

# REGISTRATION, EMAIL, PARKING, AND I.D. INFORMATION FOR NEW SUNY NEW PALTZ GRADUATE STUDENTS IN MENTAL HEALTH AND SCHOOL COUNSELING

The following information is for incoming SUNY New Paltz counseling graduate students:

Mid-summer you will receive information about our new graduate student orientation that will be held in August (typically just before classes start). In the meantime, here is some information to help you with registration, email, parking, and I.D. cards.

## REGISTRATION

Registration is most easily completed on-line, preferably as soon as possible. In order to register, you must activate your my.newpaltz account. Setting up your account is easy. Go to <http://my.newpaltz.edu/> and enter your SUNY New Paltz ID number (N00000000) in the "User Name" box (which you received in your acceptance letter). Memorize your ID number as you will need it throughout your career at New Paltz. Your default password is the lower case "s" followed by the last 6 digits of your social security number. If you did not supply a social security number during the application process, then your default password is the lower case 's' followed by your birth date (e.g., sMMDDYY). You can, and should, change your password after you login. This is the same login you use for Blackboard, NPmail, and the open computer labs throughout campus. If you are having problems logging in due to your user ID and password, please contact the Student Help Desk at 257-3597, via e-mail at [helpdesk@newpaltz.edu](mailto:helpdesk@newpaltz.edu) or in person in Humanities 103.

Once you have access to your account, you may register online via [my.newpaltz.edu](http://my.newpaltz.edu). The "Student Registration Guide" provides step-by-step instructions for web registration and may be found in the Student Information section of [my.newpaltz.edu](http://my.newpaltz.edu).

First semester mental health and school counseling students should choose from among these courses when registering. If attending full-time, register for all of these classes; if attending part-time, choose one to three of these classes:

### Fall 1 (12 credits)

- PSY501 ANOVA (3) or PSY503 Correlation & Multiple Regression (3)
- COU510 Counseling Theories (3)
- COU515 Counseling Skills (3)
- COU520 Career Development, Counseling, and Assessment (3)

**When the fall semester begins, you must meet with your advisor during the first two weeks to complete your Degree Plan of Study form, which helps you map out your plan for completing your degree. Failure to complete this form may hold up graduation. The Degree Plan of Study form is available here:**

[http://www.newpaltz.edu/psychology/graduate/counseling\\_forms.html](http://www.newpaltz.edu/psychology/graduate/counseling_forms.html)

## EMAIL

There are several ways to access your @New Paltz email, both on and off campus. **New Paltz students are REQUIRED to check their campus email and to use it for ALL campus business.**

- NP Email: <http://acs.newpaltz.edu/email/npmail>
- Thunderbird (recommended client for **Windows, Mac, and Linux**): <http://acs.newpaltz.edu/email/thunderbird>

Although other programs such as Outlook, Outlook Express, and Apple Mail may work, they are **not supported by the college**. Basic information for these can be found here: <http://acs.newpaltz.edu/email/email-setup>

**EMAIL ALIAS: If you are a student here for the first time, your username will be the letter N followed by eight numbers. If your username (which you used to login to your e-mail account) is like this, then you can sign up for an alias based on your name. To do so:**

- Login to my.newpaltz.edu
- Click on Student Services
- Click on E-mail Alias Request under the Computer Services section.
- You will be given some choices (based on your name and/or common nicknames for those with the same first name as yours) for your alias.

Once you choose the alias, it will be setup within 24 hours. You will receive an e-mail notice when it is setup. You will still have to use the username starting with N0 to login, but will receive e-mail sent to that as well as the new alias in your normal e-mail account.

This information is also available at <http://acs.newpaltz.edu/email/>

## PARKING

**Office: Haggerty Administration (HAB) 35; Phone: (845) 257-3347; Fax: (845) 257-3009**

NOTE: An opportunity to purchase your parking hangtag will be provided during the new counseling graduate student orientation in August. Feel free to obtain it earlier if you wish.

All students, faculty, staff, and visitors who wish to park on the SUNY New Paltz campus must have a valid parking hangtag or visitor permit.\*

***Please note that parking permits are required year round including summer months.***

\* Visitor permits are available at the Welcome Center located in the HAB lobby and the Parking Office located in HAB 35, Monday-Friday from 8:30 a.m.-5 p.m. (Summer: 8:00 a.m.- 4:00 p.m.) Permits are also available at the park-and-pay machines located at Hawk Drive at the West entrance, and in Lot 28 across from the Hopfer Admissions & Alumni Center, 24 hrs/day.

**Possessing, creating or allowing your parking tag to be duplicated for the purpose of creating a fraudulent tag will immediately result in permanent termination of your campus parking privileges.**

**An application form, including the current price for an annual parking hangtag, can be downloaded here: <http://www.newpaltz.edu/parking/>**

This form can also be picked up at the Parking Office (HAB 35): 8:30-5:00 p.m., Monday – Friday. The completed form (accompanied by a copy of your College I.D./driver's license, vehicle registration, and payment by cash, check or Mastercard/Visa) may be mailed, faxed, or delivered to the Parking Office, or placed in the drop box outside the Administrative Services office (HAB 40). You will be issued one (1) hangtag per person and it is for use by the owner in any vehicle used.

A one time appeal of "no permit" tickets will be granted for an individual faculty, staff or student. You must meet all three of the following requirements to be eligible for the one time appeal: (1) Violation #2, no permit, (2) Have a current valid permit, (3) Were parked in a legal lot for your permit type

The Parking Citation Appeal Form is here: <http://www.newpaltz.edu/parking/parkcitappeal.pdf>; complete and forward it to the Parking Office in HAB 35. A one time approval will be processed by the Parking Office and will be recorded as such in the system. If an individual receives a second "no permit" ticket after the one time appeal has been granted, and they wish to appeal it, a written appeal will be forwarded to the hearing officer for a decision.

### **VISITORS**

A visitor park-and-pay machine is available at the West Entrance on Hawk Dr. off Rt. 208. Visitors may also purchase daily permits from the Welcome Center in the Haggerty Administration Building Lobby and the Parking office Monday-Friday 8:30 a.m. - 5:00 p.m. (Summer: 8 a.m.-4:00 p.m.)

### **REPLACEMENT HANGTAGS**

The **replacement cost** for a hangtag is \$20.00 and must be accompanied by a completed University Police Form LSPark-01. This form is available at university police and can be completed anytime. A copy of the form must be brought to the parking office (HAB 35) to accompany a request for a new hangtag.

## **I.D. CARDS**

New students must obtain I.D. cards at the ID / Meal Plan Office, which is located in SUB 100 (phone: 845-257-3034).

You need an ID card to:

- \* Access Meal Plans and Residence Halls
- \* Open a Hawk Dollars Account
- \* Borrow Library Books
- \* Use the Athletics Facility
- \* Receive Student Discounts at local Participating Stores

New I.D. Cards are \$20.00. Replacement ID Cards are \$10.00.

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