

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](#).

- 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.
- 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.
- COURSE SCHEDULE:** View course availability through **Student Academics>Student Registration>Browse Classes** to access any of the **Summer or Fall 2024** 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, Virtual Campus (On-Line)
 - Attribute Type** - specific degree requirements (e.g., G2A Natural Science, Permitted Lists, etc.)
- 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 2024 _____ Fall 2024 _____

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 to students by an Advisor after discussing the student's academic progress and degree requirements. Pin #'s are term specific and should be kept in a secure location until no longer active at the end of the Add/Drop period.
- Video instructions for how to register online are provided through **mySUNYOrange>Student Academics>How to Register Online**.

IMPORTANT REGISTRATION DATES (See [Academic and Registration Calendars](#) for additional information.)

Summer 2024	Fall 2024
<u>Summer 1: May 20 - July 1</u> 5/19 Last day to drop and receive a 100% tuition refund for Summer 1 5/21 Last day to drop and receive a 25% tuition refund for Summer 1; Add/Drop Period* for Summer 1 ends; Registration Pin #'s no longer active <u>Summer 2: July 8 - August 15</u> 7/7 Last day to drop and receive a 100% tuition refund for Summer 2 7/9 Last day to drop and receive a 25% tuition refund for Summer 2; Add/Drop Period* for Summer 2 ends.	<u>Aug. 26 - Dec. 14</u> 4/8 Priority registration begins for currently enrolled students who have 30+ credits completed or those in health professions, Exercise Studies, Honors, Veterans, TRIO, EOP, or Student Senate Representatives 4/9 Priority registration begins for currently enrolled students who have 15+ credits completed 4/10 registration for all currently enrolled and readmitted students 8/25 Last day to drop for Fall 2024 and receive a 100% refund for tuition and fees 9/1 **Last day to drop and receive a 75% refund for tuition, *Add/Drop period for Fall 2024 ends 9/8 **Last day to drop and receive a 50% refund for tuition 9/15 **Last day to drop and receive a 25% refund for tuition, after this date there is no refund without an appeal **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, degree seeking students must meet with an advisor to drop a course and obtain permission from the Instructor & Department Chair to add a course. PIN registration is available for degree seeking students only.

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.