6 STEPS
COURSE REGISTRATION & ORIENTATION
FOR TRANSFER STUDENTS

RESERVE YOUR SPACE.
CHOOSE ONE COURSE REGISTRATION SESSION:

TUESDAY, JANUARY 9, 2018
OR
THURSDAY, JANUARY 11, 2018
8:30 - 9 A.M. CHECK-IN
AT THE STUDENT UNION
Dear New Transfer Student,

CONGRATULATIONS ON YOUR ACCEPTANCE TO THE STATE UNIVERSITY OF NEW YORK AT NEW PALTZ!

Attendance at one of the Transfer Course Registration & Orientation Programs is required for newly matriculated degree applicants in order for us to ensure accurate transfer credits, advising, and course selection. Please be sure to make any personal or work accommodations necessary to ensure your attendance. Also, note that the program takes place in multiple buildings on campus, and will require traveling outside between buildings.

We would like to make you aware that if you choose to bring a guest(s), they will join you at the Welcome, the Services Fair, and the Academic Requirements Session. However, they cannot accompany you to the academic advising and registration session which begins at 12 p.m. Your guest(s) will attend a separate luncheon with campus administrators while you are being advised, and will rejoin you when you have completed the program.

• Those students who already hold a BA or BS and are seeking a Second Bachelor’s Degree do not need to attend these sessions. Instead, call (845) 257-7869 and ask for your appropriate academic department to schedule a meeting with an advisor. If you are unable to speak to an advisor in your academic department when you call, you can contact the Academic Advising Center at (845) 257-3015.

• For any accepted applicant not planning to attend New Paltz at this time, you must notify the Office of Undergraduate Admission at admissions@newpaltz.edu. Please be sure to include your name in the e-mail and state that you are an accepted transfer student who is not planning to attend New Paltz.

• If you are looking for resources for off-campus housing options, the following two sources can be accessed on the web: Off-Campus Housing Bulletin Board at housingbb.newpaltz.edu and the weekly New Paltz Times online at www.ulsterpublishing.com (click on Classifieds, click on New Paltz Rentals). If you make appointments to look at available off-campus housing on the day of Orientation, please make those appointments after 4 p.m.

QUESTIONS? Contact the Center for Student Development at (845) 257-3088 if you have any questions not addressed in this booklet.

Again, congratulations, and we look forward to meeting you.

Sincerely,

Robert Moysey
Coordinator of Transfer Student Engagement
1. **PAY YOUR PRE-ENROLLMENT DEPOSIT**
   Each transfer applicant received an application acknowledgement notification which included a personal New Paltz Computer User ID (NPCUID). This number begins with N0 (N + zero, plus 7 additional digits.) If you have not already done so, you must first pay your Pre-Enrollment Deposit (PED). This deposit is NOT an additional fee; it is a ‘down-payment’ towards your bill, holds your space at New Paltz, and will be deducted from the bill you receive once you have registered for classes. Log on to my.newpaltz.edu, click on ‘accepted student,’ and pay your PED online with VISA, MasterCard or AMEX. If you need additional assistance processing your payment, call the Office of Student Accounts at (845) 257-3150. Remember: you will not be able to select a session or register for classes unless your deposit is paid.

2. **SIGN UP EARLY TO ENSURE YOUR FIRST CHOICE**
   There are a limited number of spaces available in each Transfer Course Registration and Orientation session for each major. After reading these 6 Steps, go to my.newpaltz.edu and sign-up for one of the sessions.

   **If you reserve online**, you can use VISA, MasterCard or AMEX or a one-time Electronic Fund Transfer (EFT) from your checking account to pay for your Orientation fee. The $45 fee includes a complete program, materials, morning refreshments, lunch and New Paltz souvenir. (Guests pay a fee of $35 and receive refreshments, lunch and a New Paltz souvenir. **Note that family/guests can accompany you to all sessions except for advising and course selection**). Walk-ins cannot be accommodated, as specific faculty advising is arranged for majors in advance.

   **If you reserve by mail**, print out the Transfer Course Registration form (page 5) and send in your payment. EFT cannot be done by mail, only credit cards, checks or money orders. Please indicate your first and second choice, and send your form to us at the mailing address at the bottom of the form.

3. **YOU WILL RECEIVE A CONFIRMATION E-MAIL**
   Once we have processed your reservation, we will confirm your session date by e-mail.

4. **BE PREPARED**
   Review the *Dear New Transfer Student* letter and *Frequently Asked Questions* (FAQs, page 2–4).

5. **BRING THESE 3 THINGS WITH YOU THE DAY OF ORIENTATION**
   - **$20 for your SUNY New Paltz I.D. card.** You will have your photo taken for your card and receive the I.D. before you leave. This one-time cost is payable by cash (preferred), check, Hawk Dollars, VISA, MasterCard or Discover. **An official Photo I.D. will be required** e.g. driver’s license, school photo I.D., state issued I.D., or passport. (If none are available, please bring two other forms of I.D.)
   - **A list of your classes** if you are currently enrolled at a college (and your grades if they have been posted)
   - **Your Immunization Record** if you have not already provided it to the Student Health Service

6. **PARK IN THE DESIGNATED LOT AND CHECK-IN AT THE STUDENT UNION FROM 8:30–9 A.M.**
   Refer to the campus map (page 6) which directs you to Rt. 32 Parking (Lot #28). A parking permit is **required** on the day of the program, and a copy of the parking permit is included on page 7 of this document. The permit is also available at www.newpaltz.edu/orientation/transfer. Rt. 32 Parking (Lot #28) is the **only** lot approved for parking during Transfer Orientation.
Why do I need to attend a Transfer Course Registration & Orientation session?
A It is critical for all matriculating students to attend a session as this is the one time the College’s academic requirements are reviewed. In addition, credit review, advising, and course selection takes place on this day.

How long does the program run?
A The average program length depends on your specific advising needs and course registration process. End of day check out begins at approximately 1:30 p.m.

How is the program structured?
A The program includes an official welcome to the University, and a review of academic degree requirements and the tools necessary to build your course schedule. In addition to attending a group advising session led by a faculty member in your major, and registering for classes, you will be able to ask questions about financial aid, payment plans, athletics, student clubs and organizations, and many other services.

Will I meet one-on-one with an advisor?
A No. Generally there is one faculty advisor per major group for this registration. You will work on your own to craft a class schedule under their supervision and guidance. At the beginning of your first semester, you will be assigned a specific academic advisor who will work with you on future course schedules.

When will I find out what major requirements I need to meet?
A Major requirements are listed on the college’s website at www.newpaltz.edu/ugc or on departmental webpages www.newpaltz.edu/directory. Transfer Admissions will send you a copy of your Degree Progress Report which will also list major requirements as long as you are fully declared in a major. Some major courses may not show up as being accepted in the first stages. At Orientation, a faculty advisor will help you understand which courses you can petition to have count in the major. You may need a course description, syllabus, or creative work from a course as follow up, and this can result in more major courses being accepted, especially if you are coming from a non-SUNY school. College policy states that departments may accept up to 50% of a major or minor as transfer credits.

What if I come in as an undeclared major?
A Transfer Admission requires students with 45 credits or more to choose a major as part of the admission process. Academic Advising staff will be available at Orientation to advise and register undeclared students and to answer questions for those students who are choosing between majors. You will remain with an undeclared advisor until you are ready to declare a major.

What if I was unable to apply for my intended major because I did not meet major entrance requirements or because the major was full, but I have more than 45 credits earned and could not apply as Undeclared?
A If you have applied under a major that you do not intend to keep and for which you do not plan to take courses, contact the Academic Advising Center at (845) 257-3015 or advising@newpaltz.edu and let staff know which major you are currently listed under and which major you plan to declare. You will work with Academic Advising staff during Orientation to secure a schedule. Be aware that New Paltz cannot guarantee classes in a major for which you were not directly accepted through admissions.

What if I want to declare a Double Major or a Minor?
A Contact the Academic Advising Center at (845) 257-3015 or advising@newpaltz.edu for an appointment to discuss second major and minor declaration options before you attend a Transfer Orientation.
FAQs

Q What can I do if a course I took is not indicated as meeting a general education requirement at New Paltz, but I believe it might meet a requirement?
A If a course met a General Education requirement at your previous institution or if it meets the criteria for a General Education category (WEST—Course content in Europe, for example), especially if you are transferring from a non-SUNY college, you can petition the Academic Advising Center before or after Transfer Orientation by providing a course description from your previous institution.

Q When should my final grades/transcripts from last semester be received by the Office of Undergraduate Admissions?
A The first day of classes. To facilitate proper credit transfer, make sure to place requests for final transcripts from your previous institution(s) to be sent to New Paltz. Final transcripts can be sent to the following address:
Office of Undergraduate Admissions
State University of NY at New Paltz
100 Hawk Drive
New Paltz, NY 12561

Q I will need to stay overnight in a hotel before/after the Orientation program. Where can I find more information?
A Students, family, and guests who need to stay overnight in a local area hotel can find more information at the following link:
www.newpaltz.edu/alumni/connections/events/reunion/hotels.html—or—search for Keyword: Hotels (at www.newpaltz.edu).

Q I will need to take public transportation to get to campus for Course Registration and Orientation, where should I look for more information?
A Trailways Bus Company provides transportation from NYC and other areas in New York to campus.

More information can be found at http://trailwaysny.com. All efforts will be made to have buses arriving from NYC Port Authority the morning of Orientation to drop off students and guests at the Transportation Hub, located in Lot #28 on campus. If the buses are unable to drop students off on-campus at Lot #28, passengers will be dropped off at the local bus terminal in the village of New Paltz, with a short walk or taxi ride to campus. Please keep in mind that when buying your tickets, you should arrive to campus near 8:30–9 a.m. to check in, and leave campus no earlier than 3 p.m. to give you enough time to successfully register for your classes, and take care of all of the necessary portions of Orientation.

Q When is final payment due for tuition and other fees?
A Billing is only done online through your my.newpaltz.edu account. Paper bills are not mailed. Payment must be received in the Office of Student Accounts by the stated due date that appears on your bill. You can access your bill, accept your charges, complete the health insurance waiver, and make payment or payment arrangements online at my.newpaltz.edu starting two days after you attend the Orientation program.

Q When should my health records and proof of Immunizations be received by Student Health Service?
A One month prior to the start of classes. This information provides Student Health Service personnel with the necessary medical data to take good care of you. It also supplies the necessary immunization record to make you compliant with NYS Public Health Law. If your health information and immunizations were supplied to another college within the past two years, contact that institution and have those records transferred to New Paltz. If no records are available from your prior institution within the past two years, download the Health Report found at https://www.newpaltz.edu/healthcenter/forms.html. Fill out the Meningitis Vaccination Response Form, demographics, health history and Tuberculosis screening, and then have your primary health provider fill out their portion which includes an immunization history. The form should then be mailed, faxed, or e-mailed to Student Health Service.
Q When will I receive Financial Aid award information?
A Accepted transfer students who have paid a Pre-Enrollment Deposit (PED) will be sent a financial aid award letter via e-mail once their completed FAFSA is received by the college and a complete financial aid application is on file at New Paltz. A financial aid checklist for all incoming spring 2018 students can be found here: http://www.newpaltz.edu/financialaid/freshmen.html

Q Do I need a permit or Parking Hang Tag to park on campus during the school year?
A Yes. All students parking on campus need to purchase a hang tag. Applications can be found online at www.newpaltz.edu/parking or in Haggerty 35. A driver’s license and vehicle registration are required.

Q What happens if there is inclement weather the day of my orientation?
A In the case of inclement weather, and an orientation day needs to be postponed, it will be moved to Friday, January 12. The same schedule will apply, however, the orientation will take place on the snow date instead. As the event nears, assessment of the weather conditions will take place. If an orientation day needs to be rescheduled, an announcement will be made on the New Paltz home page (www.newpaltz.edu), on the New Paltz INFO line (845) 257-INFO, and local media in the early morning hours the day of orientation. More information about our campus’ emergency cancelations and delay policy can be found here: http://www.newpaltz.edu/emergency/policy.html

Q What else do I need to know about Course Registration & Orientation?
A Pay your Pre-Enrollment Deposit, register for a session, receive your confirmation e-mail, bring $20 and a photo I.D. to process and receive your college I.D. card. Program refunds for students and guests can only be issued if we are contacted 72 hours prior to your session.
REGISTER FOR YOUR SESSION ONLINE AT my.newpaltz.edu
You must have paid your PED (Pre-Enrollment Deposit) before submitting this form.

Choose in order of preference (ex: 1st, 2nd...):

___ Session 1  ___ Session 2
Tuesday, January 9, 2018  Thursday, January 11, 2018

Student Information

First Name  Last Name  Student ID Number
____________________________________________________

Street Address
_____________________________________________________________________

City  State  Zip
_____________________________________________________________________

Home Phone
_____________________________________________________________________

Cell Phone
_____________________________________________________________________

E-mail
_____________________________________________________________________

Parent, Guardian or Spouse E-mail
_____________________________________________________________________

Indicate if you are one of the following:

☐ U.S. Veteran (A Veteran is a person who has served in the U.S. Armed Forces)
☐ Military Service Member (Active Duty, Reserve or National Guard)
☐ Dependent of a Military Service Member or U.S. Veteran (Dependent is defined as either spouse or child)

Orientation Fees:
All orientation fees are due with this registration form. Please add all totals and make one payment below – checks payable to “CAS 8760” or pay by Visa, MasterCard or American Express (credit card or EFT required for online registration)

Student Fee:  _______ x $45.00 = $ _________

Guests:  _______ x $35.00 = $ _________  Total Amount ___________________

If you cannot reserve online, please call us at (845) 257-3088

If you are reserving a session by mail, please send this form to:
Center for Student Development, Student Union 301, 1 Hawk Drive, State University of New York at New Paltz, New Paltz, NY, 12561-2443
TRAVELING TO SUNY NEW PALTZ

- **From the South** take the NYS Thruway (Interstate 87) north to Exit 18.
- **From the North** take NYS Thruway (Interstate 87) south to Exit 18.
- **From the Northwest** take NYS Thruway (Interstate 90) east to Albany and then south (I-87) to Exit 18.
- **From Connecticut** take Interstate 84 west to Exit 7A. Follow signs for NYS Thruway (I-87) north. Take Thruway north to Exit 18.
- **From New Jersey** take the Garden State Parkway to Route 17 (Exit 163). Proceed 14 miles to the NYS Thruway north to Exit 18.
- **From Mid Hudson Bridge** turn right onto Route 9W north. Proceed 2 3/4 miles to traffic light intersection with Route 299. Turn left onto 299 and proceed approximately six miles to New Paltz. Turn left onto S. Manheim Boulevard (Route 32 South), and proceed ½ mile.
- **From New York State Thruway Exit 18** turn left at the traffic light after the toll booth. Turn left at the third traffic light onto S. Manheim Boulevard (Route 32 South) and proceed ½ mile.
A parking permit is required on the day of the program. Lot #28 Parking (Lot #28) is the only lot approved for parking during transfer Orientation.

Lots available:

Event Location:
Student Union Bldg, MPR
(lot 28 off of Route 32)

Transfer Orientation
January 9th and 11th, 2018
(Snow Day: January 12th, 2018)

Conference Services (845) 257-3033

PRINT THIS PERMIT OUT & PLACE IT ON YOUR DASHBOARD

PRINT IT. PLACE IT.

PRINT YOUR PARKING PERMIT.