

Before You Meet With an Advisor

Student _____ A# _____

Program _____ Advisor _____ @sunyorange.edu

Log in to **MySUNYOrange** and complete these steps [prior to meeting with your advisor](#).

1. **HOLDS:** Check holds on your account through **Student Academics>Student Registration>Prepare for Registration**. Take steps to clear any holds that will prevent registration. Contact studentservicescentral@sunyorange.edu for assistance.
2. **DEGREE AUDIT:** Review your degree requirements in **Degree Works** and the **4-Semester Sequence** (if applicable) outlined in **Student Services/Resources>College Catalog** (see appropriate “Catalog Term” listed on your Degree Works page). Pre-Health majors refer to **Student Services/Resources>Advising Worksheets>Pre-Health Program Advising Sheets**. Check course **descriptions and prerequisites** by clicking on each course number in Degree Works.
3. **COURSE SCHEDULE:** View course availability through **Student Academics>Student Registration>Browse Classes** to access the schedule of classes and put together a draft schedule using the table below. Use the **Advanced Search** option to narrow your selection, for example:
 - **Campus** - Middletown, Newburgh, or Virtual Campus (On-Line)
 - **Attribute Type** - specific degree requirements such as G2A Natural Science or G6A Diversity
4. **RECORD COURSE INFORMATION:** Record all course-related information in the appropriate columns below and bring this with you when you meet with your advisor.

CRN Needed for Online Registration	SUBJECT	COURSE #	SECTION	CAMPUS	DAY(S)	TIME
example: 20327	ENG	101	J1	M=Middletown N=Newburgh V=Virtual campus O= Off campus	TR (T = Tues. & R = Thurs.)	9:30 -10:45

Get your Registration Alternate PIN #s from your advisor.

Summer 2025 PIN active until: Thurs., May 29th

Fall 2025 PIN active until: Sun., Aug 31st

See next page for important information, dates, and deadlines.

When You Meet With an Advisor

- Registration Alternate Pin #'s are generated each semester for students with a declared major and are provided by an Advisor after discussing academic progress and degree requirements. Pin #'s are term specific and should be kept securely until they expire at the end of the Add/Drop period. For assistance with dropping classes after the Add/Drop period, visit the Office of Academic Advising.
- Instructions for how to register online are provided through your **Student Academics** page>**How to Register Online**.

IMPORTANT DEADLINES: See [Academic and Registration Calendars](#) for additional information.

Registration begins at 8:00 am and is reserved for the following students:

- 4/7 Priority to currently enrolled students in Health Professions, Honors, Veterans, ASAP, CSTEP, TRIO, EOP, Student Senate Representatives & Exercise Studies, SUNY Pathways Scholars or who have 30 or more credits completed prior to Spring 2025
- 4/8 Priority to currently enrolled students with 15 or more credits completed prior to Spring 2025
- 4/9 Priority to ALL currently enrolled degree seeking and non-degree seeking, returning and readmitted students
- 5/28 All new degree seeking and non-degree seeking students

Summer 2025

Summer 1: May 27 - July 3

- 5/26 Last day to drop and receive a 100% tuition refund for Summer 1
- 5/28 Add/Drop Period* for Summer 1 ends.
- 5/29 Registration Pin #'s no longer active.
- 6/2 Last day to drop and receive a 25% tuition refund for Summer 1

Summer 2: July 7 - August 14

- 7/6 Last day to drop and receive a 100% tuition refund for Summer 2
- 7/8 Add/Drop Period* for Summer 2 ends
- 7/13 Last day to drop and receive a 25% tuition refund for Summer 2

Fall 2025

August 25 - December 13

- 8/24 Last day to drop and receive a 100% refund.
- 8/31 Last day to drop and receive a 75% tuition refund.^
- 8/31 Last day of Add/Drop Period*
- 9/1 Registration Pin #'s no longer active.
- 9/7 Last day to drop and receive a 50% tuition refund.^
- 9/14 Last day to drop and receive a 25% tuition refund.^

^Full-semester courses only

*Add/Drop Period

- During the Add/Drop Period, students may swap an equal number of credits during the same part-of-term without incurring additional charges if done on the **same calendar day**. After the Add/Drop Period, students must meet with an advisor to drop a course and obtain permission from the Instructor & Department Chair to add a course.

Payment Arrangement Deadline

- Payment arrangements must be made by the appropriate deadline, which is based on the date of registration, to avoid possible deletion from classes. See Student Accounts for additional information: (<https://sunyorange.edu/studentaccounts/protecting.html>)

Student Responsibility

- If you receive **Financial Aid**, your **courses must be applicable** to your degree program according to financial aid guidelines. You are responsible for understanding the requirements of your degree and how the courses you register for fit into your program of study. Use Degree Works, if applicable, to keep track of your degree requirements and consult with an Academic Advisor if you have questions.
- **You are financially responsible for any courses you are registered for and assume financial liability for the selected courses if you do not withdraw on or before the deadline stated above.** Any financial aid and payment questions should be cleared up **before** the semester begins.