Spring 2015: January 20 – May 12
Summer 2015: May 26 – August 13
   Summer 1 Session: May 26 – July 2
   Summer 2 Session: July 6 – August 13
Message from the President

Here at SUNY Orange, we realize your education is important to you, whether you are fresh out of high school, an adult student returning after a decade or more in the workforce, or somewhere in between. Rest assured, your education is equally important to us as well.

I encourage you to examine this bulletin as you plan the next step of your educational journey. You will find information on many of the College’s policies and procedures, including class registration, tuition and fees, and payment options for the Spring and Summer 2015 semesters.

Over the years, the College has earned a reputation for academic excellence and we are committed to furthering our role as an educational leader in Orange County. We realize that when you choose SUNY Orange, you are entrusting your academic future to us. Every faculty and staff member at the College takes that responsibility very seriously.

Welcome to SUNY Orange and I look forward to seeing you on campus.

William Richards
President
SUNY Orange
The College offers free daily shuttle service for students between the Newburgh and Middletown campuses during the fall and spring 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.

### Contents

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### Classroom Building Key

#### Middletown

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT</td>
<td>Bio-Technology Building</td>
</tr>
<tr>
<td>DV</td>
<td>Devitt Center</td>
</tr>
<tr>
<td>HO</td>
<td>Horton Hall</td>
</tr>
<tr>
<td>HA</td>
<td>Haniman Hall</td>
</tr>
<tr>
<td>HU</td>
<td>Hudson Hall</td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
</tr>
<tr>
<td>OH</td>
<td>Orange Hall</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education Building</td>
</tr>
<tr>
<td>RCSE</td>
<td>Rowley Center for Science and Engineering</td>
</tr>
</tbody>
</table>

#### Newburgh

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP</td>
<td>Kaplan Hall</td>
</tr>
<tr>
<td>TWR</td>
<td>Tower Building</td>
</tr>
</tbody>
</table>

#### Off-Campus Locations

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWH</td>
<td>Monroe Woodbury High School</td>
</tr>
<tr>
<td>PJH</td>
<td>Port Jervis High School</td>
</tr>
<tr>
<td>WHS</td>
<td>Warwick Valley High School</td>
</tr>
</tbody>
</table>

### 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. You can also reach us by phone at (845) 341-4815.

### Information Directory

拨打电话 (845) 344-6222（请访问我们的网站查看办公时间）

#### Middletown Campus

<table>
<thead>
<tr>
<th>Office</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Services</td>
<td>341-4077</td>
</tr>
<tr>
<td>Admissions</td>
<td>341-4030</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>341-4070</td>
</tr>
<tr>
<td>Bookstore</td>
<td>341-4815</td>
</tr>
<tr>
<td>Bursar</td>
<td>341-4830</td>
</tr>
<tr>
<td>Business Training &amp; Development</td>
<td>341-4770</td>
</tr>
<tr>
<td>Career &amp; Internship Services</td>
<td>341-4444</td>
</tr>
<tr>
<td>Community Enrichment</td>
<td>341-4890</td>
</tr>
<tr>
<td>Continuing &amp; Professional Education</td>
<td>341-4770</td>
</tr>
<tr>
<td>Driving Programs/Alcohol Education</td>
<td>341-4892</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>341-4190</td>
</tr>
<tr>
<td>Lab School</td>
<td>341-4165</td>
</tr>
<tr>
<td>Library</td>
<td>341-4855</td>
</tr>
<tr>
<td>Registrar</td>
<td>341-4140</td>
</tr>
<tr>
<td>Student Activities</td>
<td>341-4065</td>
</tr>
<tr>
<td>Transcripts</td>
<td>341-4140</td>
</tr>
<tr>
<td>Tutorial Services</td>
<td>341-4171</td>
</tr>
<tr>
<td>Veteran’s Rep</td>
<td>341-4071</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>341-4870</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>341-4532</td>
</tr>
</tbody>
</table>

#### Newburgh Campus – 562-2454

<table>
<thead>
<tr>
<th>Office</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Central</td>
<td>341-9502</td>
</tr>
<tr>
<td>(Admissions, Financial Aid, Registration,</td>
<td></td>
</tr>
<tr>
<td>Bursar, Academic Advising)</td>
<td></td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>341-9034</td>
</tr>
<tr>
<td>Campus Administration</td>
<td>341-9524</td>
</tr>
<tr>
<td>ESL</td>
<td>341-9593</td>
</tr>
<tr>
<td>Lab School</td>
<td>341-9056</td>
</tr>
<tr>
<td>Learning Center</td>
<td>341-9504</td>
</tr>
<tr>
<td>Library</td>
<td>341-9020</td>
</tr>
<tr>
<td>Student Activities</td>
<td>341-9544</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>341-9532</td>
</tr>
</tbody>
</table>

#### Off-Campus Sites

- Monroe-Woodbury H.S. ............................... 460-7000 ext. 7004

### 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

The information in this Registration Guide is accurate as of its publication on 10/17/2014. For the latest information on Registration policies, please visit the College’s website at www.sunyorange.edu.
Spring/Summer 2015

Registration Calendar For Credit Courses

SPRING 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16, Thursday</td>
<td>Fall 2014 Mid-Semester U Grades for Full Semester Courses Available to Students</td>
</tr>
<tr>
<td>November 7, Friday</td>
<td>Last Day for Student to Withdraw from Fall 2014 Semester-Long Courses with Grade of “W”</td>
</tr>
<tr>
<td>November 3, Monday</td>
<td>Reserved Priority Spring 2015 Registration for Currently Enrolled Students in Health Professions &amp; Exercise Studies or who have 30 or more credits earned prior to Fall 2014</td>
</tr>
<tr>
<td>November 4, Tuesday</td>
<td>Reserved Priority Spring 2015 Registration for Currently Enrolled Students with 15 or more credits completed prior to Fall 2014</td>
</tr>
<tr>
<td>November 5, Wednesday</td>
<td>Registration for all currently enrolled, readmitted or continuing Non-Degree Seeking students</td>
</tr>
<tr>
<td>December 1, Monday</td>
<td>Students who wish to pay using Financial Aid should have all completed paperwork on file with the Financial Aid Office by this date to meet payment date</td>
</tr>
<tr>
<td>November 17, Monday</td>
<td>Registration for all New Degree-Seeking Students enrolling for the first time for Spring 2015. Consult the Academic Advising Web Page at <a href="http://www.sunyorange.edu">www.sunyorange.edu</a> for details.</td>
</tr>
<tr>
<td>November 17, Monday</td>
<td>New Non-Degree Seeking Students Registration for Spring 2015 begins.</td>
</tr>
<tr>
<td>January 2, Friday</td>
<td>Fall 2014 Grades Distributed to Students Online — Students should make necessary adjustments to Spring 2015 schedules as a result of Fall 2014 grades</td>
</tr>
<tr>
<td>December 16, Tuesday</td>
<td>Late Registration for Spring 2015 All Students</td>
</tr>
<tr>
<td>January 5, Monday</td>
<td>Payment Due for Spring 2015 Priority Registrations</td>
</tr>
<tr>
<td>January 6, Tuesday</td>
<td>Late Registration for Spring 2015 All Students</td>
</tr>
<tr>
<td>January 16, Friday</td>
<td>Payment Due Upon Registration</td>
</tr>
<tr>
<td>January 16, Friday</td>
<td>Access to Web Registration</td>
</tr>
<tr>
<td>January 16, Friday</td>
<td>Last Day to Drop Spring 2015 Courses without Incurring Tuition Liability</td>
</tr>
<tr>
<td>January 20, Tuesday</td>
<td>Spring 2015 Classes Begin</td>
</tr>
<tr>
<td>January 20, Tuesday-</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>January 26, Monday</td>
<td>Add/Drop Period</td>
</tr>
</tbody>
</table>

See ACADEMIC CALENDAR on the Registrar’s Web Page at www.sunyorange.edu for IMPORTANT academic dates such as drop dates during the Spring 2015 Semester. The College will be closed from 12/24/2014 through 1/1/15.

SUMMER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3, Monday</td>
<td>Reserved Priority Spring 2015 and Summer 2015 Registration for Currently Enrolled Students in Health Professions &amp; Exercise Studies or who have 30 or more credits earned prior to Fall 2014</td>
</tr>
<tr>
<td>November 4, Tuesday</td>
<td>Priority Spring 2015 and Summer 2015 Registration for Currently Enrolled Students with 15 or more credits completed prior to Fall 2014</td>
</tr>
<tr>
<td>November 5, Wednesday</td>
<td>Registration for all currently enrolled, readmitted or continuing Non-Degree Seeking students</td>
</tr>
<tr>
<td>November 17, Monday</td>
<td>Registration for all New Degree-Seeking Students enrolling for the first time for Spring 2015 and Summer 2015. Consult the Academic Advising Web Page at <a href="http://www.sunyorange.edu">www.sunyorange.edu</a> for details.</td>
</tr>
<tr>
<td>November 17, Monday</td>
<td>New Non-Degree Seeking Students Registration for Spring 2015 and Summer 2015 begins.</td>
</tr>
<tr>
<td>November 17, Monday-</td>
<td>Priority Registration continues for all students for Summer 2015</td>
</tr>
<tr>
<td>May 18, Monday</td>
<td>Payment for Priority Registrations for Summer 2015 Due</td>
</tr>
<tr>
<td>May 19, Tuesday-</td>
<td>Registrations for Summer 2015 Continues</td>
</tr>
<tr>
<td>May 22, Friday</td>
<td>Payment Due Upon Registration</td>
</tr>
<tr>
<td>May 26, Tuesday</td>
<td>Summer Session 1 - Classes Begin</td>
</tr>
<tr>
<td>May 26, Tuesday-</td>
<td>Add/Drop Period for Summer Session 1 Classes</td>
</tr>
<tr>
<td>May 27, Tuesday-</td>
<td>Registration Continues for Summer Session 2 Classes ONLY</td>
</tr>
<tr>
<td>July 2, Thursday</td>
<td>Payment Due Upon Registration</td>
</tr>
<tr>
<td>July 6, Monday</td>
<td>Summer Session 2 - Classes Begin</td>
</tr>
<tr>
<td>July 6, Monday</td>
<td>Add/Drop Period for Summer Session 2 courses</td>
</tr>
<tr>
<td>July 7, Tuesday</td>
<td>Add/Drop Period for Summer Session 2 courses</td>
</tr>
</tbody>
</table>

See Full ACADEMIC CALENDAR on the Registrar’s Web Page at www.sunyorange.edu for IMPORTANT academic dates such as drop dates during the Spring 2015 Semester.

Important Registration Information

Students, faculty, staff, and prospective students can access available courses for the Spring/Summer 2015 semester by using the Desk Reference which is available on the Course Schedules page on the SUNY Orange web site (www.sunyorange.edu/schedules/) or by reviewing the searchable online database (accessible either on the public web site 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.

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/bursar/tuition_fees.shtml

Refund Policy:
www.sunyorange.edu/bursar/refunds/credit.shtml

Residence Form/Information:
www.sunyorange.edu/bursar/payment_options.shtml

Student Immunization Form/Information:
www.sunyorange.edu/schedules/docs/immunization_F2011.pdf

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

Payment Schedule/Options:
www.sunyorange.edu/bursar/payment_options.shtml

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/
A $50.00 non-refundable tuition deposit is required from all students, including financial aid applicants/recipients. Your $50.00 tuition deposit payment is a valid commitment of your intent to attend SUNY Orange. All students are encouraged to pay the required deposit at the time of registration. Students who fail to pay their tuition deposit are subject to course deletion. All tuition deposits are non-refundable. *New course schedules due to deletion are subject to seat availability.

If you fail to pay your $50.00 tuition deposit, you will be deleted as indicated below:

### Payment Dates and Options at SUNY Orange

### Payment Options
- Payment options include cash, money order, check, or credit card: VISA, MasterCard, American Express, or Discover Card, finalized financial aid, third-party sponsors, or the Tuition Select Payment plan. Please note - there is no Payment Plan available for the Summer semester.
- Payments may be made in person, online, by mail, or deposited into our 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 credit card payments also include the card number, card security number, expiration date and the name, address and phone number of the card holder.
- For your convenience, payment in full may also be made online at www.sunyorange.edu/bursar.
- *Please note the College does not accept any payment 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.

### Tuition Select Payment Plan (Spring 2015)
- Nov. 15, 2014 – Deadline for 5 payment plan - 1/5 payment (& $40.00 enrollment fee).
- Dec. 15, 2014 – Deadline for 4 payment plan - 1/4 payment (& $40.00 enrollment fee).
- Jan. 15, 2015 – Deadline for 3 payment plan - 1/3 payment (& $40.00 enrollment fee).
- A 2 payment plan is available for the students registering after January 15, 2015. The Tuition Select Payment Plan allows students to pay their tuition and fees in monthly installments.

### 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. These 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 beginning on either Nov. 3, 4 or 5 for continuing students and Nov. 17 for New Students. Instructions on how to register online can be found at www.sunyorange.edu/advising/continuing/docs/HowtoRegisterOnline_315_11.pdf

### 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 it's equivalent for part of term courses. After the Add/Drop period, signatures of the Instructor, Department Chair and Registrar are required. A fee of $10 per course is charged up to a maximum of $25. Part-time students who both add and drop courses after the semester begins pay incur both partial tuition and fees costs for the dropped course as well as the full tuition and fees costs for the additional course unless the add and drop is for the same course in the same session.
- *Please note the College does not accept any payment by telephone including credit card payments.
- Students who wish to register for a closed (filled) class are required to obtain permission from the Instructor, Department Chair, and Registrar or if available can add themselves to a waitlist if one is available for the desired course. (Note: Waitlists are not available for all courses).

---

### Payment Dates and Options for Spring 2015

#### Spring 2015

<table>
<thead>
<tr>
<th>Those Registered:</th>
<th>Will Be Deleted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3 through November 30</td>
<td>December 2</td>
</tr>
<tr>
<td>December 1 through December 19</td>
<td>December 19</td>
</tr>
<tr>
<td>December 20 through January 4</td>
<td>January 5</td>
</tr>
</tbody>
</table>

#### Payment Dates for Spring 2015

The balance of Tuition and Fees is due on or before the following dates:

<table>
<thead>
<tr>
<th>If You Registered:</th>
<th>Tuition &amp; Fees Are Due In Full:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 5</td>
<td>January 5</td>
</tr>
<tr>
<td>On or After January 5</td>
<td>January 5 or day of Registration</td>
</tr>
</tbody>
</table>

Please note: Students choosing the payment plan as their payment method must select a plan and enroll with Tuition Select. See payment options listed under Tuition Select Payment plan information below.

#### If you decide not to attend after registering for Spring 2015:

- You must officially withdraw. All students will incur tuition and fee charges starting January 20, 2015.
- Students who complete a drop form (phone calls are not accepted) with Student Services Central or drop online via Self-Service Banner by January 16, 2015 at 5:00 p.m. will not incur any charges. Non-attendance does not constitute an official drop.

Starting January 20, 2015, 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.

#### Summer 2015

<table>
<thead>
<tr>
<th>Those Registered:</th>
<th>Will Be Deleted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3 through March 31</td>
<td>April 1</td>
</tr>
<tr>
<td>April 1 through April 30</td>
<td>May 1</td>
</tr>
<tr>
<td>May 1 through May 17</td>
<td>May 18</td>
</tr>
</tbody>
</table>

#### Payment Dates for Summer 2015

The balance of Tuition and Fees is due on or before the following dates:

<table>
<thead>
<tr>
<th>If You Registered:</th>
<th>Tuition &amp; Fees Are Due In Full:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to May 18</td>
<td>May 18</td>
</tr>
<tr>
<td>On or After May 18</td>
<td>May 18 or Day of Registration</td>
</tr>
</tbody>
</table>

#### If you decide not to attend after registering for Summer 2015:

- You must officially withdraw. All students will incur tuition and fee charges starting May 26, 2015.
- Students who complete a drop form (phone calls are not accepted) with Student Services Central or drop online via Self-Service Banner by May 22, 2015 at 5:00 p.m. will not incur any charges. Non-attendance does not constitute an official drop.

Starting May 26, 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 date of the semester.
Spring/Summer 2015

Registration Schedule

<table>
<thead>
<tr>
<th>Registration For:</th>
<th>Spring 2015 Dates/Times when Registration Period Begins</th>
<th>Spring 2015 Payment Due Date</th>
<th>Summer 2015 Dates/Times when Registration Period Begins</th>
<th>Summer 2015 Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL currently enrolled degree-seeking students with 30 or more credits completed and ALL Health Profession Majors (including Exercise Studies)</td>
<td>Monday, Nov. 3rd beginning at 8:00am through Monday, Jan. 5th</td>
<td>No later than Jan. 5th</td>
<td>Monday, Nov. 3rd beginning at 8:00am through Monday, May 19th</td>
<td>No later than May 19th</td>
</tr>
<tr>
<td></td>
<td>Tuesday, Jan. 6th through Friday, Jan. 16th at 5:00pm (Web Registration ends at this time)</td>
<td>Payment Due upon Registration</td>
<td>Tuesday, May 19th through Friday, May 22nd at 5:00pm (Web Registration ends at this time)</td>
<td>Payment Due upon Registration</td>
</tr>
<tr>
<td>New Students enrolling for the first time and Non-Degree Seeking Students</td>
<td>Tuesday, Nov. 4th beginning at 8:00am through Monday, Jan. 5th</td>
<td>No later than Jan. 5th</td>
<td>Tuesday, Nov. 4th beginning at 8:00am through Monday, May 19th</td>
<td>No later than May 19th</td>
</tr>
<tr>
<td></td>
<td>Tuesday, Nov. 4th beginning at 8:00am through Friday, Jan. 16th at 5:00pm (Web Registration ends at this time)</td>
<td>Payment Due upon Registration</td>
<td>Tuesday, May 19th through Friday, May 22nd at 5:00pm (Web Registration ends at this time)</td>
<td>Payment Due upon Registration</td>
</tr>
<tr>
<td>ALL currently enrolled degree-seeking students with 15 or more credits completed</td>
<td>Wednesday, Nov. 5th beginning at 8:00am through Monday, Jan. 5th</td>
<td>No later than Jan. 5th</td>
<td>Wednesday, Nov. 5th beginning at 8:00am through Monday, May 19th</td>
<td>No later than May 19th</td>
</tr>
<tr>
<td></td>
<td>Wednesday, Nov. 5th beginning at 8:00am through Friday, Jan. 16th at 5:00pm (Web Registration ends at this time)</td>
<td>Payment Due upon Registration</td>
<td>Wednesday, May 19th through Friday, May 22nd at 5:00pm (Web Registration ends at this time)</td>
<td>Payment Due upon Registration</td>
</tr>
<tr>
<td>New Students enrolling for the first time and Non-Degree Seeking Students</td>
<td>Monday, Nov. 17th beginning at 8:00am through Monday, Jan. 5th</td>
<td>No later than Jan. 5th</td>
<td>Monday, Nov. 17th beginning at 8:00am through Monday, May 19th</td>
<td>No later than May 19th</td>
</tr>
<tr>
<td></td>
<td>Tuesday, Jan. 6th through Friday, Jan. 16th at 5:00pm</td>
<td>Payment Due upon Registration</td>
<td>Tuesday, May 19th through Friday, May 22nd at 5:00pm</td>
<td>Payment Due upon Registration</td>
</tr>
</tbody>
</table>

**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 (someone who has not attended since Spring 2013)

**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 (www.sunyorange.edu/academic_services/reg_policies_proc.shtml). For your convenience the following forms are also included: Credit Course Registration Form, Residency Form, and Immunization Form.

---

**Registration Steps**

**If I am a ...**

<table>
<thead>
<tr>
<th>I need to:</th>
<th>New Degree-Seeking Student</th>
<th>Continuing Student</th>
<th>Readmit Student previously enrolled but have not attended since Fall 2013</th>
<th>Non-Degree-Seeking or Visiting Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>File an application for admission or re-admission and complete the admission process</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Placement Testing or apply for a waiver</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide proof of Immunization (including meningitis response form) if I plan to register for 6 or more credits</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Clear any holds</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attend a New Start session</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Attend a Restart Session (only for readmitted students on academic probation)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet with an academic advisor for advisement</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(optional)</td>
</tr>
<tr>
<td>Register for classes during the registration period</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provide proof of residency (a new form must be submitted annually)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complete payment or finalize payment arrangements</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Spring 2015
The following is the schedule of tuition and fees at SUNY Orange. A $50.00 deposit is required from all students, including financial aid applicants/recipients. Your $50.00 tuition deposit payment is a valid commitment of your intent to attend SUNY Orange. All students are encouraged to pay the required deposit at the time of registration. Students who fail to pay their tuition deposit are subject to course deletion. All tuition deposits are non-refundable. For additional information, see the Bursar's Office section of the SUNY Orange web site.

Full-Time Student Tuition: (12 or more credits)
- New York State resident: $2200.00 per semester
- Non-resident: $4400 per semester

Part-Time Student Tuition
- New York State resident: $183.00 per credit hour
- Non-Resident: $366.00 per credit hour

Mandatory Fees [Non-Refundable]:
- Student Activity/Athletic Fee:
  - Full-time (12+ credits).............................. $68.00
  - Part-Time (5 - 11.5 credits) ..................... $5.00 per credit
- Insurance Fee:
  - Mandatory Accident Insurance Fee
  - Full-time (12+ credits).......................... $9.00
  - Part-time (5-11.5 credits) ...................... $2.00
- Non Credit............................................ $2.00
- Technology Fee:
  - Full-time (12+ credits).......................... $150.00
  - Part-time (5-11.5 credits) ...................... $13.00 per credit
- Cultural Affairs Fee:
  - Full-time (12+ credits).......................... $14.00
  - Part-time (5-11.5 credits) ...................... $7.00

College Fees (Non-Refundable):
- Admission Application Fee........................... $30.00
- Readmission Application Fee ....................... $20.00
- Graduation Fee ...................................... $55.00
- Transcript Fee ....................................... $8.00
- Online Transcript Fee (includes processing fee) $7.25
- Laboratory Fee, per applicable course .......... $40.00
- Malpractice Insurance Fee (Per applicable courses) $7.50
- Academic Support Fee (3 or more credits) ....... $45.00
- Late Registration Fee ................................ $10.00 per course
- Returned Check Fee ................................... $25.00 maximum
- 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

(Parking and Transportation fee not applicable for Summer)

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.

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 Commission's Red Flags Rule (16 CFR 681.2) the College will require all individuals requesting services to provide a SUNY Orange Identification Card, driver's license, or other government issued identification (with photo).

Spring/Summer 2015 Refund Policy Schedule

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:

Spring 2015 Refund Schedule

Full Semester Classes: start Tuesday, January 20, 2015
- Prior to the start of the semester ...................... before 1/16 ............... 100% tuition
- During the first week ................................ 1/20 to 1/26 ................ 75% tuition
- During the second week .............................. 1/27 to 2/2 ................ 50% tuition
- During the third week ................................. 2/3 to 2/9 ................... 25% tuition
- After the third week ................................ after 2/9 ....................... 0% tuition

First Half Classes: start Tuesday, January 20, 2015
- Prior to the start of the semester ...................... before 1/16 ............... 100% tuition
- During the first week ................................ 1/20 to 1/26 ................ 25% tuition
- After the first week ..................................... starting 1/27 ............... 0% tuition

Second Half Classes: start date Tuesday, March 10, 2015
- Prior to the start of the semester ...................... before 3/09 ............... 100% tuition
- During the first week ................................ 3/10 to 3/16 ................ 25% tuition
- After the first week ..................................... starting 3/17 ............... 0% tuition

Summer 2015 Refund Schedule

Summer 1 Classes: start Tuesday, May 26, 2015
- Prior to the start of the semester ...................... 5/22 .................... 100% tuition
- During the first week ................................ 5/26 to 6/01 ................ 25% tuition
- After the first week ..................................... starting 6/02 ............... 0% tuition

Summer 2 Classes: start Monday, July 6, 2015
- Prior to the start of the semester ...................... 7/02 .................... 100% tuition
- During the first week ................................ 7/06 to 7/09 ................ 25% tuition
- After the first week ..................................... starting 7/13 ............... 0% tuition

Full Semester Classes: start Tuesday, May 26, 2015
- Prior to the start of the semester ...................... 5/22 .................... 100% tuition
- During the first week ................................ 5/26 to 6/01 ................ 75% tuition
- During the second week .............................. 6/02 to 6/08 ................ 50% tuition
- During the third week ................................. 6/09 to 6/15 ................ 25% tuition
- After the third week ................................ after 6/16 ....................... 0% tuition

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

Students eligible for a refund due to course withdrawals are processed approximately four - six weeks after the beginning of the semester. Inquiries regarding refund policy exceptions must be in writing to the Refund Procurement Office. Refund requests forms are available at www.sunyorange.edu or at the Bursar's Office.

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.

Select Payment Plan See page 5
Residence Information

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.

Note: A person does not acquire New York State Domicile (legal residence) simply by being physically present in New York State for a period of 12 months or for the sole purpose of attending a New York State College or University. If your principal or permanent home has not been New York State for a 12 month period immediately prior to the start date of the semester, you will be considered an out-of-state student for tuition purposes.

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

To Prove Residence for ANY County in NY State you MUST:

Have resided in New York State for one year AND resided in your home county for six months prior to the first day of classes. Please follow the instructions below for your home county. Once we receive the appropriate document the non-resident tuition charge will be removed from your account. You may not receive another bill. Make payment by subtracting the non-resident tuition amount from your balance due.

Orange County Residents:

Complete the Affirmation of Orange County Residence. Include this with your adjusted payment (subtract nonresident tuition amount from balance due).

NY State Residents From Counties Other Than Orange County:

A student from a New York county other than Orange is required to submit a Certificate of Residence from their county of legal residence covering 6 months prior to the first day of classes. To secure the required certificate, follow the procedures below:

Contact the Treasurer’s Office or Chief Fiscal Officer of your home county to inquire about acceptable forms of proof you will need to prove your residence.

Once you have obtained a Certificate of Residence, you must submit the original to the SUNY Orange Bursar Office. This will entitle you to pay the resident tuition rate. Please note per New York State Education Law, NY state counties are only required to issue and honor certificates of residence dated no earlier than 60 days prior to the start of classes and no later than 30 days after. After the first 30 days of a semester, counties are no longer required to issue certificates of residence and payment for the non-resident tuition charge becomes the student’s responsibility. Late certificates will be processed by our office, but your account will only be reduced if you contact our billing office.

NY State Residents Who Have Lived in More Than One County During the Past Six Months:

Contact each county in which you resided. As a certificate of residence will be required from each of those counties. Proceed as indicated above. Students who fail to meet the full six month residence requirement will be charged the non-resident tuition.

Special Requirements for Immigrant and Undocumented Aliens:

Immigrant Aliens must have held an Alien Identification Card (“green card”) for one full year and be able to establish NYS residency to be eligible for resident tuition rates. Foreign students on the following visas do not qualify for the residence rate: F, M, I, J, and B visas. Effective July 1998, certain undocumented aliens may be eligible for the resident tuition rate. The undocumented alien must have graduated from a NYS high school and applied for SUNY admissions within five years of receiving the NYS diploma. The undocumented alien must complete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status.

All Students:

Providing the college with proof of residence is an important step in your registration process. Students who fail to present documentation will be charged non-resident tuition. Please contact the Bursar Office at (845) 341-4830 if you have any questions about the proper way to complete the requirement.

Residence Information Information Affidavit/Application for Certificate of Residence
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 (Angel).

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 Angel 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 at right.

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 (date of birth - MMDDYY), which will then direct you a landing page (shown at right) where you may link to the various online services, view the College calendar for that day, see recent announcements and locate helpful informational links.

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, Bursar, 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.
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 qualify for admission into the 24 College Credit Hour Program or 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 an academic advisor either in their department or in the Academic Advising Office 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-development 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.

Certification of Enrollment/Attendance or Certification 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.

Registration Policies and Procedures
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.

Classes at off-campus high school locations (Monroe Woodbury High School, Port Jervis High School, and Warwick Valley High School) will be cancelled if on-campus classes do not meet; if SUNY Orange does not cancel evening classes as a result of inclement weather, evening classes held at off-campus locations will follow that high school’s inclement weather closing announcement.

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 and Spring 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/Spring 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/spring 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 (2014-2015), located at www.fafsa.ed.gov.

If you are attending the Summer 2015 semester, please fill out the 2015-2016 FAFSA. If you are attending the Summer 2015 semester, and did not attend school in Fall 2014 or Spring 2015 fill out the 2014-2015 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 or at Student Services Central in Newburgh at (845) 341-9502.

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 re-calculation 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 re-calculation 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
Your $50.00 tuition deposit payment is a valid commitment of your intent to attend SUNY Orange. All students are encouraged to pay the required deposit at the time of registration. Students who fail to pay their tuition deposit are subject to course deletion. All tuition deposits are non-refundable. For the tuition deposit dates/deletion schedule, please visit the following link: www.sunyorange.edu/bursar/payment_options.shtml
Payment options include cash, money order, check, or credit card: VISA, MasterCard, American Express, or Discover Card, finalized financial aid 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/bursar. 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 payment plan is not available for summer semesters.

The schedule of tuition and fees is available in this publication and at the Bursar’s 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 Certificate of Residence, along with the instructions for filling it out, can be found in the course schedule publication, or downloaded in PDF format at the bursar’s 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. Visiting students who need help with their course selection should call or visit the Academic Advising Center in Middletown or Student Services Central in Newburgh.
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

Students who are required to enroll in developmental courses must remain enrolled in them throughout the semester. A student may request permission to withdraw and must acquire signature approval from the appropriate administrator (Academic Associate Vice President or Director of Academic Support) and the Instructor in order to drop the course(s). 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 and the Drop/Add 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.
## Student Information

**Semester:**
- FALL
- SPRING
- SUMMER

**Term of Last Registration:**
- FALL
- SPRING
- SUMMER

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**Last Name**

**First Name**

**Middle Initial**

**Street Address**

**City**

**State**

**Zip Code**

**SSN or Tax Identification Number***

**Home Phone**

**Cell Phone**

**NY County of Residence**

**Date of Birth**

**MM/DD/YYYY** (Mandatory)

**Other Names Used:**

---

**Emergency Contact:**

**Name:**

**Telephone #:**

**Relationship to You:**

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**Citizenship:**

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<th>U.S. CITIZEN</th>
<th>YES</th>
<th>NO</th>
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**IF NO (Check one):**

| ___ PERMANENT RESIDENT ALIEN |
| ___ NON-RESIDENT ALIEN (identify below) |

**What Country?**

**Veteran Status:**

| ___ VET |
| ___ Dependent of VET |
| ___ Active Duty Military |

**Are you a High School Grad or GED Recipient?**

| ___ Yes | ___ No |

**Name of High School**

**Name of other COLLEGE(s) attended (up to 2)**

---

**Select One or More:**

| ___ 01 White | ___ 02 Black | ___ 04 Asian |
| ___ 05 American Indian/Native Alaskan |
| ___ 08 Native Hawaiian/Pacific Islander |

**Ethnicity:** Are you Hispanic/Latino?

| ___ Yes | ___ NO |

If Yes, what is your background?

(Please select only one, if Hispanic/Latino)

| ___ Central American | ___ Dominican | ___ Mexican |
| ___ Puerto Rican | ___ South American | ___ Other Hispanic/Latino |
1. You are obligated to pay in full all tuition and fees unless you officially drop classes in accordance with the refund schedule published on the Bursar’s web page [http://www.sunyorange.edu/bursar/](http://www.sunyorange.edu/bursar/).

2. Some of your financial aid awards may be reduced or cancelled if: (1) You register for courses that have not been approved by your advisor and/or 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.

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<th>Program of Study:</th>
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<tr>
<th>Advisor’s Name (Print Clearly)</th>
<th>Advisor’s Signature</th>
<th>Date:</th>
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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 30% 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.

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<th>Student’s Name (Print Clearly)</th>
<th>Student’s Signature</th>
<th>Date:</th>
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If paying by credit card please include the following:

___VISA ___Master Card ___Discover ___AMEX

Amount to be charged $_______________

Name on Card:______________________________________

Credit Card Number:______________________________

Security Code Number:_______ Expiration Date:_______

*Billing Information (ONLY if different from above)

Street/Address______________________________________

City/State/Zip______________________________________

FOR OFFICE USE

Fall___Spring___Summer___

Date:_____________________

Registered by:____________

Revised April 10, 2014
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 Routes to Warwick Valley High School
89 Sanfordville Road, Warwick

From Middletown: Take Rt. 17E to Exit 124 (Florida and Goshen). At traffic light at end of ramp make a left onto Rt.17A. Go through Florida and continue on Rt. 17A (which merges with Rt.94) into Warwick. At the second light in town, make a right onto West Street. At the first traffic light, go straight onto Sanfordville Road. Warwick Valley High School is around the bend on the left.

From Points South: Take Exit 16 (Harriman) off of I-87. Proceed through toll booths (NYS Thruway I-87) onto Route 17 West. Take Exit 127 (Greycourt Road). Go to top of the hill and at the light turn left onto Kings Highway (sign will say Warwick and Sugar Loaf). Continue for approximately 3 miles. Turn right at Sugar Loaf sign staying on Kings Highway into Warwick. At the traffic light in Warwick, make a left onto Main Street. At the second traffic light turn right onto West Street. At the first traffic light go straight onto Sanfordville Road. Warwick Valley High School is around the bend on the left.
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.

Best Route to the Newburgh Armory

355 South William Street, Newburgh

From Newburgh Campus: Proceed west on Broadway (away from the river) to South Robinson Ave. (Route 9W). Turn left on South Robinson Avenue. Take South Robinson Ave. to the 3rd street on the right (South Williams St.). Turn right on South Williams Street. Newburgh Armory is located on the left.

Best Route to Port Jervis High School

Route 209, Port Jervis

Take I-84 to Exit 1, left turn off exit ramp, bear right at first traffic light (East Main Street), right at fourth traffic light (Kingston Avenue), right at next traffic light (Hamilton Street), go down hill, bear left to Port Jervis High School.

Best Routes to Monroe-Woodbury High School

155 Dunderburg Road, Central Valley

From Middletown: Rt. 17 to Exit 131; left to light. Turn left at light onto Nininger Road; right onto Dunderburg Road. High school is on the right.

From North or South: Thruway to Exit 16 (Harriman). Immediately after toll, exit. At light, go straight through to Nininger Road. (Then same as from Middletown.)
The Hudson Valley Educational Consortium is a collaborative effort among SUNY Orange, Ulster, Rockland, and Sullivan Community Colleges to create broader access to academic programs and workforce training throughout the four county region.

Programs Offered through the Consortium:

- Cyber Security
- Fire Protection Technology
- Green Building Maintenance and Management

For more information and to register, see your college registrar,

Neil Foley via e-mail: neil.foley@sunyorange.edu or call 845-341-4180

Visit our website:
www.sunyorange.edu/hvec