Next Steps – Fall 2015
Middletown Campus - Shepard Student Center
Newburgh Campus – Kaplan Hall

After meeting with an Advisor:

_____ 1. **Register for classes** - submit your registration form to Student Services Central (SSC)
   Middletown - Shepard Student Center, 3rd fl.
   Newburgh - Kaplan Hall, Rm. 110

_____ 2. **Review your schedule** - make sure you have the classes you wanted on the days, times, and
   campus location discussed.

_____ 3. **Pay the $50 non-refundable tuition deposit** – (SSC or MySUNYOrange/Student Finances).
   Required of all students every semester unless receiving Ch. 33 (at 100% rate) or Ch. 31 benefits
   from the Veterans Administration.

_____ 4. **Submit Certificate of Residence** - (SSC) within 30 days of start of semester (required yearly).

_____ 5. **Submit final official GED, high school and/or college transcripts, and immunization
   records** (if partially cleared) – (SSC).

_____ 6. **Pay your tuition** – (SSC or MySUNYOrange/Student Finances). Due **Aug. 10**, or the day you
   register if after the payment due date.

_____ 7. **If applying for Financial Aid**, be aware of important dates:
    July 1 – Target date to complete all verification paperwork and any additional financial
    aid information required by the Financial Aid Office.
    After July 1 – Students who have not received confirmation of financial aid eligibility
    should sign up for a payment plan – (MySUNYOrange/Student Finances).

_____ 8. **Get your student ID and parking pass** - you will need to show your schedule
   Middletown - Shepard Student Center, Information Desk, 2nd fl.
   Newburgh – Kaplan Hall, Security Desk at Grand Street Lobby, 1st fl.

_____ 9. If purchasing your **textbooks** at the Bookstore or receiving a Financial Aid book voucher, be
   aware of the Bookstore’s refund policy and the following:
   Submit Book Voucher Application (MySUNYOrange/Student Finances) by **Sept. 11**
   Books available for purchase at Bookstore with voucher: **Aug. 24 – Sept. 11**

*If your financial aid has not been completed and awarded by the book voucher deadline, you will not be
eligible for bookstore credit. Not all financial aid recipients receive assistance for books; have an alternate
plan in place to purchase your books.

_____ 10. **Check your SUNY Orange email regularly** for important information and updates.

If your plans change, and you anticipate not attending any or all of your classes, it is your responsibility to
fill out the necessary paperwork to withdraw from your classes (SSC). **Deadline to withdraw for full
refund of tuition** (fees are non-refundable): **Fri., Aug. 28 at 4:30 pm.**