

Registration Guide

Contents

Classroom Building Key.....	2
General Policy	2
Important Registration Information	4
Policies and Procedures	4
Office of Accessibility Services	5
Fresh Start Policy.....	6
Make-Up of Classes Cancelled Due to Inclement Weather.....	7
Payment.....	7
Holds.....	8
Student ID and Parking Permit	8
Visiting Students.....	8
Official Withdrawal from the College	8
Lab School.....	9
College Bookstore	9

Classroom Building Key
Middletown
Code Building Name

BT	Bio-Technology Building
DV	Devitt Center
HO	Horton Hall
HA	Harriman Hall
HU	Hudson Hall
OH	Orange Hall
PE	Physical Education Building
RCSE	Rowley Center for Science and Engineering
SSC	Shepard Student Center

Middletown Campus
Office Number

Accessibility Services	341-4077
Admissions	341-4030
Academic Advising	341-4070
Bookstore	341-4815
Business Training & Development	341-4770
Career & Internship Services	341-4444
Community Enrichment	341-4890
Continuing & Professional Education	341-4770
Driving Programs/Alcohol Education	341-4892
Financial Aid	341-4190
Lab School	341-4165
Library	341-4855
Registrar	341-4140
Student Accounts	341-4830
Student Activities	341-4065

LIB Library

Newburgh
Code Building Name

KAP	Kaplan Hall
TWR	Tower Building

Transcripts	341-4140
Tutorial Services	341-4171
Veteran's Rep	341-4071
Wellness Center	341-4870
Workforce Development Education	341-4532

Newburgh Campus – 562-2454
Office Number

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

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

See [Academic Calendars](#) for important academic and registration dates.

For payment questions and dates please visit [Student Central Services](#) or [Student Accounts](#) for details.

Date

Types Student and Registration Steps

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 Fall 2019)

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 ([Registrar's Office](#)) For your convenience the following forms are also included: Credit Course Registration Form, Residency Form, and Immunization Form.

Registration Steps If I am a ... I need to:	New Degree-Seeking Student	Continuing Student	Readmit Student Previously enrolled but have not attended for 2 Full Semesters	Non-Degree-Seeking or Visiting Student
File an application for admission or readmission and complete the admission process	X		X	
Complete Placement Testing or apply for a waiver	X			X
Provide proof of Immunization (including meningitis response form) if I plan to register for 6 or more credits	X			X
Clear any holds	X	X	X	X
Attend a New Start session	X			
Attend a Restart Session (only for readmitted students on academic probation)			X	
Meet with an academic advisor for advisement	X		X	Optional
Register for classes during the registration period	X		X	X
Provide proof of residency (a new form must be submitted annually)	X		X	X
Complete payment or finalize payment arrangements	X		X	X

Important Registration Information

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

Policies and Procedures

Admission

A student who plans to enroll in an approved degree or certificate program at SUNY Orange must apply and be admitted to the College. Admission is open to all applicants who are graduates of an accredited high school or recipients of a state high school equivalency diploma.

Students 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-developmental courses for excessive absences.

Instructors shall not lower grades for absences for religious observance nor, provided the instructor's permission is given in advance, for participation in

athletics or other college-sponsored events.

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

Current or future awards of financial aid may be affected if a student does not attend classes for which he or she is registered.

Registration Options: Online Registration Students for all students may register online through Self-Service Banner. The students, when they meet with their advisor, are given a registration PIN #, and as long as they have no holds preventing registration, can register via the web starting March 15, 16, and 17 for continuing students and April 26th for New Students. Instructions on how to register online can be found at www.sunyorange.edu/advising

Changes to Schedule: An Add/Drop occurs when a student makes changes to his/her schedule during registration. Degree seeking students meet with an advisor who will advise the student and issue a PIN# for online registration. Students may add/drop semester courses and/or swap sections before classes begin and during the Add/Drop period which is 2 business days after the beginning of the semester or its equivalent for part of term courses. After the Add/Drop period, students will need authorization from the Instructor, and Department Chair. Students who wish to register for a closed (filled) class should add themselves to a waitlist if one is available for the desired course. Or you may obtain permission from the Instructor and Department Chair to have a seat stretched. (Note: Waitlists are not available for all courses)

Audit of Course

Students who do not wish to earn credit or a grade should complete a special permission form available at Student Services Central in Middletown or Newburgh when they register for courses. Students may, however, change status from audit to credit or vice versa, if they file the

special permission card by the end of the third week of classes (or its equivalent). Some courses, such as Nursing, are not subject to audit.

Those students who are receiving financial aid should consult with the Financial Aid Office before registering for or changing to audit status. Instructors are not required to evaluate the work of audit students.

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

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

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

College Closings and Delays

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

Course Placement Test

For the most updated information please visit: https://sunyorange.edu/admissions/freshman_student.html

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 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 (2018- 2020), located at www.fafsa.ed.gov. If you are attending the Spring/Summer 2017 semester, please fill out the 2018- 2020 FAFSA. Students must select which aid year they can best utilize for their Pell and loan eligibility. ****Do not go to fafsa.com as this site charges a fee and is NOT recommended by the federal government or SUNY Orange.** Upon submission of a completed FAFSA, a student who is a resident of NY State should use the link to NY State found on the confirmation page to complete the TAP web application. To avoid delays and to ensure having financial aid available to assist with payment of tuition and fees, students are encouraged to apply for financial aid as early as possible. Please note being in attendance in all enrolled course(s) is imperative. Non Attendance in one or all of your classes can negatively impact your eligibility for financial aid. New students must have a final official high school transcript or official G.E.D. 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. For additional information please visit: <https://sunyorange.edu/financialaid/index.html>

Fresh Start Policy

This policy is intended to provide a “fresh start” for students who have earned unsatisfactory grades in courses that are not explicitly required for their current program of study. A student can only be awarded ONE Fresh Start. Once a Fresh Start has been applied to the student’s transcript it is permanent.

To be eligible for a Fresh Start, a student must meet all the following criteria:

1. Be matriculated in a registered degree or certificate program at the College.
2. Be currently enrolled in classes.
3. Have an overall GPA lower than 2.0 at the time

- of the request.
4. Have not previously been granted a Fresh Start.

Application of the Fresh Start means:

1. Credits and grades not explicitly required for the current program of study will be omitted from the student’s overall GPA until it reaches as close as possible to 2.0.
2. Grades omitted from the re-calculation will, however, remain on the transcript and be identified on the transcript by the symbol “X”.
3. The student has acknowledged in writing the restrictions of this policy via student signature on the Fresh Start application. [Fresh Start Application \(Digital Submission\)](#)

If the application is denied by the Registrar or the Registrar’s designee, a written appeal may be made to the Vice President for Academic Affairs

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 For additional information please visit: <https://sunyorange.edu/wellness/index.html>

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

Credit load refers to the total number of credits a student is taking in a semester. Twelve or more credits per semester is considered a full-time course load; while ½ to 11½ credits per semester is considered part-time. Students generally may schedule their classes in the day or evening, or both, in accordance with their particular needs. However, if a student wants to take more than the maximum credit load, (19.5 or more credits in a semester, or 8.5 or more in a summer session) the appropriate associate vice president must approve.

Payment

Students who fail to make payment arrangements by the deadline may be dropped from their registered courses. For payment deadline dates, please visit the following link: www.sunyorange.edu/studentaccounts/payment_options.shtml Payment options include cash, money order, check, or credit card: VISA, MasterCard or Discover Card, finalized financial aid, Installment Payment Plan or third-party contracts. ****Pay online**** for your convenience, payment by credit card may also be made online. Access our website at www.sunyorange.edu/studentaccounts. Click on make a one-time online payment now. Please note the College does not accept any payment by telephone including credit card payments. The schedule of tuition and fees is available in this publication and at the Student Accounts' web page. To qualify for New York State resident tuition

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

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

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

<https://sunyorange.edu/studentaccounts/index.html>

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. For additional information please visit:

<https://sunyorange.edu/csi/desk.html>

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. A **Non-Degree-Seeking Student** is 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. For additional information please visit

https://sunyorange.edu/registrar/visiting_student.html

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) 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. Withdrawals are processed on the day of receipt. Please keep this in

mind since refunds are generated from the processing date.

Withdrawal from Developmental Courses

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

Official Withdrawal from the College

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

<https://sunyorange.edu/advising/index.html>

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 at: <https://sunyorange.edu/financialaid/index.html>.

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 College offers free **daily shuttle service** for students between the Newburgh and Middletown campuses during the fall and spring semesters for additional information visit:

<https://sunyorange.edu/newburgh/shuttlebus.html>

College Bookstore

Looking for textbook information and personalized service or log on to the SUNY Orange Bookstore Online at <https://www.bkstr.com/sunymiddletownstore/home> or on Middletown campus with pick up options on both campuses. 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.

Below are links to important registration-related information:

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

<https://sunyorange.edu/registrar/docs/Creditregistrationform.pdf>

Academic Calendar:

<https://sunyorange.edu/registrar/calendar/index.html>

Registration Calendar:

<https://sunyorange.edu/registrar/calendar/index.html>

Registration Steps:

<https://sunyorange.edu/registrar/index.html>

FERPA:

<https://sunyorange.edu/registrar/ferpa.html>

Applying for Graduation:

https://sunyorange.edu/registrar/apply_for_grad.html

Tuition and Fees Schedule:

https://sunyorange.edu/studentaccounts/tuition_fees.html

Refund Policy:

<https://sunyorange.edu/studentaccounts/refunds/index.html>

Residence Form/Information:

https://sunyorange.edu/studentaccounts/residency_instructions.html

Payment Schedule/Options:

https://sunyorange.edu/studentaccounts/payment_options.html

Student Immunization Form/Information:

<https://sunyorange.edu/wellness/immunization.html>

Registration Policies and Procedures:

<https://sunyorange.edu/catalog/docs/04-RegInfoandStudentRecords-2019-2020.pdf>

Maps/Directions:

<https://sunyorange.edu/directions/>

Financial Aid:

<https://sunyorange.edu/financialaid/index.html>

Admissions:

Red Flag Policy (Identity Theft Prevention)

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



www.sunyorange.edu

<https://sunyorange.edu/admissions/index.html>



www.sunyorange.edu