Winter/Spring/Summer 2020

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. for additional information visit: https://sunyorange.edu/newburgh/shuttlebus.html

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Classroom Building Key							
Middletown							
Code 1	Building Name						
BT	Bio-Technology Building						
DV	Devitt Center						
НО	Horton Hall						
HA	Harriman Hall						
HU	Hudson Hall						
LIB	Library						
ОН	Orange Hall						
PE	Physical Education Building						
RCSE	Rowley Center for Science and Engineering						
SSC	Shepard Student Center						

Newburgh
Code Building Name
KAP Kaplan Hall

TWRTower Building

Off-Campus locations
Code Building Name

PJP Port Jervis Pike Street

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.

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.

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

Registration Calendar for Credit Courses

Winter 2020

WHITEI 2020	
November 4, Monday	Reserved Priority Winter 2020 Registration for Currently Enrolled Students in Health Professions, Honors, Veterans, TRIO, EOP, Student Senate Representatives & Exercise Studies or who have 30 or more credits earned prior to Fall 2019
November 5, Tuesday	Reserved Priority Winter 2020 Registration for Currently Enrolled Students with 15 or more credits completed prior to Fall 2019
November 6, Wednesday	Registration for all <u>currently enrolled</u> Degree Seeking and Non-Degree Seeking students and Re-Admitted students for Winter 2020
November18, Monday	Winter 2020 Registration continues for all students. For details visit http://www.sunyorange.edu/advising/
November 18, Monday -	Registration Continues for Winter 2020 for All Students
January 2, Thursday	
January 2, Thursday	Last Day to Drop Winter 2020 Course without Incurring
4:30 pm	Tuition Liability In Person
January 2, Thursday	Last Day to Drop Winter 2020 Course without Incurring
11:59 pm	Tuition Liability On- Line with PIN number
January 2, Thursday	Winter 2020 Session - Classes Begin
January 2, Thursday	Last Day to Add/Drop course for Winter Session
January 2, Thursday	Access to Web Registration for Winter Session ends
January 5, Sunday	Deadline to Drop a Winter Course without a "W" Grade
January 15, Wednesday	Deadline to Drop a Winter course with a Grade of "W"
January 18, Saturday	Last day of class
January, 21, Tuesday	Winter 2020 Grades Distributed to Students On-Line – Students should make any necessary adjustments to Spring 2020 schedules as a result of

grades

Spring 2020

November 4, Monday Reserved Priority Spring 2020 Registration for Currently Enrolled

Students in Health Professions, Honors, Veterans, TRIO, EOP, Student Senate Representatives & Exercise Studies or who have 30 or more

credits earned prior to Fall 2019

November 5, Tuesday Reserved Priority **Spring 2020** Registration for Currently Enrolled

Students with 15 or more credits completed prior to Fall 2019

November 6, Wednesday Registration for all **currently enrolled** Degree Seeking and Non-Degree

Seeking students and **Re-Admitted** students

November 18, Monday Registration for all New Students enrolling for the first time for **Spring**

2020. For details visit http://www.sunyorange.edu/advising/

November 18, Monday - Spring 2020 Registration continues for all students.

January 17, Friday For details visit http://www.sunyorange.edu/advising/
December 18, Wednesday Fall 2019 Grades Distributed to Students On-Line – Studen

Fall 2019 Grades Distributed to Students On-Line – Students should make necessary adjustments to **Spring & Summer 2020** schedules as a result of

Fall 2019 grades

Last Day to Drop Spring 2020 Courses without Incurring Tuition

Liability in Person

Martin Luther King Jr. Day -- College Closed

Last Day to Drop Spring 2020 Courses without Incurring Tuition

Liability On-Line with PIN number

Spring 2020 Classes Begin

Add/Drop Period

January 21, Tuesday

January 21- 27 Tuesday - Monday January 27, Monday

January 17, Friday

January 20, Monday January 20, Monday

4:30 pm

11:59 pm

February 10, Monday

January 21 - March 13 February 10, Monday

March 2, Monday

March 10, Tuesday

March 23, Monday

March 16, Monday March 22, Sunday

April 10, Friday

April 20, Monday

April 28, Tuesday

May 5, 6

Access to Web Registration Ends

Deadline to Drop a First Half Semester Course Without a "W" Grade

Deadline to Change To or From Audit Status First Half Semester Courses

Apply for May Graduation Student Services Central

Deadline to Drop a Semester Long Course Without a "W" Grade

Deadline to Change To or From Audit Status Semester Long Courses

Deadline to Drop a First Half - Semester Course With a Grade of "W"

Second Half - Semester Courses Begin

Deadline to Drop a Second Half - Semester Course Without a "W" Grade

Deadline to Change To or From Audit Status Second Half -Semester

Courses

Spring Recess - Administrative Offices Open 3/16 - 3/20 until 5:00 p.m

Good Friday and Passover - *Classes in Session*

Deadline to Drop a Semester Long Course with a "W" Grade Deadline for

a Total Withdrawal from College

Drop a Second Half - Semester Course with a "W" Grade.

Day Classes Only - Reading Days Prior to Last Week

Tuesday, Wednesday (Note: Evening Classes see Schedule Below)

May 7-12 Required Last Week of Day Classes with Final Exams

Thurs, Fri, Mon, Tues (Special Schedule)

May 5-12 Required Last Week of Evening and Saturday Classes

May 5, Tuesday Tuesday Evening Classes
May 6, Wednesday Wednesday Evening Classes
May 7, Thursday Thursday Evening Classes

May 9, Saturday Saturday Classes

May 11, Monday Monday Evening Classes

May 15, Friday Final Grades Due

May 18, Monday Final Grades available to Students

May 21, Thursday Commencement

Summer 2020

November 4 , Monday Reserved Priority **Summer 2020** Registration for Currently Enrolled Students in Health Professions, Honors, Veterans, TRIO, EOP, Student

Senate Representatives & Exercise Studies or who have 30 or more credits

earned prior to Fall 2019

November 5, Tuesday Reserved Priority **Summer2020** Registration for Currently Enrolled

Students with 15 or more credits completed prior to Fall 2019

November 6, Wednesday Registration for all <u>currently enrolled</u> Degree Seeking and Non-Degree

Seeking students and Re-Admitted students

November 18, Monday Registration for all New Students enrolling for the first time for

Summer2020. For details visit http://www.sunyorange.edu/advising/

November 18, Monday - **Summer2020** Registration continues for all students. For details visit http://www.sunyorange.edu/advising/

December 18, Wednesday Fall 2019 Grades Distributed to Students On-Line – Students should make

necessary adjustments to Summer 2020 schedules as a result of Fall 2019

grades

May 22, Friday Last Day to Drop Summer 2020 Session 1 Courses without Incurring

4:30 pm Tuition Liability In Person

May 25, Monday Memorial Day Holiday -- College Closed

May 25, Monday Last Day to Drop Summer 2020 Session 1 Courses without Incurring

11:59 pm Tuition Liability On- Line with PIN number
May 26, Tuesday Summer 2020 Session 1 - Classes Begin

May 29, Friday Classes run on a Monday Schedule (Make-Up Class for Independence Day

Holiday)

May 26, Tuesday- Add/Drop Period for Summer Session 1 courses

May 29, Friday

May 29, Friday Access to Web Registration Summer 1 Ends

May 28, Tuesday -Apply for Summer Graduation Student Services Central August 2, Friday June 2, Monday Deadline to Drop a Summer 1 Course Without a "W" Grade Deadline to Drop a Summer Session 1 Course with a Grade of "W" June 25, Thursday July 2, Thursday Last Class for Summer Session 1 July 4, Saturday Independence Day Holiday - College Closed July 7, Tuesday Final Grades available to students May 28, Tuesday -Registration Continues for Summer Session 2 Classes ONLY July 10, Wednesday July 2, Thursday Last Day to Drop Summer 2020 Session 2 Courses without Incurring Tuition In Person Last Day to Drop Summer 2020 Session 2 Courses without Incurring Tuition July 5, Sunday **On-Line with PIN number** Summer 2020 Session 2 - Classes Begin July 6 Monday July 6, Tuesday -Add/Drop Period For Summer Session 2 courses July 9, Thursday July 9, Thursday Access to Web Registration Summer 2 Ends July 13, Monday Deadline to Drop a Summer Session 2 Course Without a "W" Grade August 2, Friday Deadline to Apply for Summer Graduation - Student Services Central August 6, Thursday Deadline to Drop from a Summer Session 2 Course with a Grade of "W" August 13, Thursday Last day of Full Summer Semester and Summer 2 courses August 18, Tuesday Final Grades available to students

<u>NOTE</u>: College Campuses are Closed on Fridays in June and July, please plan accordingly. See Academic Calendar on the Registrar's Web Page at www.sunyorange.edu for IMPORTANT academic dates during the Summer 2020 Semester

Important Registration Information

Students, faculty, staff, and prospective students can access available courses for the Spring/Summer 2020 semester 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.

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. 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 November 6, 7 or 8 for continuing students and December 4 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 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 its equivalent for part of term courses. After the Add/Drop period, signatures of the Instructor, Department Chair and Registrar are required. 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, Department Chair (Note: Waitlists are not available for all courses).

Below are links to important registration-related information:

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://sunvorange.edu/wellness/immunization.html

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

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

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:

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

Registration Schedule

Registration For:	Registration Begins			
ALL currently enrolled Veterans, Honors, TRIO, EOP, or students with 30 or	Monday, November 4			
more credits completed prior to Spring 2020				
ALL Health Profession Majors (including Exercise Studies	Monday, November 4			
All currently enrolled degree-seeking students with 15 or more credits completed	Tuesday, November 5			
prior to Spring 2020				
All currently enrolled degree/non-degree seeking or readmitted students	Wednesday, November 6			
New Students enrolling for the first time and new & returning non-degree Seeking	Monday, November 18			
Students				

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 2018)

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	New Degree-	Continuing	Readmit Student	Non-Degree-
If I am a I need to:	Seeking Student	Student	Previously enrolled	Seeking or
			but have not	Visiting
			attended since	Student
			Spring 2018	
File an application for admission or	X		X	
readmission and complete the admission				
process				
Complete Placement Testing or apply for a	X			X
waiver				
Provide proof of Immunization (including	X			X
meningitis response form) if I plan to register				
for 6 or more credits				
Clear any holds	X	X	X	X
Attend a New Start session	X			
Attend a Restart Session (only for readmitted			Χ	
students on academic probation				
Meet with an academic advisor for advisement	X		Χ	Optional
Register for classes during the registration	Х		Χ	X
period				
Provide proof of residency (a new form must	Χ		Χ	Χ
be submitted annually)				
Complete payment or finalize payment	X		X	X
arrangements				

Payment Dates and Options at SUNY

Orange

To complete the registration process all students must:

- Accept Financial Responsibility Statement
- Complete Residency Requirement
- Make Payment Arrangements by Deadline
- Add Access to a Proxy/Authorized User

It is required to make payment arrangements by deadline or you will be dropped from your registered courses.

If you decide not to attend after registering:

- You must officially withdraw. All students will incur tuition and fee charges once the term begins.
- Students who complete a drop form (phone calls are not accepted) with Student Services Central or drop online via Self-Service Banner prior to the start of the term will not incur any charges. Nonattendance does not constitute an official drop.

Payment Dates for Winter 2020

January 2, 2020

Payment Dates for Spring 2020

Those Registered: Payment arrangement deadline:

November 4 – December 31, 2019

January 7, 2020

January 1 – January 21, 2020

January 21, 2020

Starting January 21, 2020 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 of the term.

Payment Dates for Summer 2020

Those Registered: Payment arrangement deadline:
November 5, 2018 – May 26, 2020 May 26, 2020
May 27 – July 6, 2020 July 6, 2020

Payment is due at time of registration for students

Payment is due at time of registration for students registering for Summer I on or after May 27, 2020

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 of the session.

Payment Options

Payment options include cash, money order, check or credit card: VISA, MasterCard, Discover, Financial Aid, third-party sponsors or the Installment Payment Plan.

Payment can be made in person, online, by mail, or by 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 your convenience, payment in full may also be made online by logging in to your MySUNYOrange account or at

www.sunyorange.edu/studentaccounts.

*Please note the College does not accept any payments 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.

Payment Plan

The payment plan allows students to pay their tuition and fees in monthly installments. There is a \$35.00 fee (per semester) due at time of enrollment. Pleae note the Payment Plan is not available for Winter Session.

Spring 2020 Enrollment Dates

November 15 Deadline for 5 payment plan
December 15 Deadline for 4 payment plan
January 25 Deadline for 3 payment plan

Summer 2020 Enrollment Dates

April 1 Deadline for 4 payment plan
May 1 Deadline for 3 payment plan
June 1 Deadline for 2 payment plan

Tuition and Fees Schedule

Winter/Spring/Summer 2020

The following is the schedule of tuition and fees at SUNY Orange.

For additional information, see Student Accounts section of the SUNY Orange website

Full-Time Student Tuition: (12 or more credits)

New York State resident \$2592.00 per semester Non-resident \$5184.00 per semester

Part-Time Student Tuition

New York State resident \$216.00 per credit hour \$108.00 per half credit hour Non-Resident \$432.00 per credit hour \$216.00per half credit hour

Mandatory Fees (Non-Refundable):

Student Activity/Athletic Fee:

Full-time (12+ credits) \$61.00
Part-time (.5-11.5 credits \$5.00 per credit

Technology Fee:

Full-time (12+ credits) \$160.00

Part-time (.5-11.5 credit) \$14.00 per credit

Cultural Affairs Fee:

 Full-time (12+ credits)
 \$14.00

 Part-time (.5-11.5 credits)
 \$7.00

 Child Care Fee:
 \$7.00

College Fees (Non-Refundable)

Admissions Application Fee \$30.00 Readmission Application Fee \$20.00 Graduation Fee \$55.00 Transcript Fee \$10.00 Online Transcript Fee (includes processing fee) \$7.25 \$40.00 Laboratory Fee (per applicable courses) Malpractice Insurance Fee (per applicable courses) \$7.50 Academic Support Fee (3or more credits) \$45.00 Late Registration Fee \$10.00

\$25.00 maximum

Returned Check Fee \$25.00 per check
Health Professions Fee \$175.00
Foreign Check handling fee, per check
Assessment Fee \$25.00

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.

Proxy/Authorized User Access

Students can grant others (referred to as a proxy) access to the student account and financial aid information. Get started by logging into your MySUNYOrange account and clicking the Proxy Authorization tab.

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

Winter/Spring/Summer 2020

Refund Policy Schedule

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

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:

Winter 2020 Refund Schedule

Winter Session Classes start Tuesday, January 2, 2020

Up to and including the first day of the term
Day 2 of the term
Day 3 of the term
0% tuition
0% tuition

Spring 2020 Refund Schedule

Full Semester Classes: start: Tuesday, January 21, 2020 Prior to the start date of the term 100% tuition During the first week 75% tuition During the second week 50% tuition During the third week 25% tuition After the third week 0% tuition

First Half Classes: start: Tuesday, January 21, 2020

Prior to the start date of the term 100% tuition
During the first week 25% tuition
After the first week 0% tuition

Second Half Classes: start: Tuesday, March 10, 2020

Prior to the start date of the term 100% tuition
During the first week 25% tuition
After the first week 0% tuition

Summer 2020 Refund Schedule

Summer I Classes: start Tuesday, May 26, 2020

Prior to the start date of the session 100% tuition
During the first week 25% tuition
After the first week 0% tuition

Summer II Classes: start Monday, July 6, 2020

Prior to the start date of the session 100% tuition During the first week 25% tuition After the first week 0% tuition Full Semester Classes: Tuesday, May 26- August 13, 2020 Prior to the start date of the term 100% tuition During the first week 75% tuition During the second week 50% tuition During the third week 25% tuition After the third week 0% tuition

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.

Residence Information

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 residency requirement, will be charged as a non-resident. Proof of residence must be submitted annually.

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. 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 New York 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 Resident

If you have resided in Orange county for 12 months prior to the start of the semester. Complete the Orange County Verification of Residence Form. Submit the original completed form to Student Services Central or mail the completed form to the Student Accounts Office.

NYS 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(student), B(visitor), J(exchange), C, D, H2A, H3, H4 if on H2/H3, M, O, P, Q, R, TN, or TD visas. Pursuant to Section 355 and 6301 of the New York State Education Law certain nonresident students including out of status and undocumented immigrants may be eligible for resident tuition. The undocumented immigrant must meet the following requirements:

Attended an approved New York State high school for two or more years or attended a GED/TASC Exam Preparation Course Graduated from an approved New York State high school or received a NYS GED/TASC Diploma Applied for SUNY admission and attended within five years of receiving the NYS diploma or NYS GED/TASC Diploma Compete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status Please note the Student Services Central office has a Notary Public available for your convenience.

For additional information please visit: https://sunyorange.edu/studentaccounts/residency_instructions.html



SUNY Orange Student Accounts Office Verification of Orange County Residence

For Office Use Only

AFFIDAVIT (OR AFFIRMATION) AND VERIFICATION OF RESIDENCE, IN CONNECTION WITH ATTENDANCE AT ORANGE COUNTY COMMUNITY COLLEGE** (To be completed and signed in black ink)

					Sem	ester:										
STATE OF NEW YORK, EQUINTY OF	Fall 20)		Winter	20	Spri	ing	20				Sum	mer	20		
Student # A					ecurity# Identification#				-		Ι	Ţ.		Ι		
Last Name:					First Name:											
Current Street Address:																
								I	Date	s of (Cu	rren	t Res	iden	CΨ	
City/Town		[Zip	County	\exists	From	n_			_	to				
•				гар	County											
Previous Street Address (If less than 2 years at	current	<u>:</u>				٦		I	Date	of I	Рте	viou	s Res	iden	ce	
	$\neg \vdash$				1	\exists	From	n_				to				
City/Town	St	ate	-	Zip	County	-										
Additional Previous Address (If less than 2 year	ırs above):				_		Date	es of	Add	ľ	Prev	ious	Resi	lenc	<u>e</u>
						╝										
						□L	From	m	_/_		_	to	_		_/_	_
City/Town State Zip County																
Mailing Address (If <u>different</u> than above):																
													_			
Citizenship:																
U.S. Citizen Visa Type:			. [*Uı	documented							er_				
Provide your Govern	ment issu	ed Vis	a		* Please see th											
Permanent Resident Alien# Provide your Permanent Resident Alien Car	rd			Date of	Issue:/		_		_ E	xpir	atio	on: _			_/_	
I hereby swear (or affirm) that I reside at the abov of this affidavit (or affirmation) and application; b (6) months** immediately prior to the date of this	been a leg	al resi	dent of	f the State	of New York; t	hat I n	ow a	m an	d hav							
By signing, I hereby swear (or affirm) that I reside affidavit (or affirmation), resided as stated above.		at the a	ibove l	home add	ress and that I ha	ave, fo	r two	yea	rs im	medi	atel	ly pri	or to t	he da	te of	this
	_		S	Signature	of Applicant				_	_		<u>/</u>	ate	20		-

**SDUCATION LAW, SECTION 690, PROVIDES "THE CHEEF PRICAL OFFICER OF EACH COUNTY, AS DEFINED IN SECTION; SO IT IS LOCAL FINANCE LAW, SHALL UPON APPLICATION AND SERMESSION TO HAM OF SATISFACTORY EVEROUS, ISSUE TO ANY RESCONDESSION OF SECTION AND SERVICE AND PRISONED A SECTION OF SATISFACTORY EVEROUS.

BEILD, TOWN IS RECEIVED THAT THE PRICAL SECTION OF THE SECTION OF

(Rev: 03/2019)

Registration 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

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.

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

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 (2017-2020), located at www.fafsa.ed.gov. If you are attending the Spring/Summer 2017 semester, please fill out the 2017- 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

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. 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.

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

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/student accounts/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/student accounts. 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 down-loaded 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 with- draw (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 -

ww.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

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.

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.





Newburgh Campus 1 Washington Center, Newburgh, NY 12: Middletown Campus 115 South Street, Middletown, NY 105 (845) 341-4140 ◆ registrar@sunyorange.edu

Student Information		Degree Seek	
Semester: FALL WINTER SPI	Non Degree : Visiting Students:	Seeking	
SemesterTALLWINTERSF	SUNY College		
Town of Last Basistantian Company		Non SUNY College	
Term of <u>Last</u> Registration: Semester Ye	ear		
Last Name First Name	Middle Initial	A#	
		SSN or Tax Identificat	to a Marine brook
		SSN or Tax Identificat	ion Number*
Street Address			
CityStateZ	ip Code		
		*SSN or Tax Identification	
Home Phone Cell Phone		required by the IRS for	r reporting of
		tuition and related ex	penses for tax
		purposes and for finar	ncial aid.
Email Address:			
County of Residence		Sex: Male Femal	e
		Jeni maie remai	
		Emergency Contact:	
/ /		Name:	
Date of Birth MM/DD/YYYY (Mandatory)			
Date of Birth Wilwiy DD/TTTT (Walldatory)		Phone #:	
Other News at Use do		THORE III	
Other Names Used:		Balada adda a Vassa	
		Relationship to You:	
	Are you Hispanic/Latino?	YesN	0
U.S. CITIZEN YES NO	If Hispanic/Latino, is you	r background? (select o	ne)
			-
IF NO (Check one)	Central America	n Dominican _	Mexican
PERMANENT RESIDENT ALIEN			
	Puerto Rican	South American	
NON-RESIDENT ALIEN (identify below)			
	Other Hispanic/L		
What Country?	All students, please indic		ne or more)
	White Black _	Asian	
Veteran Status:			
VET	American Indian/Na	ative Alaskan	
VEI	Native Hausiian/Da	cific Islander Ethnicity:	
Demondent of MET	Native Hawaiian/Pa	icinc islander <u>Ethnicity:</u>	
Dependent of VET	Name of all a courses	a) attanded (to 2)	
	Name of other <u>COLLEGE(</u>	s) attended (up to 2)	
Active Duty Military			
Are you a High School Grad or GED Recipient?			Continue to next page
Yes No			
Name of High School			

Course Registration Details

- You are obligated to pay in full all tuition and fees whether or not you attend classes unless you officially drop classes in accordance with the refund schedule published on the Student Accounts web page http://www.sunyorange.edu/studentaccounts
- Some of your financial aid awards may be reduced or cancelled if: (1) You register for 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.
- 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.

Program of Study:									
CRN	SUBJECT	COURSE	SECTION	CAMPUS	COURSE TITLE	CREDITS			
	-	-							
Total									
Credits									
			1	l .					

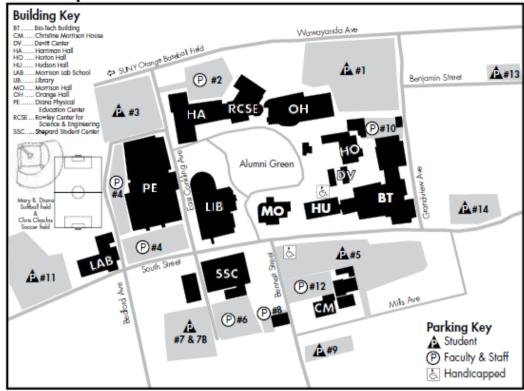
I accept financial responsibility for my SUNY Orange bill during the indicated semester. I acknowledge that my tuition and fees must be paid by the due date or I will be assessed a \$50.00 late payment fee. I realize that non-attendance will not relieve my financial responsibility. I have read and understand 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 50% 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.

*Please note you must complete the SICAS Accept Charges Survey by logging into your MySUNYOrange account.

Student's Name (Print Clearly)	Student's Signature	Date:
Advisor's Name (Print Clearly)	Advisor's Signature	Date:
77		
FOR OFFICE USE ONLY DATE: INITIALS:		
		Last Update 10/22/2019

Campus Map

Middletown Campus



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).

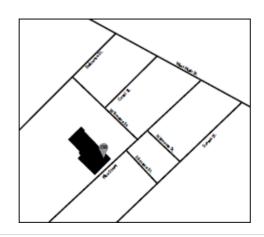
From Sullivan County and Western New York: Route 17 to exit 121W, Interstate 84 West for 3.3 miles to exit 3W, (Route 17M) becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left to Bennett Street.

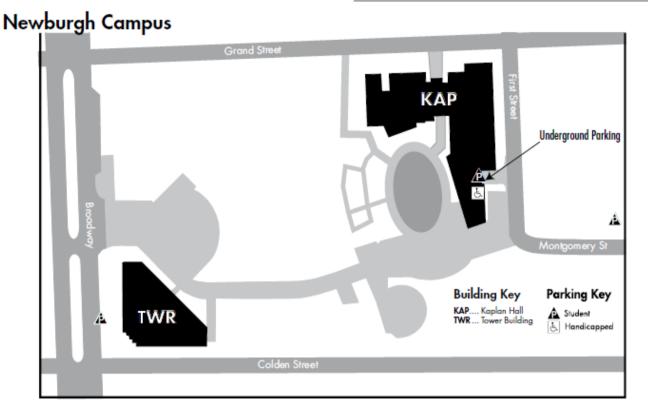
Best Route to Port Jervis Instructional Site

150 Pike Street, Port Jervis

From the East: Take I-84 to Exit 1. Turn left turn off exit ramp, then bear right at first traffic light (East Main Street). Follow East Main St. to Pike Street. Turn left on Pike Street. The SUNY Orange Instructional Site is on your right at 150 Pike Street.

From the West: Take I-84 to Exit 53. Make a slight left onto US-209 N/US-6 E. Pass by Citizens Bank. Enter New York. The SUNY Orange Instructional Site will be on the left at 150 Pike Street.





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 Mongomery St. proceed a short block, bear right, and enter the Kaplan Hall parking garage on your left.



The Hudson Valley Educational Consortium is a collaborative effort among SUNY Orange, Ulster, Rockland, Sullivan, Dutchess and Westchester Community Colleges to create broader access to academic programs and workforce training throughout the six county region.

Earn an Associate in Applied Science degree in: Cyber Security, Emergency Management, Fire Protection Technology, Green Building Maintenance & Management, or Public Health