor, provided the instructor's permission is given in advance, for participation in athletics or other college-sponsored events.

If illness, accident or similar circumstances make it impossible for a student to attend classes for three or more consecutive days, it is his or her responsibility to notify each instructor to make up missed work.

Current or future awards of financial aid may be

affected if a student does not attend classes for which he or she is registered.

Audit of Course

Students who do not wish to earn credit or a grade should complete a special permission form available at Student Services Central in Middletown or Newburgh when they register for courses. Students may, however, change status from audit to credit or vice versa, if they file the special permission card by the end of the third week of classes (or its equivalent). Some courses, such as Nursing, are not subject to audit.

Those students who are receiving financial aid should consult with the Financial Aid Office before registering for or changing to audit status.

Instructors are not required to evaluate the work of audit students.

Certifications of Enrollment/Attendance or Certifications of Full-Time/Part-Time Status

Enrollment Certification of full-time/part time status is available through the National Student Clearinghouse Self-Service Program. Student will securely and seamlessly be brought to the Clearinghouse Self-Service site by signing into MySUNYOrange. Advanced Registration Certificates, Current Enrollment Certificates and Past Enrollment Certificates will be available for students to print.

To certify enrollment, tuition and fees must be paid and all holds must be cleared from the student's record.

College Closings and Delays

Announcements of College closings and delays are carried on area radio stations, posted on the College website, the College Facebook page, the College Twitter feed and available by calling (845) 344-6222. Students may also sign-up for email notifications of College closings.

Course Placement Test

First-time College students admitted to SUNY Orange must complete a required Placement Test to determine skill levels in reading, writing and mathematics prior to their first registration. A photo

ID is required and there is a \$25 non-refundable fee charged for the test.

A waiver from the English portion of the Placement Test is granted to new students who can document their completion of Freshman English 1 with a grade of C or better. A waiver from the math portion of the Placement Test is granted for completion of a college-level math with a grade of C or better. A waiver of the Placement Test does not guarantee transferability of the credits.

For a current test schedule and/or complete details on the waiver policy, please visit the Admissions Office website or call (845)-341-4030 or call the Newburgh Student Services Central at (845) 341-9502

Note: Students enrolled in the 24 Credit Hour Program or United States citizens with an international transcript who are seeking financial aid are required to take this test in order to satisfy the Title IV ability to benefit requirements. Students who pass the ability to benefit exam may qualify for state aid only.

Office of Accessibility Services

The Office of Accessibility Services (OAS) provides support services, information and guidance to students with disabilities who are attending or plan to attend SUNY Orange. Services are coordinated for individuals with disabilities including, but not limited to, those with physical, learning, mental health, chronic health, or sensory related disabilities.

Once students have self-identified, applied for services, and provided documentation of their disability, our staff works to determine eligibility for reasonable accommodations. Under the Americans with Disabilities Act (ADA), both the student and the college must carry out these responsibilities in a timely manner. The Office of Accessibility Services also acts as a liaison between the student, faculty and staff. The Office of Accessibility Services is an official New York State Voter Registration site. Individuals who visit our office are given the opportunity to register as NYS voters. Assistance is available to complete the registration. The OAS office is located in Room 348, Shepard Student Center at the Middletown Campus; (845) 341-4077. At the Newburgh Campus

services are available at Kaplan Hall, Student Services Central, Room 110 or by calling (845) 341-9034.

Final Examination Policy and Last Day of Classes

Final examinations are not required in all courses. In the Fall semesters there is a mandatory fifteenth week. A special schedule is developed for the day classes to accommodate those classes which will give a comprehensive final examination. Final examinations will not necessarily be held on the same day or at the same time, during the Fall/Fall semesters, as the regularly scheduled course. The special schedule for final examinations of day classes is developed and distributed by the Registrar's Office at the tenth week of the semester. Examinations for evening classes are usually held in the last week, the same day of the week and at the same time of day, during the Fall semesters, as the regularly scheduled course. See the academic calendar for dates for final examinations. The final exam schedule can be found at www.sunyorange.edu/academic_services/finals.shtml

Financial Aid

All degree-seeking students enrolled in approved programs are eligible for financial aid consideration. All enrolled courses must apply to your major/degree. Students requesting aid must complete the FAFSA (Free application for Federal Student Aid) once each academic year (2017-2019), located at www.fafsa.ed.gov. If you are attending the Fall 2019 semester, please fill out the 2019- 2020 FAFSA. Students must select which aid year they can best utilize for their Pell and loan eligibility. ****Do not go to fafsa.com as this site charges a fee and is NOT recommended by the federal government or SUNY Orange.** Upon submission of a completed FAFSA, a student who is a resident of NY State should use the link to NY State found on the confirmation page to complete the TAP web application. To avoid delays and to ensure having financial aid available to assist with payment of tuition and fees, students are encouraged to apply for financial aid as early as possible. Please note being in attendance in all enrolled course(s) is imperative. Non Attendance in one or all of your

classes can negatively impact your eligibility for financial aid. New students must have a final official high school transcript or official G.E.D. Score Report on file with the Admissions Office before any financial aid is awarded. For complete information on aid programs contact the Financial Aid Office in Middletown at (845) 341-4190

Fresh Start Policy

SUNY Orange provides an opportunity for poorly performing students to receive a “Fresh Start” if they either a) have not attended the College for at least one academic year; or, b) wish to change their academic program (major). ***Students are eligible for ONE Fresh Start during their academic career.***

Separation Fresh Start Policy

This policy is intended to provide a “fresh start” for students with unsatisfactory grades that have been away from the College for at least one year.

An eligible student will have his or her CQPA re-computed by excluding final grades earned in courses taken that are not explicitly required in the student’s intended degree or certificate program. The student must apply for this fresh start opportunity at the beginning of his/her returning semester. If the application is denied by the Registrar or his/her designee, a written appeal may be made to the Vice President for Academic Affairs.

Application of the fresh start policy means:

A. Credits and grades will be omitted from the recalculation of a CQPA until the CQPA is 2.00 or the smallest possible number above 2.0

B. Courses and grades omitted from the recalculation will be identified on the transcript. To be eligible for a fresh start, a student must meet all of the following criteria:

She/he must:

1. Be matriculated in a registered degree or certificate program at the College.
2. Have been out of the College for at least one calendar year
3. Have a CQPA lower than 2.0 at the time of the request
4. Acknowledge in writing the restrictions of this policy via student signature on the Fresh Start Application

Change of Program (Major) Fresh Start Policy

This policy is intended to provide a “fresh start” for students who have changed to a new program (major) and earned unsatisfactory grades in courses that were taken under the previous program (major).

An eligible student will have his or her CQPA re-computed by excluding final grades earned in courses taken that are required by the original degree but not for his/her new program (major). The student must apply for a change of program (major) fresh start within the first three weeks of his/ her second semester in the new program (major). If the application is denied by the Registrar or his/her designee, a written appeal may be made to the Vice President for Academic Affairs.

Application of the change of program (major) fresh start means:

A. Credits and grades will be omitted from the recalculation of a CQPA until the CQPA is 2.00 or the smallest possible number above 2.0

B. Courses and grades omitted from the recalculation will be identified on the transcript.

To be eligible for a change of program fresh start, a student must meet all of the following criteria:

She /he must:

1. Be matriculated in a registered degree or certificate program at the College.
2. Be currently enrolled in classes
3. Have completed at least one semester in their current program (major)
4. Have a CQPA lower than 2.0 at the time of the request
5. Acknowledge in writing the restrictions of this policy via student signature on the Fresh Start Application
6. Successfully complete 2 courses applicable to the new program (major) with a “C” or better for the change of program (major) fresh start to be applied

Honors Program

The Honors Program has been developed to offer highly motivated and talented students an opportunity to develop their potential more fully as

they study for the Associate degree. Honors courses will offer enrichment through alternative texts, outside readings, research projects, and abstract concept development beyond the traditional course section. Honors sections of courses are identified by the letter “H” at the end of the course number code in the **Schedule of Courses**. For more information on the program and eligibility rules, contact the Honors Coordinator at (845) 341-4004.

Immunization

New York State law requires that all students born on or after January 1, 1957 who wish to enroll for six (6) credits or more in any semester provide proof of immunity to measles, mumps, and rubella. www.sunyorange.edu/schedules/docs/immunization_F2011.pdf. In addition, all students, regardless of age, must sign and return the Meningitis Response Form available at www.sunyorange.edu/admissions/apply/docs/MeningitisForms.pdf or in the Wellness Center. Immunization Forms must be on file in the Wellness Center prior to registration. For questions related to immunization requirements and acceptable documentation contact the Wellness Center at (845) 341-4870.

Make-Up of Classes Cancelled Due to Inclement Weather

Evening classes canceled due to inclement weather will be rescheduled. Students will be advised by the instructor of the time and day of these sessions. Generally, a make-up session is held on the Friday evening of the next week.

Maximum Credit Load

In general, students may schedule their classes in the day or evening, or both, in accordance with their particular needs. To register for 20 or more credits in a semester, or 9 or more credits in a summer session, the permission of the appropriate Associate Vice President is required. Twelve or more credits in a semester constitutes a full-time course load; one-half credit to 11.5 credits is designated as part-time study.

Payment

Students who fail to make payment arrangements by

the deadline may be dropped from their registered courses. . For payment deadline dates, please visit the following link: www.sunyorange.edu/studentaccounts/payment_options.shtml Payment options include cash, money order, check, or credit card: VISA, MasterCard or Discover Card, finalized financial aid, Installment Payment Plan or third-party contracts. ****Pay online**** for your convenience, payment by credit card may also be made online. Access our website at www.sunyorange.edu/studentaccounts. Click on make a one-time online payment now. Please note the College does not accept any payment by telephone including credit card payments. The schedule of tuition and fees is available in this publication and at the Student Accounts’ web page. To qualify for New York State resident tuition rates, a student must have maintained a legal residence in NY State for one year and in the county for six months both immediately preceding the day of the semester. All NY State residents who do not complete the residence requirement will be charged as a non-resident. Proof of residence must be submitted annually.

An application for Verification of Residence, along with the instructions for filling it out, can be found in the course schedule publication, or down-loaded in PDF format at the Student Accounts web site.

Students who register for classes but who fail to complete the payment process or attend classes, will incur a tuition liability if they do not withdraw (by completing and processing a drop form with the Student Services Central) before the start date of the semester. Non-attendance does not constitute an OFFICIAL drop. Non-Payment does not limit student’s liability.

Prerequisites

A prerequisite course is one that prepares a student for advanced courses in an academic field. Prerequisites may be waived or substituted at the discretion of the appropriate department chair. A signed waiver form must be filed with the Registrar’s Office.

Note: Course prerequisites are listed in the course catalog and sometimes as a special notation listed with a course in this bulletin. A student without the appropriate prerequisite or waiver can be withdrawn

from the course by the instructor.

Repeating a Course

A repeated course is automatically identified by the computer system. The grade and credits earned in the final attempt are calculated in the student's academic average. All grades remain on the academic record. Students who receive financial aid should check with the Financial Aid Office before repeating a course in which a D or better grade was earned. Note: Students in Health Profession programs who wish to repeat a professional course must receive approval from the department chair and file a special permission card with the advisor.

Holds

Students who have un-met financial obligations or who have failed to comply with College requirements are not permitted to register or receive grades until the hold is cleared with the issuing office. Further, information relating to student records, such as certification of attendance, diplomas and transcripts are also withheld.

Student ID and Parking Permit

Students can update their College ID or parking permit at the Student Activities Office in the Shepard Student Center in Middletown or Security in Kaplan Hall in Newburgh.

Visiting Students

SUNY Orange welcomes students from other colleges and universities who wish to enroll in credit courses. Visiting students hoping to transfer credits to their home institution should seek approval from their home institution prior to registering.

Withdrawal from Non-Developmental Courses

During the semester, a student may withdraw from a course by completing a withdrawal (drop) form that is available at the Student Services Central with an advisor's signature. No record of the course appears on the transcript if the course is dropped by specific dates (See Academic Calendar - www.sunyorange.edu/academic_services/calendar/). Thereafter, a grade of "W" is recorded. From these dates forward, the student would need to do an Official Withdrawal by the appropriate deadlines

(see Official Withdrawal from College section) or the instructor may initiate an Instructor Withdrawal. An instructor is not required to do an Instructor Withdrawal. Withdrawals are processed by the Student Service Central the day of receipt. Please keep this in mind since refunds are generated from the processing date.

Withdrawal from Developmental Courses

For a student to withdraw from a developmental reading or writing course he or she must receive approval from either the Director of Academic Support and Testing (or designee) or the appropriate Associate Vice President of Academic Affairs. The signed forms are submitted to the Registrar for placement in the student's academic file. The same applies to a student to withdraw from a developmental math course after having attempted 24 non-developmental credits. Absence from class is not a sufficient reason when seeking permission to withdraw from a required developmental course. Students who are not required to enroll in developmental courses and choose to do so may withdraw with the signature of an Advisor.

Official Withdrawal from the College

A student may withdraw from the College and from all current semester courses, including developmental, if he or she does so by the deadline published in the academic calendar. The student should discuss the decision with his or her advisor prior to withdrawal. The student must complete the **Total Withdrawal** from College Form with appropriate signatures by the dates noted on the Academic Calendar. Exit interviews with Academic Advising staff members are required for all admitted (matriculated) students. Students who receive any form of financial aid are required to obtain a financial aid officer's signature. Non-Degree seeking students should complete and file the forms with Student Services Central.

Withdrawal and Financial Aid Awards

Financial Aid students who withdraw or stop attending the college during the semester may have their current financial aid adjusted. Check with the Financial Aid Office regarding future aid eligibility.

Credit Course Registration Form



Newburgh Campus 1 Washington Center, Newburgh, NY 12550
 Middletown Campus 115 South Street, Middletown, NY 10940
 (845) 341-4140 • registrar@sunyorange.edu

Student Information

Semester: FALL SPRING SUMMER

Term of Last Registration: FALL SPRING SUMMER

Degree Seeking
 Non Degree Seeking
 Visiting Students:
 SUNY College _____
 Non SUNY College _____

Last Name			First Name		Middle Initial	A# _____
Street Address			City	State	Zip Code	SSN or Tax Identification Number* _____-_____-_____
Home Phone	_____		Cell Phone	_____		*SSN or Tax Identification Number is required by the IRS for reporting of tuition and related expenses for tax purposes and for financial aid.
County of Residence _____						
Date of Birth MM/DD/YYYY (Mandatory) ____/____/____						Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Other Names Used: _____						Emergency Contact: Name: _____ Telephone #: _____ Relationship to You: _____
U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF NO (Check one) <input type="checkbox"/> PERMANENT RESIDENT ALIEN <input type="checkbox"/> NON-RESIDENT ALIEN (identify below)			If Hispanic/Latino, is your background? (select one) <input type="checkbox"/> Central American <input type="checkbox"/> Dominican <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> South American <input type="checkbox"/> Other Hispanic/Latino			
What Country? _____			All students, please indicate your race. (select one or more) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Native Alaskan <input type="checkbox"/> Native Hawaiian/Pacific Islander <u>Ethnicity:</u>			
Veteran Status: <input type="checkbox"/> VET <input type="checkbox"/> Dependent of VET <input type="checkbox"/> Active Duty Military			Name of other <u>COLLEGE</u> (s) attended (up to 2) _____ _____			
Are you a High School Grad or GED Recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name of High School _____			

Continue to next page

Course Registration Details

1. You are obligated to pay in full all tuition and fees whether or not you attend classes unless you officially drop classes in accordance with the refund schedule published on the Student Accounts web page <http://www.sunyorange.edu/bursar/>
2. Some of your financial aid awards may be reduced or cancelled if: (1) You register for courses that are not applicable to your degree requirements or; (2) Change from full-time to part-time status.
3. I understand that if my immunization requirements are not met, I may be dropped from my classes.
4. I am aware of the SUNY Orange course prerequisite/co-requisite policy as outlined in our catalog for each course.
5. I understand that some courses are offered at multiple locations (Middletown, Newburgh, Online, etc.) and my schedule of sections has taken that information into consideration.

Program of Study: _____						
CRN	SUBJECT	COURSE	SECTION	CAMPUS	COURSE TITLE	CREDITS
Total Credits						

I accept financial responsibility for my SUNY Orange bill during the indicated semester. I acknowledge that my tuition and fees must be paid by the due date or I will be assessed a \$50.00 late payment fee. I realize that non-attendance will not relieve my financial responsibility. I have read and understand the SUNY Orange refund policy and NYS residency requirements. I understand that if a college debt is referred to outside sources for collection, I will be responsible for paying additional collection contingency fees (up to 50% of the delinquent account balance). I understand that I will be restricted from registering for additional courses or for future terms and my transcripts and diplomas will be placed on hold.

*Please note you must complete the SICAS Accept Charges Survey by logging into your MySUNYOrange account.

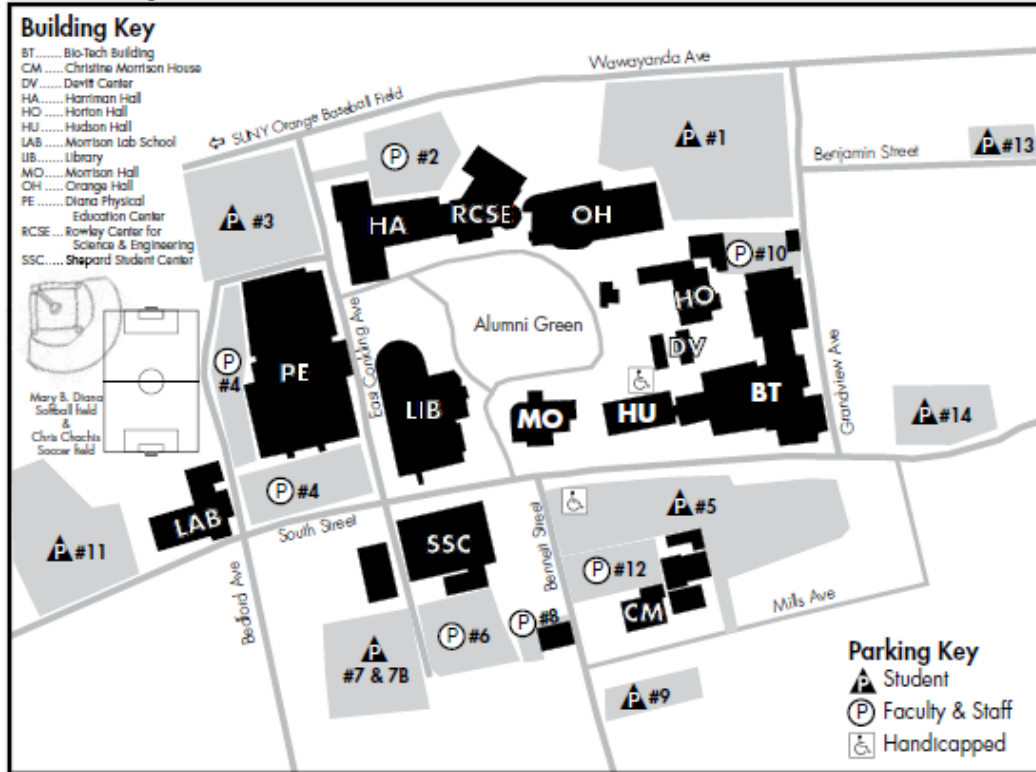
Student's Name (Print Clearly)	Student's Signature	Date:
Advisor's Name (Print Clearly)	Advisor's Signature	Date:

FOR OFFICE USE ONLY DATE: _____ INITIALS: _____

Last Update 8/16/2018

Campus Map

Middletown Campus



Best Routes to Middletown Campus

115 South Street, Middletown

Arriving from Connecticut or Upstate New York: take Interstate 84 West to exit 3W, Route 17M (Middletown), proceed on 17M which becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left on Bennett to the top of the hill (South Street).

From New York City or New Jersey: N.Y.S. Thruway to exit 16 (Harriman) to Route 17 West to exit 123 (Middletown). Follow 17M (to Middletown) which becomes Dolson Avenue. Continue to Bennett, turning left on Bennett to top of hill (South Street).

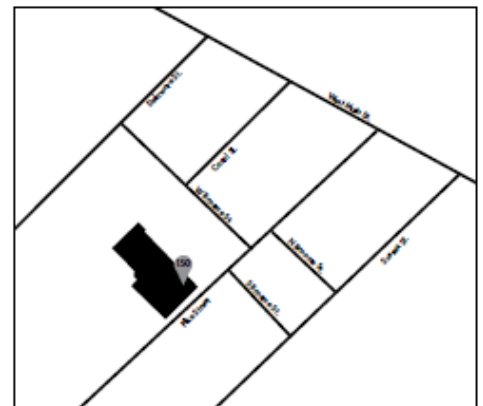
From Sullivan County and Western New York: Route 17 to exit 121W, Interstate 84 West for 3.3 miles to exit 3W, (Route 17M) becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left to Bennett Street.

Best Route to Port Jervis Instructional Site

150 Pike Street, Port Jervis

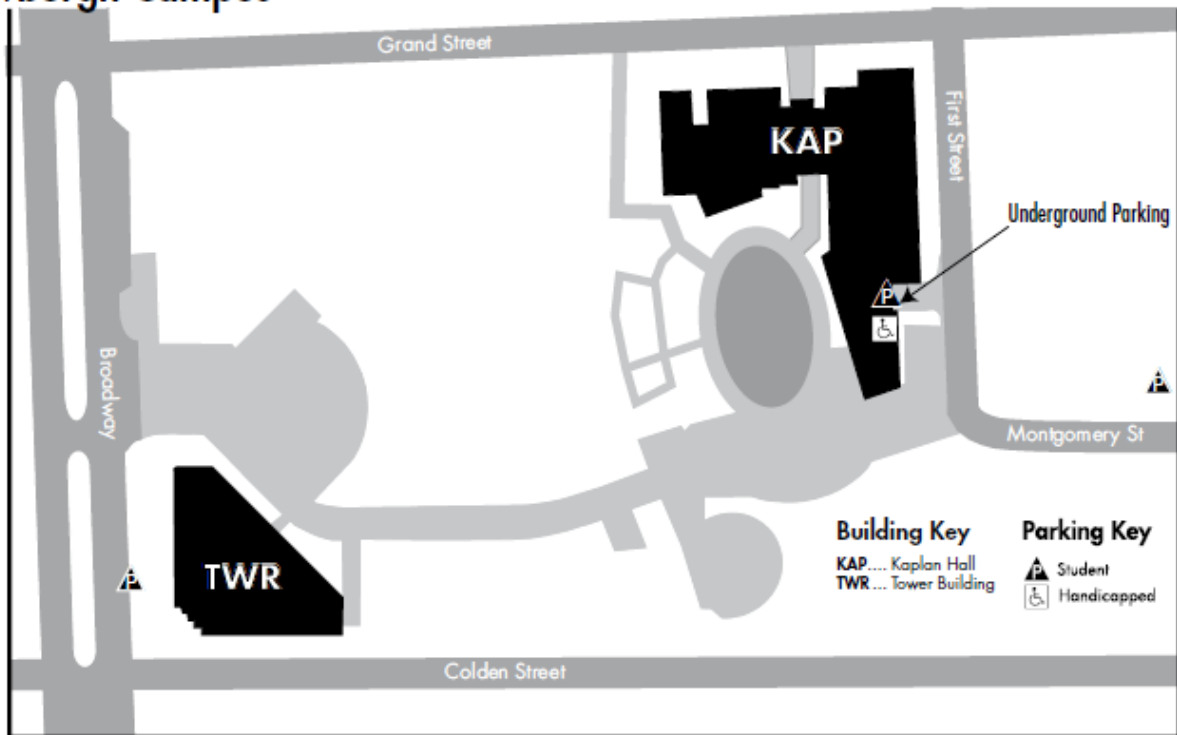
From the East: Take I-84 to Exit 1. Turn left turn off exit ramp, then bear right at first traffic light (East Main Street). Follow East Main St. to Pike Street. Turn left on Pike Street. The SUNY Orange Instructional Site is on your right at 150 Pike Street.

From the West: Take I-84 to Exit 53. Make a slight left onto US-209 N/US-6 E. Pass by Citizens Bank. Enter New York. The SUNY Orange Instructional Site will be on the left at 150 Pike Street.



Campus Map

Newburgh Campus



Best Routes to Newburgh Campus

One Washington Center, Newburgh

From Middletown: From Middletown: Take Interstate 84 East to Exit 10 and stay to right of ramp. Turn right onto Route 9W and immediately get into the left lane. At stoplight, turn left onto North Plank Rd. which becomes Marine Drive as it parallels the Hudson River. Turn right on to Colden Street and take first right onto Second St. At the first stop sign, turn left onto Montgomery St. proceed a short block, bear right, and enter the Kaplan Hall parking garage on your left.

From Upstate New York or New York City/New Jersey area: Take New York State Thruway to Exit 17 (Newburgh). After toll booths, bear right and follow signs for Interstate 84 East. Follow directions above.

From Dutchess County & Connecticut: Take Interstate 84 West Newburgh/Beacon Bridge to Exit 10S. Stay to right of ramp, turn right at end of ramp. Staying to the right, follow signs to Route 9W South, turn right onto Route 9W. After next light, immediately get into left lane. At the stoplight, turn left onto North Plank Rd., which becomes Marine Drive. Turn right onto Colden St. and take first right onto Second St. At the first stop sign, turn left on Montgomery St. proceed a short block, bear right, and enter the Kaplan Hall parking garage on your left.

SUNY ORANGE

SUNY Ulster



S·U·N·Y
SULLIVAN


HUDSON VALLEY
EDUCATIONAL CONSORTIUM

www.hudsonvalleyeducationalconsortium.org

For more information or to register,
contact the Registrar, Darlene Benzenberg

341-4180

darlene.benzenberg@sunyorange.edu



Westchester
Community
College

State University of New York

DUTCHESS
COMMUNITY COLLEGE

RCC | Rockland
Community
College

STATE UNIVERSITY OF NEW YORK

The Hudson Valley Educational Consortium is a collaborative effort among SUNY Orange, Ulster, Rockland, Sullivan, Dutchess and Westchester Community Colleges to create broader access to academic programs and workforce training throughout the six county region.

**Earn an Associate in Applied Science degree in:
Cyber Security, Emergency Management, Fire Protection Technology,
Green Building Maintenance & Management, or Public Health**