

Banner – Self-service (View Financial Aid Status / Accept/Decline Awards / Accept Terms and Conditions)  
Gmail – Official form of communication (Missing Information Letters / Financial Aid Award Letters)

Click on **MYSUNYORANGE**

**"If you have the dream, we have the way!"**

**HOME ABOUT US ADMISSIONS ACADEMICS COLLEGE SERVICES EVENTS CONTACT US MYSUNYORANGE**

**INFORMATION FOR:**  
Future Students  
Current Students  
Faculty/Staff  
Alumni/Visitors  
Continuing Education  
Community Partners

**Event Calendar**

**Make A Gift**

**MIDDLETOWN**  
*Parking & Construction*

**HUDSON VALLEY**  
EDUCATIONAL CONSORTIUM

**Two Student Job Openings Available on Campus**

**Don't get stuck in *another* line...**

**Priority Spring Registration Opens TODAY!**

Click here to access Course Schedules

**WEDNESDAY, NOV. 14** **RSS**

9:00 AM - [The Watercolor World of M.E. Whitehill ~ A Retrospective](#)

2:00 PM - [Appy Hour - Utilizing Apps in Higher Education](#)

5:30 PM - [FAFSA Workshop](#)

6:00 PM - [Diagnostic Imaging Pre-](#)

**NEWS**

[HOLIDAY OPEN HOUSE ON TAP FOR DEC. 8-9 & 15-16 \(11/14/12\)](#)

[ADMISSIONS OPEN HOUSE ON NEWBURGH CAMPUS NOV. 13 \(11/5/12\)](#)

[DR. RICHARDS TO BE HONORED AT SUNY NEW PALTZ GALA \(11/2/12\)](#)

Orange County Community College, State University of New York  
SUNY Orange | 115 South Street | Middletown, NY 10940 | 845-344-6222  
1 Washington Center | Newburgh, NY 12550 | 845-562-2454  
[Accessibility](#) | [Comments/Questions](#) | [Sitemap](#)

**Find us on Facebook**

**Internet** 100%



- **Log in here**  
My college information (banner self-service)

**\*\*note username and password directions**

For your Gmail account

- Click on Gmail

For you Banner Self-Service

- Click on BANNER  
(see following slides for additional  
Banner Self-service directions)

**SUNY ORANGE**

"If you have the dream, we have the way!"

HOME ABOUT US ADMISSIONS ACADEMICS COLLEGE SERVICES EVENTS CONTACT US MYSUNYORANGE

**Gmail**  
@sunyorange.edu

**MySUNYOrange**

Logged In  
[Log Out](#)

Welcome to MySUNYOrange, your portal to the College's online services area.

**Attention Students: Financial Aid Changes Effective Immediately.**

- A recent clarification in both federal and state financial aid regulations states that while financial aid can be given for those courses which are remedial (developmental) in nature and required by the institution, credit-bearing courses that are pre-requisites for a required course in a program are not eligible for financial aid unless these course(s) can fill in for other requirements in the program (e.g. electives).
- All taxes MUST be filed electronically 2-3 weeks prior to completing FAFSA
- FAFSA will pull your tax information directly from the IRS website to complete your application
- Financial Aid Workshops are available to assist you.
  - Check the [SUNY Orange Financial Aid website](#) for more information.

**At left** are links to **G-Mail** (student e-mail), **Banner** (student accounts and records) and **Angel** (online classes and course shells). Use those links to activate each individual online service (these links will open in a new browser tab or window). You will also see a direct link to the online databases available through the **College's Library** web site. (Please note that you will still need to use your library database login information. You are not

Click on Financial Aid Tab



Banner (College Information)

**Personal Information** Student Financial Aid Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Personal Information

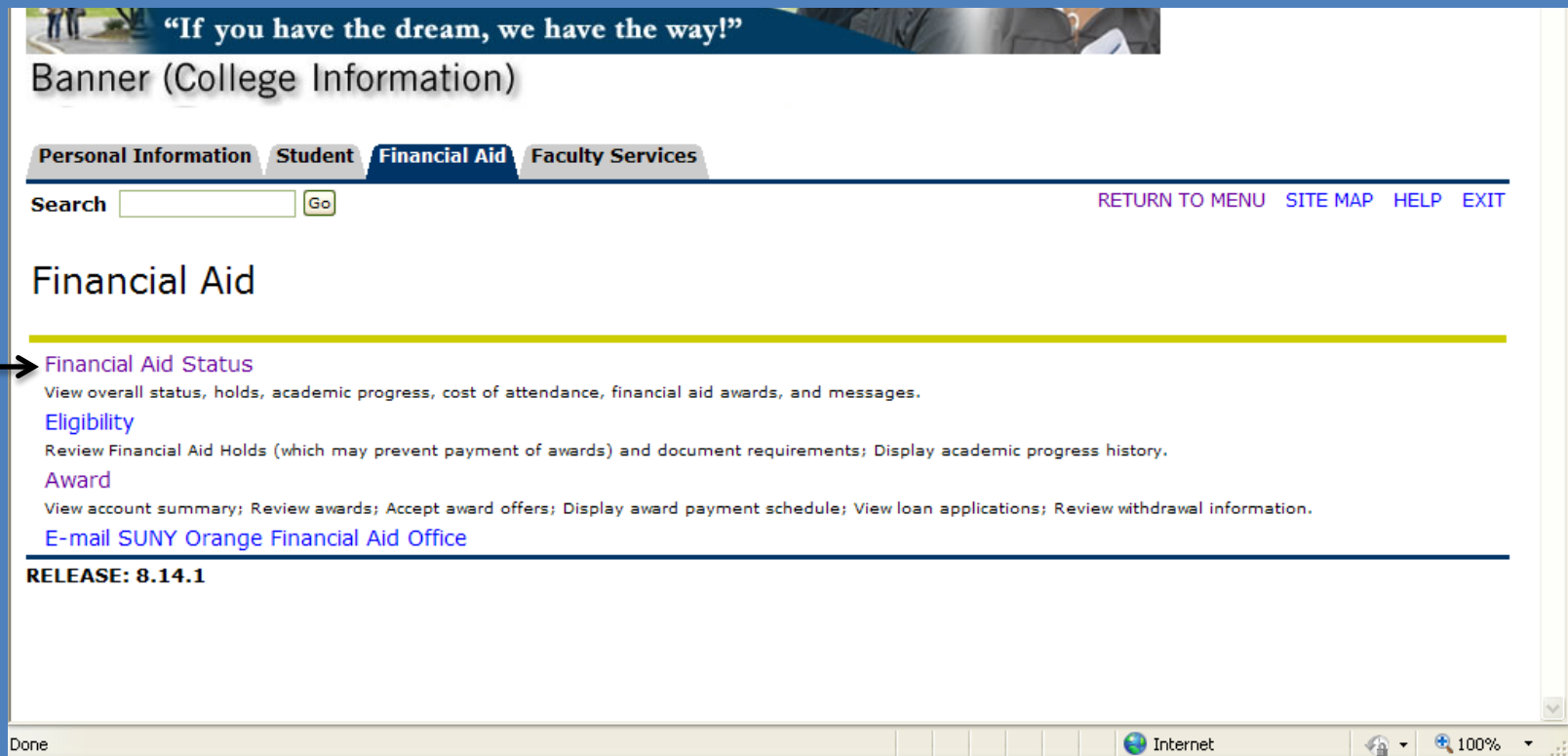
- [Answer a Survey](#)
- [View Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [Directory Profile](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Emergency Alert Contact Information \(NY-ALERT\)](#)

Register your personal contact information to receive E-Mail, Voice and Text Messaging Alerts during Campus Emergencies

[Ethnicity Survey](#)

Voluntary Ethnicity Survey

**RELEASE: 8.3**



To check to see if you are missing documents  
 To accept Terms & Conditions Tab  
 To check awards  
 To accept or Decline awards

## Financial Aid Status

- Choose Aid year
- If you need to submit additional information you will see Unsatisfied requirements (click to see what is needed)

"If you have the dream, we have the way!"

## Banner (College Information)

Personal Information Student **Financial Aid** Faculty Services

Search


[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Aid Year

A00128676 Mickey Mouse  
Nov 14, 2012 05:46 pm

#### **Urgent Notice For New TAP Regulations:**

Due to the recent changes in the New York State budget, mandatory changes in regards to Satisfactory Academic Progress standard have been made. These changes can have a direct impact on your eligibility for the Tuition Assistance Program Grant. Therefore, if you are expecting a TAP award to assist with your college costs, we urge you to closely review your [Satisfactory Academic Progress page](#).

 Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

RELEASE: 8.12

Done

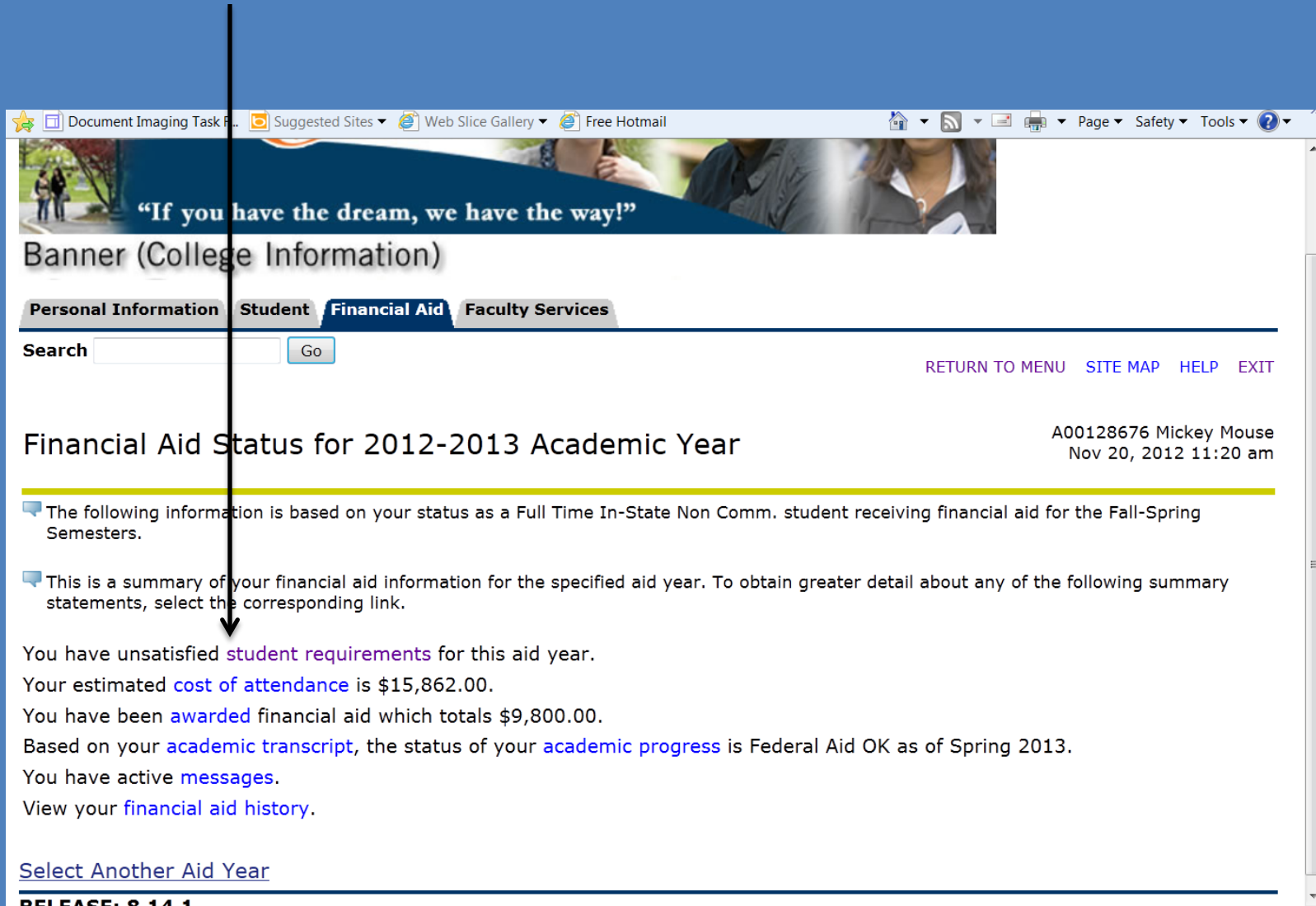
Internet

100%

Pick the award year from the drop-down menu and hit submit



If you have not satisfied all requirements this link will be here. Click the student requirement link to view your unsatisfied and satisfied requirements.



Document Imaging Task P... Suggested Sites Web Slice Gallery Free Hotmail

“If you have the dream, we have the way!”

## Banner (College Information)

**Personal Information** **Student** **Financial Aid** Faculty Services


Search


[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Financial Aid Status for 2012-2013 Academic Year

A00128676 Mickey Mouse  
Nov 20, 2012 11:20 am

---

 The following information is based on your status as a Full Time In-State Non Comm. student receiving financial aid for the Fall-Spring Semesters.

 This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have unsatisfied [student requirements](#) for this aid year.

Your estimated [cost of attendance](#) is \$15,862.00.

You have been [awarded](#) financial aid which totals \$9,800.00.

Based on your [academic transcript](#), the status of your [academic progress](#) is Federal Aid OK as of Spring 2013.







You have active [messages](#).

View your [financial aid history](#).

[Select Another Aid Year](#)

RELEASE: 8-14-1


## Unsatisfied Requirements

Requirement	Status	As of Date	Fund	Source	Term	Instructions
Administrator working on file for verification	Required from Student	Mar 08, 2012				
Copy of students W-2(s)	Required from Student	Mar 08, 2012				
Must declare major - see Admissions Office	Required from Student	Sep 28, 2012				
Need Final (after graduation) HS Trans or GED	Required from Student	Sep 28, 2012				
<a href="#">Proof from USDE that NSLDS Overpayment has been paid in full</a>	Required from Student	Sep 12, 2012				
<a href="#">Student Tax Transcript Obtained from IRS Website</a>	Required from Student	Mar 08, 2012				



The Outstanding Requirement link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement. Select the Requirement Messages link for messages pertaining to the above requirements.

## Satisfied Requirements

Requirement	Status	As of Date	Fund	Source	Term	Instructions
<a href="#">Complete Verification Worksheet</a>	Cancelled	May 17,				

Internet



100%

The links will bring up a new window with further information on the requirement

- The Student Requirement Tab
  - Gives a list of unsatisfied requirements
    - Some need to be completed by student
    - Will also list status of Financial Aid
  - Below is a list of the requirements already completed and their dates



Banner (College Information)

Personal Information Student **Financial Aid** Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT


## Eligibility Requirements for 2012-2013 Academic Year

A00128676 Mickey Mouse  
Nov 14, 2012 05:57 pm

**Student Requirements** Requirement Messages Holds Academic Progress

Messages regarding unsatisfied requirements may be sent to you here. Messages could include a detailed explanation of the outstanding obligation and suggest a means to satisfy the requirement. You can reply to a message via [e-mail](#).

Requirement	Message
Need Final (after graduation) HS Trans or GED	Proof of Financial Aid Eligibility - In order to be eligible to receive Financial Aid, you must supply Admissions with a copy of your final high school transcript, your GED, or provide proof of successful completion of the Ability to Benefit (ATB) Test. This ATB test is for those who do not have a GED or HS Diploma. This does not apply to students who are expecting to graduate from high school shortly. To make arrangements for this test, you must contact the Advising and Counseling Center at 341-4070.

 If you respond to a message, be sure your web browser displays your correct name and e-mail address. Also be sure to sign any message you send.

[Select Another Aid Year](#)

**RELEASE: 8.5**

Internet 100%

The next tab over will show active messages for requirements



## Banner (College Information)

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Financial Aid

### [Financial Aid Status](#)

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

### [Eligibility](#)

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

### [Award](#)

View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

### [E-mail SUNY Orange Financial Aid Office](#)

**RELEASE: 8.14.1**

140%

To view your awards click back onto the Financial Aid tab, at the top of the page, then click on the "Awards" link.



## Banner (College Information)

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Award

---

[Account Summary By Term](#)

[Award for Aid Year](#)

[Award Payment Schedule](#)

[Award History](#)

[Loan Application History](#)

[Withdrawal Information](#)

---

**RELEASE: 8.14.1**

Click on "Award for Aid Year", and select aid year on the next page.

**\*\*All student loans must be accepted/ declined at the Accept Offer link. Failure to complete this step will delay the loan process.**

Award Overview

Terms & Conditions

Accept (Decline) Awards Offer

## Award Package for 2012-2013 Academic Year

A00128676 Mickey Mouse  
Nov 16, 2012 01:38 pm

[General Information](#) [Award Overview](#) [Resources/Additional Information](#) [Terms and Conditions](#) [Accept Award Offer](#) [Special Messages](#)

### You have unsatisfied tracking requirements

You have outstanding requirements that need to be review on your [Students Requirements Page](#). Your Financial Aid can not be disbursed untill all requiremts have been fulfill.

### **Student IRS 1040 Tax Transcripts are Required from the IRS If you have not used the IRS Data Retrieval Tool on your FAFSA**

Starting with the 2012-2013 academic year, Colleges will have to verify all applications that are flagged for verification by the Department of Education. The Office of the Federal Department of Education and the Internal Revenue Service have worked together to develop a process to simplify the steps that families must take each year to complete the FAFSA. Beginning January 1, 2012 all 2012-2013 FAFSA on the Web applicants, and the parents of dependent applicants, who indicate that they have filed their federal income tax returns prior to completing their FAFSA, will be directed to use the **FAFSA-IRS Data Retrieval Tool**.

The process of using the IRS Data Retrieval Tool is that it will greatly simplify and expedite the verification process. **You will no longer be allowed to submit complete copies of your federal tax returns to our office before we can finalize your federal aid eligibility. W2(s) transcripts will still need to be submitted in the verification process. Not using the IRS Data Retrieval Tool will delay your awards by lengthening the verification process.**

The "IRS Data Retrieval" process for the 2012-2013 academic year, is scheduled to be available starting February 5, 2012.

- Electronically filed tax return information will be available on-line from the IRS site in 1-2 weeks after the 1040 return has been filed.
- If you filed your tax return application by paper, the data will be available in 6-8 weeks.



**In order to complete the Financial Aid Process you must click on the [Terms and Conditions tab](#), then read and click on the Accept button at the bottom of the page. If you have already accepted your terms and conditions Please disregard this message.**

[Select Another Aid Year](#)

[ [Award Messages](#) | [Overall Financial Aid Status](#) | [Account Summary By Term](#) | [Award Payment Schedule](#) | [Award History](#) | [Loan Application History](#) ]

# AWARD OVERVIEW TAB

This section of the award overview page shows your Cost of Attendance, Need Calculation, and Expected Enrollment Status.

General Information

Award Overview

Resources/Additional Information

Terms and Conditions

Accept Award Offer

Speci

Print

Issues that affect your Financial Aid:

1. Both Federal and State Law mandate the courses you take must apply toward your degree program

2. Attendance is important. Instructors may withdraw students from courses for excessive absences. If illness, accident or student to attend classes for three or more consecutive days, it is the student's responsibility to notify the Records and impacted.

Need Calculation

Cost of Attendance

\$15,862.00

Estimated Family Contribution

\$ .00

Initial Need

\$15,862.00

Outside Resource

\$500.00

Need

\$15,362.00

Cost of Attendance

Books and Supplies

\$1,500.00

Child Care Expenses

\$ .00

Fees

\$446.00

Other Expenses

\$ .00

Personal

\$2,466.00

Room and Board

\$6,000.00

Transportation

\$1,350.00

Tuition

\$4,100.00

Total:

\$15,862.00

Expected Enrollment Status

Full Time

This section of the page shows the Financial Aid you have been awarded.

## Financial Aid Award

Fund	Status	Fall 2012	Spring 2013	Total
<a href="#">Federal Work Study</a>	Offered (Must Accept/ Decline)	\$50.00	\$50.00	\$100.00
<a href="#">Federal Pell Grant</a>	Estimated	\$2,775.00	\$2,775.00	\$5,550.00
<a href="#">Peter Howell Scholarship</a>	Actual Award	\$25.00	\$25.00	\$50.00
<a href="#">Tuition Assistance Program</a>	Estimated	\$2,050.00	\$2,050.00	\$4,100.00
<b>Total</b>		\$4,900.00	\$4,900.00	\$9,800.00

 If you have questions regarding the above information, please contact the Financial Aid office.

[Select Another Aid Year](#)

### Terms and Conditions

**You must Read and "Accept" the following for Financial Aid to be credited to your account. E-Refund info. - located in Bursar section.**

#### POLICIES

I understand:

- The college e-mail address is the official form of communication. All financial aid correspondence will be via e-mail. Check e-mail for updated information.
- Banner Self Service is the official notification means for all Financial Aid Information. i.e. [Outstanding requirements](#), [award letter](#), [Federal/State academic standings](#).
- I must be accepted to SUNY Orange and an official final High School Transcript or a GED must be on file in the Admission Office.
- I understand that I must declare a major to receive state and federal aid, including loans. I also understand that the courses I take must be [required for my degree program](#).
- All Financial Aid papers/processes should be completed prior to the Financial Aid Target Dates. This will ensure a decision on your financial aid eligibility.

#### **TARGET DATES:**

Fall Enrollees: July 1st

Spring Enrollees: December 1st

- All students are required to pay a \$50.00 deposit within 48 hours of registration and the balance is due before the first day of each semester.
  - Failure to pay the \$50 deposit will result in **you being deleted from all classes.**
  - If you have paid the \$50 deposit, **you will not be dropped for non-payment.**

**For more information, please visit the [Bursar's website](#).**

#### **AWARDS**

In order for the Financial Aid you have been awarded to be credited to your account you **MUST READ AND ACCEPT THE TERMS AND CONDITIONS.**



General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer** Special Messages

## Print your award letter

**Options for Accept Award Offers include:**

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Accept Partial Offer – and Specify the amount you agree to.
3. Decline Award Offers.
4. When accepting a Student Loan you must also complete the following:
  - [An Electronic Promissory Note \(e-MPN\)](#)
  - [An Entrance Interview/Counseling \(first-time borrowers only\)](#)
  - A SUNY Orange Financial Aid Loan Test (available ONLY at Financial Aid Office)
5. The loan amounts offered are maximum amounts. Please review your student bill to determine the appropriate amount you may need to finance your education. Remember these are loans and need to be paid back so only borrow what is necessary.

**Issues that affect your Financial Aid:**

1. Both Federal and State Law mandate the courses you take must apply toward your degree program
2. Attendance is important. Instructors may withdraw students from courses for excessive absences. If illness, accident or similar circumstances make it impossible for a student to attend classes for three or more consecutive days, it is the student's responsibility to notify the Records and Registration Office immediately. Financial Aid may be impacted.

**Award Decision**

Fund	Status	Fall 2012	Spring 2013	Total	Accept Award	Accept Partial Amount	Lender
<a href="#">Federal Work Study</a>	Offered (Must Accept/ Decline)	\$50.00	\$50.00	\$100.00	Undecided	<input type="text"/>	
<a href="#">Federal Pell Grant</a>	Estimated	\$2,775.00	\$2,775.00	\$5,550.00			
<a href="#">Peter Howell Scholarship</a>	Actual Award	\$25.00	\$25.00	\$50.00			
<a href="#">Tuition Assistance Program</a>	Estimated	\$2,050.00	\$2,050.00	\$4,100.00			

Internet 100%


In the page, the “Accept Award Offer” tab, you can

1. Accept the full award offered by selecting Full Amount on All Awards
2. Accept Partial Offer – and specify the amount you agree to accept
3. Decline Award Offer

**\*\*When accepting a Student loan you must complete the following:**

- [An Electronic Promissory Note \(e – MPN\)](#)
- [An Entrance Interview/Counseling \(first – time borrowers only\)](#)
- A SUNY Orange Loan Test (available ONLY at Financial Aid Office)

Click on the Financial Aid Tab at the top of the screen, and click on the Awards link again. Then click on the **Award Payment Schedule link**. After clicking the link you will again have to select the Aid Year.



The screenshot shows the SUNY ORANGE website. At the top is a banner with the SUNY ORANGE logo and the text "If you have the dream, we have the way!". Below the banner is a navigation bar with tabs: Personal Information, Student, Financial Aid, and Faculty Services. The Financial Aid tab is selected. Below the navigation bar is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links: RETURN TO MENU, SITE MAP, HELP, and EXIT. Below the navigation bar is a section titled "Award". Under this section is a list of links: Account Summary By Term, Award for Aid Year, Award Payment Schedule, Award History, Loan Application History, and Withdrawal Information. The link "Award Payment Schedule" is highlighted with a black arrow pointing to it. At the bottom of the page is a footer with the text "RELEASE: 8.14.1".

SUNY ORANGE

"If you have the dream, we have the way!"

Banner (College Information)

Personal Information Student **Financial Aid** Faculty Services

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Award

- Account Summary By Term
- Award for Aid Year
- Award Payment Schedule** ←
- Award History
- Loan Application History
- Withdrawal Information

RELEASE: 8.14.1

140%

The Award Payment Schedule page shows you and “**Expected Date**” from disbursement . After attendance to class has been checked and applicability has been verified, refunds will be paid, assuming there are no holds on the student's account.

\*\*Disbursement date is only an estimate



**SUNY ORANGE**

**"If you have the dream, we have the way!"**

Banner (College Information)

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Award Payment Schedule for 2012-2013 Academic Year

A00128676 Mickey Mouse  
Nov 16, 2012 02:28 pm

"Expected Date" for disbursement is only an estimate. This date represents the earliest possible date the student's funds will be paid to the Student Accounts Office. After course attendance and applicability are verified, refunds will be paid, assuming there are no other holds on the student's account.

Term	Award	Expected Date	Expected Amount	Paid To Date
Fall 2012	Peter Howell Scholarship	Oct 11, 2012	\$25.00	\$0.00
Spring 2013	Peter Howell Scholarship	Feb 28, 2013	\$25.00	\$0.00
<b>Total:</b>			\$50.00	\$0.00

[Select Another Aid Year](#)

[ [Account Summary By Term](#) | [Award for Aid Year](#) | [Award History](#) | [Loan Application History](#) ]

**RELEASE: 8.10**