



**Transfer & Graduate Student
Orientation Programs**
December 9, 2011 & January 13, 2012



**STATE UNIVERSITY OF NEW YORK
INSTITUTE OF TECHNOLOGY AT UTICA/ROME**

Session Schedule

Friday, December 9, 2011

8:30 – 9:30 am Student Center Lobby

Orientation Sign-In

Sign in and receive your Orientation materials.

SUNYIT ID photos taken at the bookstore throughout the day

8:30 am Student Center Lobby

Information Tables & Light Breakfast

9:30 am Student Center, Multipurpose Room

Welcome & Registration Overview

10:15 am Donovan & Kunsela Halls, Room locations TBA

Academic Meetings/Advisement

Meet with faculty from your major, learn about academic life at SUNYIT and select classes for the semester.

10:15 – 11:15 am Student Center, Multipurpose Room

Family & Guest Information Session

Overview of SUNYIT's academic and student life programs.

Registration (Following Advisement)

Register for your classes online.

11:30 am – 1:30 pm Student Center

Lunch

Orientation Evaluations

Please return your evaluation form to the Student Center lobby and receive your student ID and free t-shirt.





Session Schedule

Friday, January 13, 2012

8:30 – 9:30 am Student Center Lobby

Orientation Sign-In

Sign in and receive your Orientation materials.

SUNYIT ID photos taken at the bookstore throughout the day

8:30 am Student Center Lobby

Information Tables & Light Breakfast

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General Information

The Orientation program is designed to help new students comply with SUNYIT's enrollment requirements, develop an academic program of study, register for classes, learn about student services and make a positive adjustment to campus life. The program is designed to meet the needs of transfer and graduate students and can generally be completed in less than four hours.

Getting Started

Orientation includes meetings with faculty, student leaders and student affairs staff. Since this isn't your first college experience, you've probably already attended a more traditional orientation program — so we include only the essential information you need to succeed at SUNYIT.

Sessions included in the Orientation schedule:

- A brief introduction to campus life, academic clubs and student services
- An academic overview
- Meeting with faculty members to discuss academic requirements and to select courses for your first semester of study
- Overview of the online registration process
- Course registration using SUNYIT's online registration system
- Information about financial aid, student accounts and computer services
- Information about parking and campus safety
- Your SUNYITCard student ID photo will be taken and your new ID card will be issued



Orientation Dates:

The following dates are for students starting classes in spring 2012.

Friday, December 9
8:30 am - 1 pm

Friday, January 13
8:30 am - 1 pm

Classes begin
Tuesday, January 17, 2012



Making reservations for Orientation:

RSVP online at:
sunyit.edu/orientation
or

Return the enclosed
Reservation Card

Questions? Call the Campus Life Office at 315-792-7530.

Information regarding area hotels is available on our website at:
www.sunyit.edu/accommodations



✓ Checklist for Enrollment

Learn more about the following at Orientation!

Complete each and you will be prepared for the start of classes on Tuesday, January 17, 2012. For additional information please call 315-792-7530.

❑ 1. Receive SUNYITCard (Campus ID Card)

A valid identification card is required for access to computer labs, residence halls, meal plans, and other campus services.

❑ 2. Register Vehicle/Receive Parking Permit

Register your vehicle with University Police by showing your vehicle registration. Parking fees will be added to your billing statement. The full-time rate is \$55.00 plus tax and the part-time rate is \$27.50 plus tax.

❑ 3. Set Up Computer Access

Activate your SITNet ID to access the college systems. It will be ready to use an hour after activation. For additional instructions, go to http://www.sunyit.edu/its.getting_started.

Online and Hybrid Courses

From the Online Learning menu, select **Get Started**.

SUNYIT E-mail

SUNYIT e-mail is used for official communicating with students outside of class. Staff and faculty send official notifications of all kinds, including billing notifications, class cancellations and changes in hours and services, to SUNYIT e-mail addresses. Check your SUNYIT e-mail often, and always use your SUNYIT e-mail account when e-mailing faculty or staff so they'll know you are a member of the college community. E-mail from non-SUNYIT addresses often ends up in the spam folder.

Before Classes Begin

- Log in to the SUNYIT e-mail system at <http://email.sunyit.edu> and send a message to Confirm-L@sunyit.edu.
- Learn more about the IT resources and software available to you at <http://www.sunyit.edu/its/>

❑ 4. Mandatory Health Requirements

Submit your mandatory health requirements by January 15 to the Health and Wellness Center. You may fax this information to 315-792-7371, or call for more information, 315-792-7172. Non-compliance with these health requirements will result in deregistration.

- **Measles, Mumps & Rubella (MMR)** – NY State law requires all students registered for 6 or more credits provide proof of immunity to MMR.
- **Meningitis** – NY State law requires all students on or off campus, regardless of credits, provide proof of either having the meningococcal vaccine or acknowledge receiving information about meningococcal disease and vaccination, including availability and cost. The meningitis disease information, along with the Meningitis Information Response Form, are sent to your home upon deposit.
- **Health History and Physical Examination** – All students registered for 12 or more credits must submit a health history and physical examination completed within the past two years by either a physician, nurse practitioner or physician assistant. You may use the Examination Form sent to your home upon deposit or a health history and physical exam form used by your health care provider.

❑ 5. Medical Insurance Waiver (if applicable)

You will be enrolled and billed for SUNYIT's designated medical insurance UNLESS you complete the electronic waiver EACH SEMESTER, PRIOR TO ATTENDANCE. Students with 12 credits or more are required to have current medical insurance coverage. If the student has other medical insurance (under a parent's policy, employer, etc.) SUNYIT's designated medical insurance may be waived on the web after you have a PIN number, which new students receive at their initial registration. (To waive the mandatory health insurance, go to <http://healthwaiver.sunyit.edu>).



❑ 6. Submit Any Final Transcripts as Requested by the Admissions Office

Transfer students who have not earned an A.A., A.S., or A.A.S. degree should submit a high school transcript with proof of graduation, or a GED **prior to registration**. You may be restricted from the course registration session during Orientation if this proof has not been received. Any refund you are eligible for as part of your financial aid will be held until your degree documentation has been received and verified. Students failing to submit final transcripts from all previous colleges by January 20, 2012, will lose their matriculation status and any financial aid or campus services (including housing) that they are receiving. Check with the Admissions Office to confirm your documents have been received.

❑ 7. Register with the Disability Services Office

Students with disabilities requiring reasonable accommodations must register with the Disability Services Office at 315-792-7170 and provide written documentation to support the request for reasonable accommodations. For more information regarding disability services go to http://sunyit.edu/disability_services.

❑ 8. Bill Notification will be sent electronically

E-mail notification regarding your billing statements will be sent to your SUNYIT e-mail address continuously from advance registration through the start of each semester. The payment for the Spring semester is due on or before December 30, 2011. For any registration that takes place after the bill due date, December 30, 2011, payment is expected at the completion of the registration process. Up to the minute account information is available using the Account Status menu option in QuikPAY. Any changes to your account after a billing statement has been processed can be viewed here; there is no need to wait until a new billing statement has been issued to view your account changes or balance due.

❑ 9. Confirm Attendance/Charges

Students are not officially enrolled until they confirm their schedule with the Student Services Center. Confirming attendance can only be done if you have a zero or negative balance. Information can be found at www.sunyit.edu/confirm. If you have a balance due, online payments or enrollment in a Time Payment Plan will automatically confirm your charges as part of the payment process. This must be done **before** the payment due date. Class schedules and/or housing assignments are not guaranteed if your confirmation is not received by the due date.

Frequently Asked Questions

Are family members and guests invited to attend?

Yes. We welcome family members and guests to attend Orientation at no additional charge.

Is there a fee for Orientation?

The costs for students, family members and guests to attend Orientation are included in SUNYIT's 'Comprehensive Student Fee' that is billed to all students along with tuition and other charges prior to the start of the semester. Meals during Orientation are included at no additional charge.

What should I bring to Orientation?

Appropriate clothing for the season—you will be walking outside between buildings.

Medical Health Insurance information - if you have your own health insurance coverage that will be in effect for the upcoming semester, you should bring your insurance information. You can waive the fee for SUNYIT's mandatory student health insurance plan by entering your own policy information on the web-based class registration screen. Bring your insurance company's name, your policy group number and the effective dates of your coverage.

Your official final transcript, if you have not previously submitted it to the admissions office.

What hotel accommodations are available?

Campus Life staff will assist you with local hotel information if you wish to make reservations to stay off-campus. Contact 315-792-7530 or visit www.sunyit.edu/accommodations.

Is campus dining available during Orientation?

Yes. Orientation programs include lunch for students and families.

What if I am unable to attend any of the scheduled orientation programs?

The Orientation program is **REQUIRED** for all new students taking courses on campus at SUNYIT. If you are unable to attend any of the scheduled programs, you may not be able to register for your classes until on or after the first day of classes. Most students find course availability is substantially limited after the semester begins. In addition, you will miss the assistance provided at Orientation to help you comply with SUNYIT's enrollment requirements. Please call the Campus Life Office at 315-792-7530 if you have any questions.

Listing of Campus Offices

Academic Department Offices	Building/Room #	Phone #
Business Management.....	Donovan Hall, 1103 ...	315-792-7337
Communication & Humanities	Donovan Hall, 2123	792-7389
Computer Information Sciences	Kunsela Hall, C130	792-7354
Engineering, Science, & Mathematics.....	Donovan Hall, 1191	792-7234
Engineering Technologies	Donovan Hall, 1191	792-7234
	Kunsela Hall, C130.....	792-7354
Nursing & Health Professions	Donovan Hall, 1143	792-7295
Social & Behavioral Sciences	Donovan Hall, 2123	792-7389

Campus Offices	Building/Room #	Phone #
Admissions	Kunsela Hall, A108.....	792-7500
Alumni.....	Kunsela Hall, B246.....	792-7110
Athletics	Field House, F220	792-7520
Campus Bookstore	Kunsela Hall, B112	792-7257
Campus Life	Student Center, S105	792-7530
Career Services.....	Kunsela Hall, B101.....	792-7165
College Association	Kunsela Hall, A217	792-7341
Continuing Professional Education	Kunsela Hall, B234.....	792-7270
Counseling Center	Campus Center, 217	792-7172
Disability Services.....	Kunsela Hall, B101.....	792-7170
EOP	Kunsela Hall, B101.....	792-7805
Facilities.....	Service Building, 110.....	792-7456
Financial Aid (Student Services Center)	Kunsela Hall, A208	792-7210
Food Service	Campus Ctr. Dining Hall ..	792-7224
Graduate Center	Kunsela Hall, A221	792-7347
Health & Wellness Center.....	Campus Center, 217	792-7172
Human Resources	Kunsela Hall, A011.....	792-7191
IT Help Desk.....	Cayan Library	792-7440
Instructional Resources.....	Kunsela Hall, A012	792-7180
International Student Services.....	Student Center, S105	792-7530
Learning Center	Donovan Hall, G155	792-7310
Library	Cayan Library	792-7245
President.....	Kunsela Hall, B246.....	792-7400
Print Shop	Kunsela Hall, A002	792-7204
Provost	Kunsela Hall, B246.....	792-7200
Registrar (Student Services Center).....	Kunsela Hall, A208	792-7265
Residential Life & Housing	Student Center, S105	792-7810
Student Accounts (Student Services Center)....	Kunsela Hall, A210	792-7412
Student Activities	Student Center, S105	792-7530
Student Affairs.....	Kunsela Hall, B246.....	792-7505
Student Association	Student Center, S218	792-7135
University Police	Kunsela Hall, B126.....	792-7111
Veterans Affairs (Student Services Center)	Kunsela Hall, A208	792-7265
Voter Registration (Campus Life).....	Student Center, S105	792-7530

Academic Calendar

Spring Semester 2012

A more detailed academic calendar will be published by the Registrar's Office just prior to each semester.

December 30	(Fri)	Spring 2012 Payment Due \$40 Late Fee to Register for Spring 2012 Courses Begins for Returning Students
January 10	(Tues)	Online and Hybrid Course Content Available for Viewing in Angel
January 17	(Tues)	ALL CLASSES BEGIN Add/Drop Begins - No Fees Charged
January 21	(Sat)	Saturday Classes are in Session
January 24	(Tues)	Add/Drop Fees Begin (Students Must Obtain Instructor's Signature to Add a Course) \$40 Late Fee Charged to ALL Students Registering for Spring 2012
January 30	(Mon)	Last Day to Add/Register for Courses
February 6	(Mon)	Last Day to Drop Without Academic Record
February 7	(Tues)	Withdrawal (W Grade) from Courses Begins
March 3	(Fri)	Last Day of Classes for First Half Semester Courses
March 4-11	(Sun-Sun)	SPRING BREAK
March 12	(Mon)	Classes Resume First Day of Classes for Second Half Semester Courses
March 13	(Tue)	Midsemester Grades Due Incomplete Grades from Fall 2011 Revert to "F" Grades
April 2	(Mon)	Last Day to File for August 2012 Graduation Last Day to Officially Withdraw (W Grade) from Courses
April 9-13	(Mon-Fri)	Advance registration – Summer and Fall 2012 (Matriculated Students: See Academic Department for Advising Schedule)
April 28	(Sat)	CLASSES END
April 30	(Mon)	Final Exams Begin
May 3	(Thur)	Final Exams End
May 5	(Sat)	Commencement – 10:00 AM
May 8	(Tue)	Final Grades Due – 12:00 PM
June 1	(Fri)	Last Day to File for December 2012 Graduation



STATE UNIVERSITY OF NEW YORK INSTITUTE OF TECHNOLOGY AT UTICA/ROME



We'd be happy to answer your questions. Please write or call:

**SUNY Institute of Technology
Campus Life Office
Student Center, Room S105
100 Seymour Road, Utica, NY 13502**

315-792-7530 • www.sunyit.edu • orientation@sunyit.edu