Message from the President

Here at SUNY Orange, we realize your education is important to you, whether you are fresh out of high school, an adult student returning after a decade or more in the workforce, or somewhere in between. Rest assured, your education is equally important to us as well.

I encourage you to examine this bulletin as you plan the next step of your educational journey. In addition to course offerings for the Fall 2012 semester, you’ll find information on many of the College’s policies and procedures, including class registration, tuition and fees, and payment options.

Over the years, the College has earned a reputation for academic excellence and we are committed to furthering our role as an educational leader in Orange County. We realize that when you choose SUNY Orange, you are entrusting your academic future to us. Every faculty and staff member at the College takes that responsibility very seriously.

Welcome to SUNY Orange and I look forward to seeing you on campus.
Fall 2012

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.

Contents

Registration Calendar ................................................................. 4
Registration Schedule ............................................................... 5
Registration Steps ..................................................................... 6
Tuition and Fees Schedule ......................................................... 7
Refund Policy ........................................................................... 7
Residence Information ............................................................. 8
MySUNYOrange ...................................................................... 9
Policies and Procedures .......................................................... 10-12
Registration Form: Degree and Non-Degree Seeking Students .......... 13
Campus Maps/Directions ......................................................... 14-15
Hudson Valley Educational Consortium ................................... Back Cover

College Bookstore

Looking for textbook information? Visit the Bookstore for personalized service or log on to the SUNY Orange Bookstore website, www.sunyorangewebsites.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.

At the start of each semester the Bookstore arranges for textbooks to be delivered to the Newburgh campus. It is best to purchase textbooks needed for courses at our Newburgh campus Bookstore. All books needed for those classes are delivered there prior to the start of each semester as a special service to our students.

Information Directory

(845) 344-6222
(Please call for office hours)

Middletown Campus

<table>
<thead>
<tr>
<th>Office</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Services</td>
<td>341-4077</td>
</tr>
<tr>
<td>Admissions</td>
<td>341-4030</td>
</tr>
<tr>
<td>Advising &amp; Counseling Center</td>
<td>341-4070</td>
</tr>
<tr>
<td>Bookstore</td>
<td>341-4815</td>
</tr>
<tr>
<td>Bursar</td>
<td>341-4830</td>
</tr>
<tr>
<td>Business Training &amp; Development</td>
<td>341-4770</td>
</tr>
<tr>
<td>Career &amp; Internship Services</td>
<td>341-4444</td>
</tr>
<tr>
<td>Community Enrichment</td>
<td>341-4890</td>
</tr>
<tr>
<td>Continuing &amp; Professional Education</td>
<td>341-4770</td>
</tr>
<tr>
<td>Driving Programs/</td>
<td></td>
</tr>
<tr>
<td>Alcohol Education</td>
<td>341-4892</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>341-4190</td>
</tr>
<tr>
<td>Kindercollege</td>
<td>341-4165</td>
</tr>
<tr>
<td>Library</td>
<td>341-4855</td>
</tr>
<tr>
<td>Registration</td>
<td>341-4140</td>
</tr>
<tr>
<td>Student Activities</td>
<td>341-4065</td>
</tr>
<tr>
<td>Transcripts</td>
<td>341-4140</td>
</tr>
<tr>
<td>Tutorial Services</td>
<td>341-4171</td>
</tr>
<tr>
<td>Veteran’s Rep</td>
<td>341-4071</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>341-4870</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>341-4532</td>
</tr>
</tbody>
</table>

Newburgh Campus – 562-2454

<table>
<thead>
<tr>
<th>Office</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Central</td>
<td>341-9502</td>
</tr>
<tr>
<td>(Admissions, Financial Aid, Registration, Bursar, Advising &amp; Counseling)</td>
<td></td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>341-9034</td>
</tr>
<tr>
<td>ESL</td>
<td>341-9593</td>
</tr>
<tr>
<td>Learning Center</td>
<td>341-9504</td>
</tr>
<tr>
<td>Library</td>
<td>341-9020</td>
</tr>
<tr>
<td>Student Activities</td>
<td>341-9544</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>341-9504</td>
</tr>
</tbody>
</table>

Off-Campus Sites

<table>
<thead>
<tr>
<th>Site</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monroe-Woodbury H.S.</td>
<td>460-7000</td>
</tr>
<tr>
<td></td>
<td>ext. 7004</td>
</tr>
<tr>
<td>Port Jervis H.S.</td>
<td>341-4765</td>
</tr>
<tr>
<td>Warwick Valley H.S.</td>
<td>341-4765</td>
</tr>
</tbody>
</table>

Kindercollege

Quality educational childcare for children of students, faculty and staff

Ages 18 months through pre-school age

Call 341-4165

www.sunyorangewebsites/Kindercollege
### Fall 2012 Registration Calendar For Credit Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15, Thursday</td>
<td>Spring 2012 Mid-Semester U Grades for Full Semester Courses Available to Students</td>
</tr>
<tr>
<td>April 2, Monday</td>
<td>Last Day for Student to Withdraw from Spring 2012 Semester-Long Courses with Grade of “W”</td>
</tr>
<tr>
<td>April 9, Monday</td>
<td>Reserved Priority Fall 2012 Registration for Currently Enrolled Students in Health Professions &amp; Exercise Studies or who have 30 or more credits earned prior to Spring 2012</td>
</tr>
<tr>
<td>April 10, Tuesday</td>
<td>Reserved Priority Fall 2012 Registration for Currently Enrolled Students with 15 or more credits completed</td>
</tr>
<tr>
<td>April 11, Wednesday</td>
<td>Registration for all currently enrolled, readmitted or continuing Non-Degree Seeking students</td>
</tr>
<tr>
<td>May 15, Tuesday</td>
<td>Spring 2012 Grades Distributed to Students Online – Students should make necessary adjustments to Fall 2012 schedules as a result of Spring 2012 grades</td>
</tr>
<tr>
<td>May 29, Tuesday -</td>
<td>Registration for all New Degree-Seeking Students enrolling for the first time for Fall 2012 begins. Consult the Advising and Counseling Center’s Web Page at <a href="http://www.sunyorange.edu">www.sunyorange.edu</a> for details.</td>
</tr>
<tr>
<td>May 29, Tuesday -</td>
<td>New Non-Degree Seeking Students Registration for Fall 2012 begins.</td>
</tr>
<tr>
<td>May 29, Tuesday</td>
<td>Fall 2012 Registration continues for all students. Consult the Advising and Counseling Center’s Web Page at <a href="http://www.sunyorange.edu">www.sunyorange.edu</a> for details.</td>
</tr>
<tr>
<td>July 1, Sunday</td>
<td>Students who wish to pay using Financial Aid should have all completed paperwork on file with the Financial Aid Office by this date to meet payment date</td>
</tr>
<tr>
<td>August 1, Wednesday</td>
<td>Payment Due for Fall 2012 Priority Registrations</td>
</tr>
<tr>
<td>August 1, Wednesday -</td>
<td>Late Registration for Fall 2012 All Students Payment Due upon Registration</td>
</tr>
<tr>
<td>August 24, Friday -</td>
<td>Access to Web Registration Ends</td>
</tr>
<tr>
<td>August 24, Friday -</td>
<td>Last Day to Drop Fall 2012 Courses without Incurring Tuition Liability</td>
</tr>
<tr>
<td>August 27, Monday</td>
<td>Fall 2012 Classes Begin</td>
</tr>
<tr>
<td>August 27, Monday -</td>
<td>Add/Drop Period</td>
</tr>
</tbody>
</table>

**NOTE:** See ACADEMIC CALENDAR on the Records & Registration’s Web Page at www.sunyorange.edu for IMPORTANT academic dates during the Fall 2012 Semester.

---

**Important Registration Information**

Students, faculty, staff, and prospective students can access available courses for the Fall 2012 academic sessions by using this Desk Reference or by reviewing the searchable online database (accessible either on the public web site or via Banner at MySUNYOrange). In addition to the links offered below, a complete array of information related to registration can be found on the College’s Course Schedules web site (www.sunyorange.edu/schedules/).

Please be aware that the online searchable database will contain the most current course information. Course updates (additions, deletions, time or location changes) will not be made to the online version of this Desk Reference but ONLY to the online database. Once registration has begun, the searchable database will become the most useful tool for determining course availability as you plan your schedule.

**Below are links to important registration-related information:**

- **Academic Calendar:** [http://www.sunyorange.edu/academic_services/calendar](http://www.sunyorange.edu/academic_services/calendar)
- **Registration Calendar:** [www.sunyorange.edu/academic_services/calendar/registration.shtml](http://www.sunyorange.edu/academic_services/calendar/registration.shtml)
- **Registration Steps:** [www.sunyorange.edu/academic_services/steps.shtml](http://www.sunyorange.edu/academic_services/steps.shtml)
- **Tuition and Fees Schedule:** [www.sunyorange.edu/bursar/tuition_fees.shtml](http://www.sunyorange.edu/bursar/tuition_fees.shtml)
- **Refund Policy:** [www.sunyorange.edu/bursar/refunds/credit.shtml](http://www.sunyorange.edu/bursar/refunds/credit.shtml)
- **Residence Form/Information:** [www.sunyorange.edu/schedules/documents/BURSAR_AF-FIDAVIT_Infopdf](http://www.sunyorange.edu/schedules/documents/BURSAR_AF-FIDAVIT_Infopdf)  
  *(A resident of New York is one who has maintained legal residence in the State for one year and in one county for six months immediately preceding the first day of classes)*
- **Payment Schedule/Options:** [www.sunyorange.edu/bursar/payment_options.shtml](http://www.sunyorange.edu/bursar/payment_options.shtml)
- **Student Immunization Form/Information:** [www.sunyorange.edu/schedules/docs/immunization_F2011.pdf](http://www.sunyorange.edu/schedules/docs/immunization_F2011.pdf)  
  *(New York State Public Health Law requires that all college and university students enrolled for at least six (6) credits complete and return the Student Immunization Record form)*
- **Credit Course Registration Form (Degree/Non-Degree Seeking Students):** [www.sunyorange.edu/schedules/documents/credit_course_registration_form.pdf](http://www.sunyorange.edu/schedules/documents/credit_course_registration_form.pdf)
- **Registration Policies and Procedures:** [www.sunyorange.edu/academic_services/reg_policies_proc.shtml](http://www.sunyorange.edu/academic_services/reg_policies_proc.shtml)
- **Maps/Directions:** [www.sunyorange.edu/directions/](http://www.sunyorange.edu/directions/)
### Registration Schedule

<table>
<thead>
<tr>
<th>Registration For:</th>
<th>Fall 2012</th>
<th>Fall 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date/Times when Registration Period Begins</td>
<td>Payment Due Date</td>
</tr>
<tr>
<td>ALL currently enrolled degree-seeking students with 30 or more credits completed</td>
<td>Monday, April 9, 8:00 am through Wednesday, August 1</td>
<td>No later than August 1</td>
</tr>
<tr>
<td>ALL Health Profession Majors (including Exercise Studies)</td>
<td>Thursday, August 2 through Friday, August 24 at 4:30 pm. (Web Registration ends at this time)</td>
<td>Payment Due no later than August 24</td>
</tr>
<tr>
<td>All currently enrolled degree-seeking students with 15 or more credits completed</td>
<td>Tuesday, April 10, 8:00 am through Wednesday, August 1</td>
<td>No later than August 1</td>
</tr>
<tr>
<td>Non-Degree Seeking students</td>
<td>Thursday, August 2 through Friday, August 24 at 4:30 pm. (Web Registration ends at this time)</td>
<td>Payment Due no later than August 24</td>
</tr>
<tr>
<td>New Students enrolling for the first time or New Non-Degree Seeking students</td>
<td>Thursday, August 2 through Friday, August 24 at 4:30 pm.</td>
<td>Payment Due no later than August 24</td>
</tr>
</tbody>
</table>

### Registration Options

In-person: Follow the schedule listed above. 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. These 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 beginning on either April 9, 10 or 11. Instructions on how to register online can be found at [www.sunyorange.edu/counseling/advisement/docs/webregistration_005.pdf](http://www.sunyorange.edu/counseling/advisement/docs/webregistration_005.pdf).

### Changes to Schedule

An Drop/Add 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 if the courses have met the equivalent of one week. The signatures of the Instructor, Department Chair and Registrar are required. A fee of $10 per course is charged up to a maximum of $25. Part-time students who both add and drop courses after the semester begins pay incur both partial tuition and fees costs for the dropped course as well as the full tuition and fees costs for the additional course unless the add and drop is for the same course in the same session.

Students who wish to register for a closed (filled) class are required to obtain permission from the Instructor, Department Chair, and Registrar.

### Payment Dates and Options at SUNY Orange

**Fall 2012**

**Payment Dates for Fall 2012**

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to July 31, 2012</td>
<td>August 1, 2012</td>
</tr>
<tr>
<td>On or after August 1, 2012</td>
<td>Prior to the first day of the semester</td>
</tr>
</tbody>
</table>

*Please note: Students choosing the payment plan as their payment method must select a plan and enroll by the TuitionPay deadline of August 1, 2012. See payment options listed under TuitionPay Payment plan information below.*

**Payment Options**

Payment options include cash (Middletown only), money order, check, or credit card; VISA, MasterCard, American Express, or Discover Card, finalized financial aid, third-party sponsors, or the TuitionPay plan.

Payments may be made in person, online, by mail, or deposited into our lock box located outside the Bursar Office, in the George Shepard Building in Middletown, and Student Services Central (SSC) in Newburgh. Please be certain to always include the student's name when making payments by check or credit card. For credit card payments also include the card number, card security number, expiration date and the name, address and phone number of the card holder. Please note that cash is not accepted at the Newburgh campus.

For your convenience, payment by credit card or ACH may also be made online at the following Online payment (in full) via check or credit card link. A $10 convenience fee is charged.

*Please note the Bursar does not accept any payments, including credit cards, by telephone.*

**TuitionPay Payment Plan (Fall 2012)**

- July 1, 2012 first payment due on 4 payment plan (1/4 of tuition and fees plus $35.00 enrollment fee) or
- August 1, 2012 first payment due on 3 payment plan (1/3 of tuition and fees plus $35.00 enrollment fee).

The TuitionPay Payment Plan allows students to pay their tuition and fees in monthly installments. Enroll online at The Tuition Payment Plan (click on “Enroll Now”, choose the payment plan option that is best for you and follow the easy steps to complete your enrollment). Questions about enrollment can be directed to TuitionPay at 1-800-635-0120.

*Please note the payment plan is not available for the Summer Sessions.*

**If you decide not to attend after registering:**

- You must officially withdraw. All students will incur tuition and fee charges starting August 27, 2012.
- Students who complete a drop slip (phone calls are not accepted) with Records and Registration by Aug. 24, 2012 will not incur any charges. Non-attendance does not constitute an official drop.

Starting Aug. 27, 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 (by completing a Drop form) before the start date of the semester.

**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.
## Fall 2012 Registration Steps

<table>
<thead>
<tr>
<th>If I am a ...</th>
<th>New Degree-Seeking Student</th>
<th>Continuing Student</th>
<th>Readmit Student previously enrolled but have not attended since Summer 2011</th>
<th>Non-Degree-Seeking or Visiting Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need to:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File an application for admission or re-admission and complete the admission process</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Assessment Testing or apply for a waiver</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide proof of Immunization if I plan to register for 6 or more credits</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear any holds</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attend a New Start session</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend a Restart Session (only for readmitted students on academic probation)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet with an academic advisor for program approval</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(optional)</td>
</tr>
<tr>
<td>Register for classes during the registration period</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provide proof of residency (a new form must be submitted annually)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complete payment or finalize payment arrangements</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**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 Summer 2011)

**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](http://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.*
## Tuition and Fees Schedule

### Fall 2012

The following is the schedule of tuition and fees at SUNY Orange. A $50.00 deposit is required from all students within 48 hours of registration and the balance is due before the first day of each semester. Failure to pay the $50.00 deposit will result in the student being deleted from all classes. For additional information, see the Bursar’s Office section of the SUNY Orange web site.

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

- New York State resident: $2050.00 per semester
- Non-resident: $4100.00 per semester

### Part-Time Student Tuition

- New York State resident: $170.00 per credit hour
- Non-Resident: $340.00 per credit hour

### Mandatory Fees (Non-Refundable):

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity/Athletic Fee</td>
<td>$68.00</td>
</tr>
<tr>
<td>Part-Time (1.5 - 11.5 credits)</td>
<td>$5.00 per credit</td>
</tr>
<tr>
<td>Non-credit insurance (per term)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$135.00</td>
</tr>
<tr>
<td>Part-time (.5 - 11.5 credits)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Cultural Affairs Fee</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

### College Fees (Non-Refundable):

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Transcript Fee (online order)</td>
<td>$7.25</td>
</tr>
<tr>
<td>Laboratory Fee, per applicable course</td>
<td>$40.00</td>
</tr>
<tr>
<td>Mal-practice Insurance Fee, Per applicable courses</td>
<td>$7.50</td>
</tr>
<tr>
<td>Distance Learning Fee (Per applicable courses)</td>
<td>$50.00 per course</td>
</tr>
<tr>
<td>Tutoring Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$10.00 per course</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$25.00 per check</td>
</tr>
<tr>
<td>Health Professions Fee</td>
<td>$125.00</td>
</tr>
<tr>
<td>Foreign check handling fee, per check</td>
<td>$10.00 plus bank fees</td>
</tr>
<tr>
<td>Advance Deposit</td>
<td>$50.00</td>
</tr>
<tr>
<td>Nursing, Occupational Therapy, Physical Therapy</td>
<td>$50.00</td>
</tr>
<tr>
<td>Dental Hygiene, Radiologic Tech., Med-Lab Tech.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Assessment Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Payment fee</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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.

---

### Refund Policy Schedule

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:

#### Fall Full Semester Classes start Monday, August 27, 2012

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee Return</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start date of the semester</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>During the first week</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>During the second week</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>During the third week</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>After the third week</td>
<td>starting 09/17/12</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### First Half Classes: start date 08/27/12

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee Return</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start date of the semester</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>During the first week</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>After the first week</td>
<td>starting 09/03/12</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### Second Half Classes: start date 10/17/12

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee Return</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start date of the semester</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>During the first week</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>After the first week</td>
<td>starting 10/24/12</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

Students eligible for a refund due to course withdrawals are processed approximately four - six weeks after the beginning of the semester.

Inquiries regarding refund policy exceptions must be in writing to the Tuition Credit Review Board. Tuition Credit request forms are available at sunyorange.edu or at the Bursar’s Office.

### 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.

### Red Flag Policy (Identity Theft Prevention)

Orange County Community College 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 Commission’s 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).
Residence Information

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 college contributes to the cost for providing services to the student. The basis for assessing counties for this money is the Certificate of Residence.

Note: A person does not acquire New York State Domicile (legal residence) simply by being physically present in New York State for a period of 12 months or for the sole purpose of attending a New York State College or University. If your principal or permanent home has not been New York State for a 12-month period immediately prior to the start date of the semester, you will be considered an out-of-state student for tuition purposes.

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. If you move or cannot reside in your home county, you may not receive a bill. Make payment by subtracting the non-resident tuition amount from your balance due.

Orange County Residents:

Complete the Affirmation of Orange County Residence. Include this with your adjusted payment (subtract nonresident tuition amount from balance due).

NY State Residents From Counties Other Than Orange County:

A student from a New York county other than Orange is required to submit a Certificate of Residence from their county of legal residence covering 6 months prior to the first day of classes. To secure the required certificate, follow the procedures below:

Contact the Treasurer's Office or Chief Fiscal Officer of your home county to inquire about acceptable forms of proof you will need to prove your residency.

Once you have obtained a Certificate of Residence, you must submit the original to the SUNY Orange Bursar Office. This will entitle you to pay the resident tuition rate. Please note per New York State Education Law, NY state counties are only required to issue and honor certificates of residence dated no earlier than 60 days prior to the start of classes and no later than 30 days after. After the first 30 days of classes, most counties will no longer issue certificates of residence and payment for the non-resident tuition charge then becomes the student's responsibility. Late certificates will be processed by our office, but your account will only be reduced if your county accepts our billing.

NY State 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 resident rate: F(student), J(exchange), C, D, H2A, H3, H4 if on H2/H3, M, P, Q, R, TN, or TD visas. Effective July 1998, certain undocumented aliens may be eligible for the resident tuition rate. The undocumented alien must have graduated from a NYS high school and applied for SUNY admissions within five years of receiving the NYS diploma. The undocumented alien must complete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status.

All Students:

Providing the college with proof of residency is an important step in your registration process. Students who fail to present documentation will be charged non-resident tuition. Please contact the Bursar Office at (845) 341-4830 if you have any questions about the proper way to complete the requirement.
Welcome to MySUNYOrange!

Online Services at MySUNYOrange

For your convenience, SUNY Orange offers several online services that are available at MySUNYOrange. These online services provide instant access to your student records (Banner), e-mail (G-Mail) and online courses (Angel).

Once logged in to Banner, you can:
- access registration to drop/add courses
- print a copy of your schedule
- search for class times and availability
- view holds on your account
- examine a detailed summary of your academic program
- view mid-term and final grades, review your payment history, check financial aid and tax information
- print an unofficial transcript.

You can also send and receive e-mails via G-mail, collaborate with classmates and professors through Angel and conduct research by accessing the Library Databases (note that access to the Library databases requires specific usernames and passwords and is not covered with your Single Sign-on account).

These services can be accessed via the MySUNYOrange link located near the top right of the College’s home page (www.sunyorange.edu) shown at right. Upon reaching the MySUNYOrange page, you will be asked to insert your username and password, which will then direct you a landing page (shown at right) where you may link to the various online services, view the College calendar for that day, see recent announcements and locate helpful informational links.

All students should also be aware that the College has established e-mail as the official means of communication with students (the policy is included below). Mass communications to students will be in the form of an e-mail newsletter entitled “Student Grapevine.” When necessary, students may also receive personalized official e-mail notifications from such College departments as financial aid, bursar, advising and counseling, or registrar.

The Student Grapevine will include announcements, schedules of events, and notifications of College deadlines. An online version of the Student Grapevine will be posted to the College’s web site.

SUNY Orange Student E-mail Policy

Assignment of E-mail Address

SUNY Orange assigns an e-mail address (@sunyorange.edu) to each registered student. This College-issued e-mail account will be designated as the student’s official e-mail address when administrative and academic departments need to communicate with students.

College Responsibility

The College is responsible for communicating with students in a timely and accurate way about changes in policies, procedures and deadlines that affect them.

The College will select the most appropriate method (mail, telephone, e-mail) to convey pertinent information to specific groups of students. In some cases, e-mail may be used exclusively. Routine announcements, administrative and academic dates and deadlines, and information of a general nature will typically only be sent by e-mail.

Student Responsibility

Students are responsible for receiving, reading, responding to and complying with official e-mail communications sent by the College. Because information may be time-sensitive, students are encouraged to check their e-mail regularly (daily, several times weekly) throughout the semester.

Students who opt to redirect their @sunyorange.edu e-mail account to another personal e-mail account do so at their own risk. The College is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student’s failure to receive or read e-mail communications does not constitute an excuse for missing College communications or meeting College deadlines.

SUNY Orange Student E-mail Policy

Assignment of E-mail Address

SUNY Orange assigns an e-mail address (@sunyorange.edu) to each registered student. This College-issued e-mail account will be designated as the student’s official e-mail address when administrative and academic departments need to communicate with students.

College Responsibility

The College is responsible for communicating with students in a timely and accurate way about changes in policies, procedures and deadlines that affect them.

The College will select the most appropriate method (mail, telephone, e-mail) to convey pertinent information to specific groups of students. In some cases, e-mail may be used exclusively. Routine announcements, administrative and academic dates and deadlines, and information of a general nature will typically only be sent by e-mail.

Student Responsibility

Students are responsible for receiving, reading, responding to and complying with official e-mail communications sent by the College. Because information may be time-sensitive, students are encouraged to check their e-mail regularly (daily, several times weekly) throughout the semester.

Students who opt to redirect their @sunyorange.edu e-mail account to another personal e-mail account do so at their own risk. The College is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student’s failure to receive or read e-mail communications does not constitute an excuse for missing College communications or meeting College deadlines.
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 without a high school or equivalency diploma may qualify for admission into the 24 College Credit Hour Program or apply to take their G.E.D. through the Office of Continuing and Professional Education.

Students previously admitted to the college who have not attended for two or more semesters must apply for readmission.

Contact the Office of Admissions for applications for admission and readmission at (845) 341-4030.

Contact the Office of Continuing and Professional Education for information on obtaining a G.E.D. at (845) 341-4890.

Advising

All degree-seeking students must obtain approval from an academic advisor either in their department or in the Advising and Counseling Center 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-development 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 the Office of Records and Registration at once. The Records and Registration Office will, in turn, notify each instructor. However, it is the student’s responsibility to contact 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 the Records and Registration Office in Middletown or Student Services Central in 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

Effective Fall 2012, Enrollment Certification of full-time/part time status will be available through the National Student Clearinghouse Self-Service Program. Student will securely and seamlessly be brought status will be available through the National Student Clearinghouse Effective Fall 2012, Enrollment Certification of full-time/part time status will be available through the National Student Clearinghouse.

Instructors are not required to evaluate the work of audit students.

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 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.

Classes at off-campus high school locations (Monroe Woodbury High School, Port Jervis High School, and Warwick Valley High School) will be cancelled if on-campus classes do not meet; if SUNY Orange does not cancel evening classes as a result of inclement weather, evening classes held at off-campus locations will follow that high school’s inclement weather closing announcement.

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 Assessment 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 Middletown at (845)-341-4030 or Newburgh, Student Services Central at (845) 341-9502.

Note: Students enrolled in the 24 credit hour program who are seeking financial aid are required to take this test in order to satisfy the Title IV Ability to Benefit requirements.

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 semester, for the mandatory fifteenth week, and in the Spring semester during the optional sixteenth 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 director of academic services 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.

**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 (2012-2013).

**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 GED 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 or at Student Services Central in Newburgh at (845) 341-9502.

**Fresh Start Policy**

This policy is intended to provide a “fresh start” for students with poor grades who either want to change to a new program, or, having been away from the College for at least one year, want to resume their original plan of study. Please note that this application will not be reviewed until at least four (4) weeks into the returning semester.

An eligible student will have his or her CQPA re-computed by excluding final grades earned in courses taken at SUNY Orange that are not explicitly required in the student’s intended degree or certificate program. The student may apply for this fresh start opportunity at any time during her or his career. However, a Fresh Start will be awarded only once. If the application is denied by the Registrar, a written appeal may be made to the Vice President for Academic Affairs.

Application of the Fresh Start Policy means:

- Grades will be omitted from the recalculation of a CQPA until the CQPA is 2.0 or the smallest possible number above 2.0. However, the original grade remains on the transcript.
- Courses and grades omitted from the re-calculation will be identified on the transcript by an “X” in front of the grade of the recalculated course(s).

To be eligible for a fresh start, a student must meet ALL of the following criteria:

- Be matriculated in a registered degree or certificate program at the College.
- Have changed curriculum, or have been out of the College for at least one calendar year.
- Have a CQPA lower than 2.0 at the time of the request.
- Acknowledge in writing the restrictions of this policy.
- Not have had any courses “discounted” under the previous policy.

**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**

A $50.00 deposit is required from all students, including financial aid applicants/recipients, within 48 hours of registration and the balance is due before the first day of each semester. Accounts unpaid after the third week of classes will incur a $50.00 late payment fee.

Payment options include cash (Middletown only), money order, check, or credit card: VISA, MasterCard, American Express, or Discover Card, finalized financial aid, third-party contracts, or the TuitionPay plan. Please note:

**“Pay online**" For your convenience, payment by credit card or ACH may also be made on-line. Access our website at www.sunyorange.edu. Click and select the following: Current Students; Bursar; Payment Options;
Fall 2012

Online payment. Follow the helpful instructions. A $10.00 convenience fee is charged for all on-line payments.

Please note the Bursar does not accept any payments, including credit cards, by telephone.

For TuitionPay payment plan information, please call 1-800-635-0120 or the Bursar Office at (845) 341-4830. Students must enroll in the Payment Plan directly with TuitionPay online at www.tuitionpay.salliemae.com.

- TuitionPay enrollment cannot be set-up at the school.
- The TuitionPay Plan is not available for summer semesters.

Students can update their College ID or parking permit upon verification of payment at the Bursar Office.

The schedule of tuition and fees is available in this publication and at the Bursar’s 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 Certificate 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 bursar’s web site. The instructions for filling it out online can be found here: http://www.sunyorange.edu/bursar/residency_instructions.shtml

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 Registrar’s Office) 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 Records and Registration 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 unmet financial obligations or who have failed to comply with College requirements are not permitted to register, receive grades or attend class until the hold is cleared with the issuing office. Further information relating to student records, such as certification of attendance or grades is also withheld.

Student ID and Parking Permit

Students can update their ID or campus parking permit by presenting their paid receipt at the Student Activities Office, which is located on the 1st floor of the Shepard Student Center at the Middletown campus or at the Newburgh campus on the 1st Floor Security desk in Kaplan Hall.

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 Advising and Counseling 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 Records and Registration Office with an advisor’s signature. No record of the course appears on the student’s transcript if the course is dropped by specific dates (See Academic Calendar - www.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 Records and Registration Office in Middletown or Student Service Central in Newburgh the day of receipt. Please keep this in mind since refunds are generated from the processing date.

Withdrawal from Developmental Courses

Students who are required to enroll in developmental courses must remain enrolled in them throughout the semester. A student may request permission to withdraw and must acquire signature approval from the appropriate administrator (Associate Vice President, Coordinator of Learning Assistance Services or the Registrar) their Advisor and the Instructor in order to drop the course(s). 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. (See catalog for Learning Assistance Services/ Developmental Education)

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 below. The student should discuss the decision with his or her advisor prior to withdrawal.

The student must complete the Total Withdrawal from College Form and the Drop/Add Form with appropriate signatures by the dates noted on the Academic Calendar. Exit interviews with Counseling Center 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 Records and Registration in Middletown or at Student Services Central in Newburgh.

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.
**CREDIT COURSE REGISTRATION FORM**

**Credit Registration**

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>YEAR</th>
</tr>
</thead>
</table>

**Registration Instructions:**
1. An activity fee of $5 per credit must be included when registering for part time credit courses and $68 per full time course load.
2. A $9 insurance fee must be included with tuition payment for full time students and $2 for part time students.

**Student's Last Name**

**First Name**

**Middle Initial**

**A#**

---

**Student's Legal Address**

**City**

**State**

**Zip**

**Other Names Used**

**Last Name**

**First Name**

**Social Security # (Optional)**

**Sex**

**U.S. Citizen Yes No**

**If No What Country?**

**Are You a High School Grad or Recipient of a GED?**

**Yes No**

**Name of High School**

---

**In Case of Emergency, Contact (Give Name)**

**Home ( )**

**Cell ( )**

**Work ( )**

---

**Name of Other Colleges Attended (Up to 2)**

---

**Today's Date**

**Term Key**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course, Number</th>
<th>Sect/Lec</th>
<th>Lab</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Term of Last Registration**

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
</table>

**I understand how the selected course(s) relate to my academic program or how they meet my academic goals.**

**I acknowledge financial responsibility for the selected course(s) if they are not cancelled or if I do not withdraw prior to the start of the semester even if I do not attend these classes.**

**I understand that if immunization requirements are not met, I may be Dropped from my classes.**

---

**Student's Signature**

**Date**

---

**Advisor's Signature**

**Date**

---

**Make checks payable to: Orange County Community College**

**If using a Credit Card**

- Amex
- MC
- Visa
- Discover

**Exp. Date**

---

**Print name and address of credit card holder: ________________________________**

---

**www.sunyorange.edu**
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 Routes to Warwick Valley High School
89 Sanfordville Road, Warwick

From the New York State Thruway (North): Take Exit 16 in Harriman onto Route 17 West. Take Exit 127 (Greycourt Road). Go to top of the hill and turn left at the light onto Kings Highway (sign will say Warwick and Sugar Loaf). Continue on for approximately 3 miles. Turn right at Sugar Loaf sign and continue on Kings Highway until you get into Warwick. At the traffic light in Warwick, make a left and continue on Main Street until you get to the second light. At the light, turn right onto West Street and continue until you reach another red light. Go through the light, pass three houses on the left, and high school is the second big building past those homes.

From Route 17 East (South): Follow Route 17 East until you get to Exit 124 (Florida and Goshen) and follow Florida - 17A. Go through two lights in Florida and continue on Route 17A and 94 until you reach Warwick. At the second light, make a right onto West Street and continue until you come to a red light. Go through the light, continue on until you reach the second big building on the left.

Important Information About Parking on the Middletown Campus

SUNY Orange will be undertaking a number of capital improvement projects. These projects will enhance and improve the academic experience of ALL SUNY Orange students. Among the upgrades that the campus will experience over the coming months are: completion of The Morrison Lab School; construction of a new Center for Science and Engineering classroom building; and construction of a new multi-level parking deck.

In order to tackle these projects, it will be necessary to close the parking lot at the corner of Wawayanda Ave and East Conkling Street (next to the Physical Education Building), as well as the parking lot behind Harriman Hall. In order to accommodate the need for student parking, the College has added three temporary lots in which students can park. Those lots are at Southwinds (corner of East Ave and Fulton Street), Paramount Theater and the Federal Courthouse lots (both located on South Street between Fulton and East Main streets).

A continuous shuttle service will be available to bring students between campus and these ancillary parking locations.
Best Routes to Newburgh Campus

From Middletown: Take Interstate 84 East to Exit 10. At bottom of exit ramp, turn right onto Route 9W South and immediately get into left lane. At stoplight, turn left onto North Street which becomes Marine Drive (also named LeRoy Place, Water Street). Continue on Marine Drive through 2 stop lights. About ½ mile past the second stoplight turn right on to Colden Street. At the first stop sign make a right onto Broadway. Continue on Broadway, and make the first right on to Grand Street; the Newburgh Campus will be on the right. (The entrance to the Newburgh Campus parking garage is on 1st Street and Grand.)

From Upstate New York or New York City/New Jersey area (NYS Thruway): Take New York State Thruway to Exit 17 (Newburgh). After toll booths, bear right and follow signs for Interstate 84 East. Follow directions from Middletown (above).

From Dutchess County & Connecticut: Take Interstate 84 West over the Newburgh/Beacon Bridge to Exit 10. On exit ramp stay to right and merge onto North Plank Rd. At the first stoplight, turn right onto Route 9W South and immediately get into left lane. At the 2nd stoplight, turn left onto North Street which becomes Marine Drive (also named LeRoy Place, Water Street). Continue on Marine Drive through 2 stop lights. About ½ mile past the second stoplight turn right on to Colden Street. At the first stop sign make a right onto Broadway. Continue on Broadway, and make the first right on to Grand Street; the Newburgh Campus will be on the right. (The entrance to the Newburgh Campus parking garage is on 1st Street and Grand.)

Best Route to the Newburgh Armory

355 South William Street, Newburgh

From Newburgh Campus: Proceed west on Broadway (away from the river) to South Robinson Ave. (Route 9W). Turn left on South Robinson Avenue. Take South Robinson Ave. to the 3rd street on the right (South Williams St.). Turn right on South Williams Street. Newburgh Armory is located on the left.

Best Route to Port Jervis High School

Route 209, Port Jervis

Take I-84 to Exit 1, left turn off exit ramp, bear right at first traffic light (East Main Street), right at fourth traffic light (Kingston Avenue), right at next traffic light (Hamilton Street), go down hill, bear left to Port Jervis High School.

Best Routes to Monroe-Woodbury High School

155 Dunderburg Road, Central Valley

From Middletown: Rt. 17 to Exit 131; left to light. Turn left at light onto Nininger Road; right onto Dunderburg Road. High school is on the right.

From North or South: Thruway to Exit 16 (Harriman). Immediately after toll, exit. At light, go straight through to Nininger Road. (Then same as from Middletown.)
The Hudson Valley Educational Consortium is a collaborative effort among SUNY Orange, Ulster, Rockland, and Sullivan Community Colleges to create broader access to academic programs and workforce training throughout the four county region.

Programs Offered through the Consortium:

- Cyber Security
- Emergency Management
- Fire Protection Technology
- Green Building Maintenance and Management
- Paramedic

For more information and to register, see your college registrar, Neil Foley via e-mail: neil.foley@sunyorange.edu or call 845-341-4180!

Visit our website: http://hudsonvalleyeducationalconsortium.com