Next Steps – Summer 2015
Summer I (S1/15): May 26 – July 2
Summer II (S2/15): July 6 – Aug. 13
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 May 18**, or the day you register if after the payment due date.

_____ 7. **If applying for Financial Aid** - Please review the regulations for summer financial aid (MySUNYOrange/Student Finances) to see how federal financial aid can be applied to your account.

_____ 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 St. Lobby, 1st fl.

_____ 9. **Purchase Textbooks**: Textbook information can be found on Banner, MySUNYOrange/Student Services/Resources, and at the Bookstore. The Bookstore’s refund policy and hours of operation can be found online.

_____ 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.
   Middletown - Academic Advising (Shepard, 3rd fl.)
   Newburgh - Student Services Central (Kaplan 110)

**Deadline to withdraw for full refund of tuition** (fees are non-refundable):
   S1/15 – Fri., May 22 at 4:30 pm
   S2/15 – Thur., July 2 at 5:30 pm